PDF XChange 4

Converting a PDF document to a Word document

► Go to PDF Tools



Click on the Convert PDF to RTF/.DOC/.TXT icon

DF-Tools 4.0						
Select Tool			Pre	eferences	Help	
Convert PDF t	o.RTF/.DOC/.1	тхт				
		Documents S	Selection List			
Please Add Documents to	he List, and you m	ay specify Page Rang	e(s) for each:	Preview Documer	t:	
<empty></empty>				<none></none>		
∇ Title	Ext	Location Size	Page Range(s)			
List Setup 👒	Add	Up Down	Save As Remove			
		Previous	Next		Cancel	

► Locate the PDF file you wish to convert in the browser window which will now be displayed

This is how the screen with look with the required file displayed

DF-Tools 4.0						
Select Tool			[Preferenc	es 🕜 H	Help
Convert PDF	to .RTF/.DOC/.TX	т				
		Documents Sel	lection List			
Please Add Documents t	o the List, and you may	specify Page Range(s	s) for each:	Pr d	review Document: None>	
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Click Next						
			1	Then i		
Select Tool				Preferenc	es	Help
Convert PDF	to .RTF/.DOC/.TX	т				
	Se	elect Method to Grou	up Extracted Te	ext		
Please specify the Gro	uping Action required for uired action from those below. unent to One File	the Extracted Text				
O Separate O All Docum Selected 2	each Page to a Different File nents to One File page(s) total					
		Previous		Next		Cancel

Select the required conversion parameters (Grouping Action for the Extracted Text)

► Click Next

► Select the required destination for the file

BPDF-Tools 4.0						
Select Tool	Preferences Preferences					
Convert PE	DF to .RTF/.DOC/.TXT					
	Save Setup					
Destination Setup	Destination Folder Please specify the destination folder:					
	C:\Documents and Settings\parrottc\My Documents Browse Place to a Source Folder(s) automatically					
	Destination File Name					
	Please select a destination rile name (and/or speciry any name creation macros): licence error Add Macros V					
	Viewer Run					
	View each Document after creation					
	Previous Process 🤕 Cancel					

This screen also gives you the option to Edit the way the document is saved ie the file format ► Click on Text Save Type Setup button (below the Destination Setup button)

DF-Tools 4.0	
Select Tool	Preferences 🕜 Help
Convert P	DF to .RTF/.DOC/.TXT
	Save Setup
Destination Setup	You may specify the Save Type for all Extracted Text
Text Save Type Setup	Save as Type: Rich Text Format (*.rtf) Text Options: Include Space: None Images Settings: Images Settings: Auto JPEG Advanced
	Previous Process Cancel

This screen allows you to make amendments to how the document is saved

► Click Process when all options have been selected

The document will now be displayed in the selected Word format