⦿ PDF Converter Elite 5 Quick Reference Guide

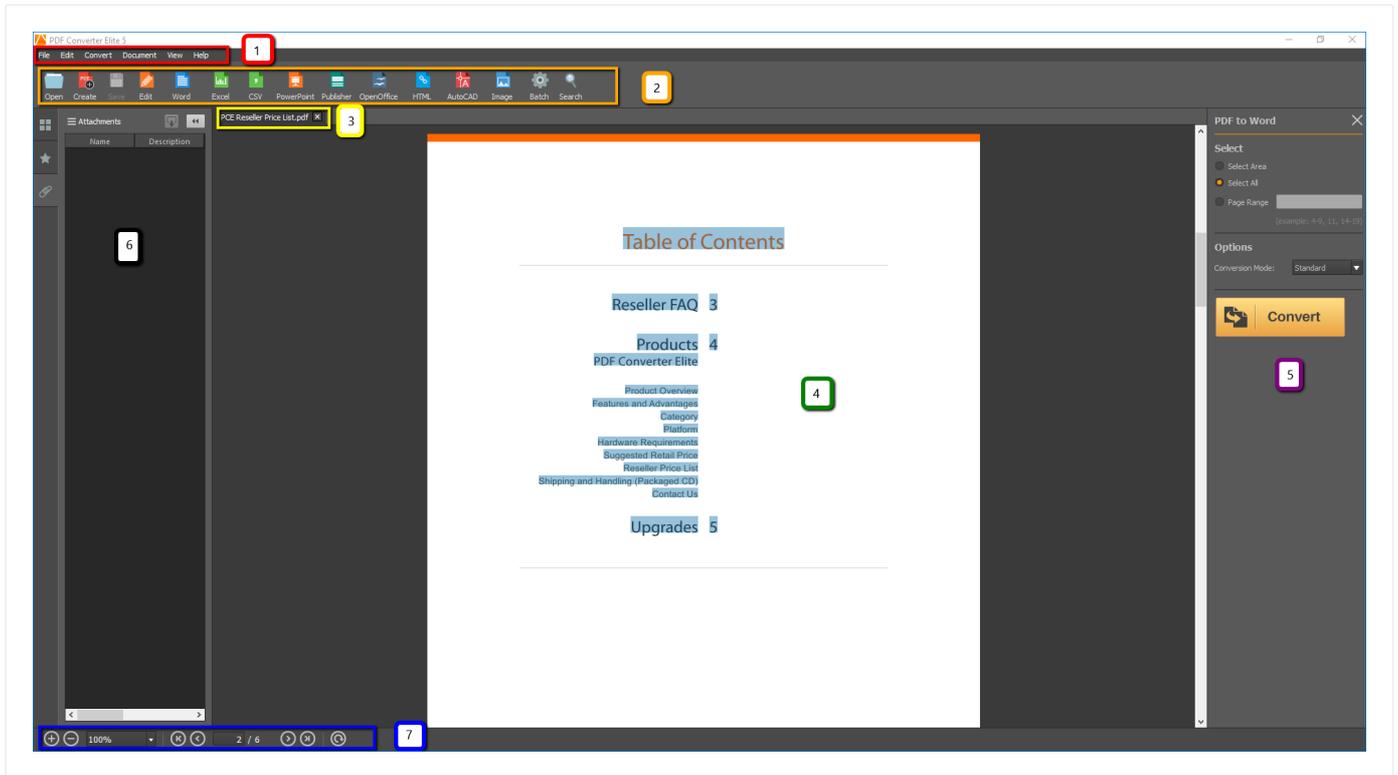## Table of Contents

Interface

Interface Elements

The user interface of a new version of PDF Converter Elite has the following interface elements:

1. The **Menu bar** contains six drop down menus: File, Edit, Convert, Document, View and Help. With these menus you can access all the commands of PDF Converter Elite.
2. The **Toolbar** menu gives a quick access to frequently used commands: Open, Create, Save, Edit, Word, Excel, CSV, PowerPoint, Publisher, OpenOffice, HTML, AutoCAD, Image, Batch, Search.
3. The **Tab bar** bar easily navigates you through opened documents. You can find it directly above the opened documents. When you click on a specific tab, your document will appear in the document area.
4. The **Document Area** shows the active document.
5. The **Dynamic Sidebar** appears on the right side. It gives all possible options for a specific action (conversion type).
6. The **Navigation bar** contains Thumbnails, Bookmarks and Attachment panels.
7. The **Footer bar** gives you an option to zoom in and out the active document and to rotate it.

Opening Documents

You can open documents in PDF Converter Elite in two ways:

1. On the **File** menu, click the **Open** option to select a file from your computer. Click **Open** to confirm. At the bottom of the **File** menu you can also find the recently used PDF documents which you can open with a single click.
2. On the **Toolbar**, click the **Open icon** and select a file from your computer. Click **Open** to cinfirm.

Closing Documents

1. You can close documents in PDF Converter Elite in two ways:
   On the **File** menu, click **Close**.
   On the **Tabr** bar, click the close button of the document.
2. If you want to close all documents and exit the program, click the **Exit** button on the **File** menu or close the whole program by clicking on the top right **Close** button.

Selecting Content

Selecting the Entire Document

Once you open a document and choose a conversion type you can apply one of these two ways to select the entire document:

Click the **Edit** menu and then in the drop-down list click on **Select All Pages.**.
Click **Select All Pages** on the dynamic sidebar.
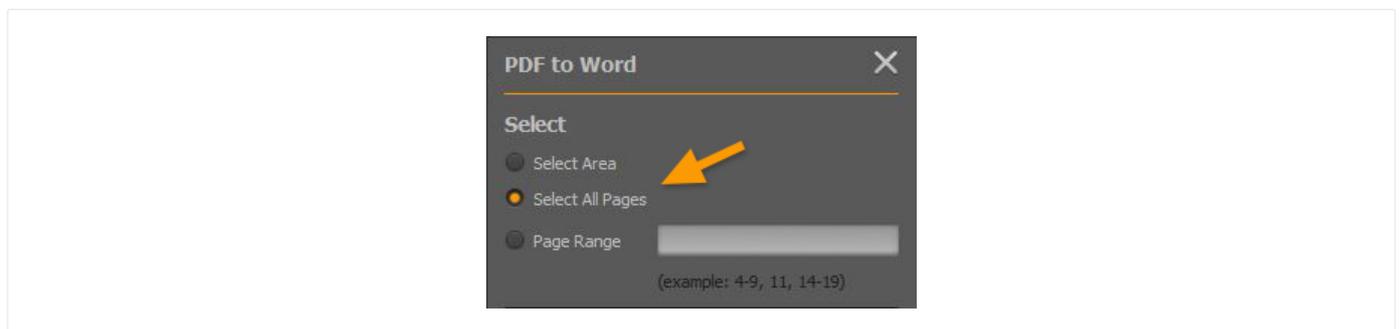
Selecting the Entire Content of a Single Page

If you need the entire content on one specific page only, there are two ways to do that:

Click the **Edit** menu and then in the drop-down list click on **Select All on Page**.

Selecting a Page Range

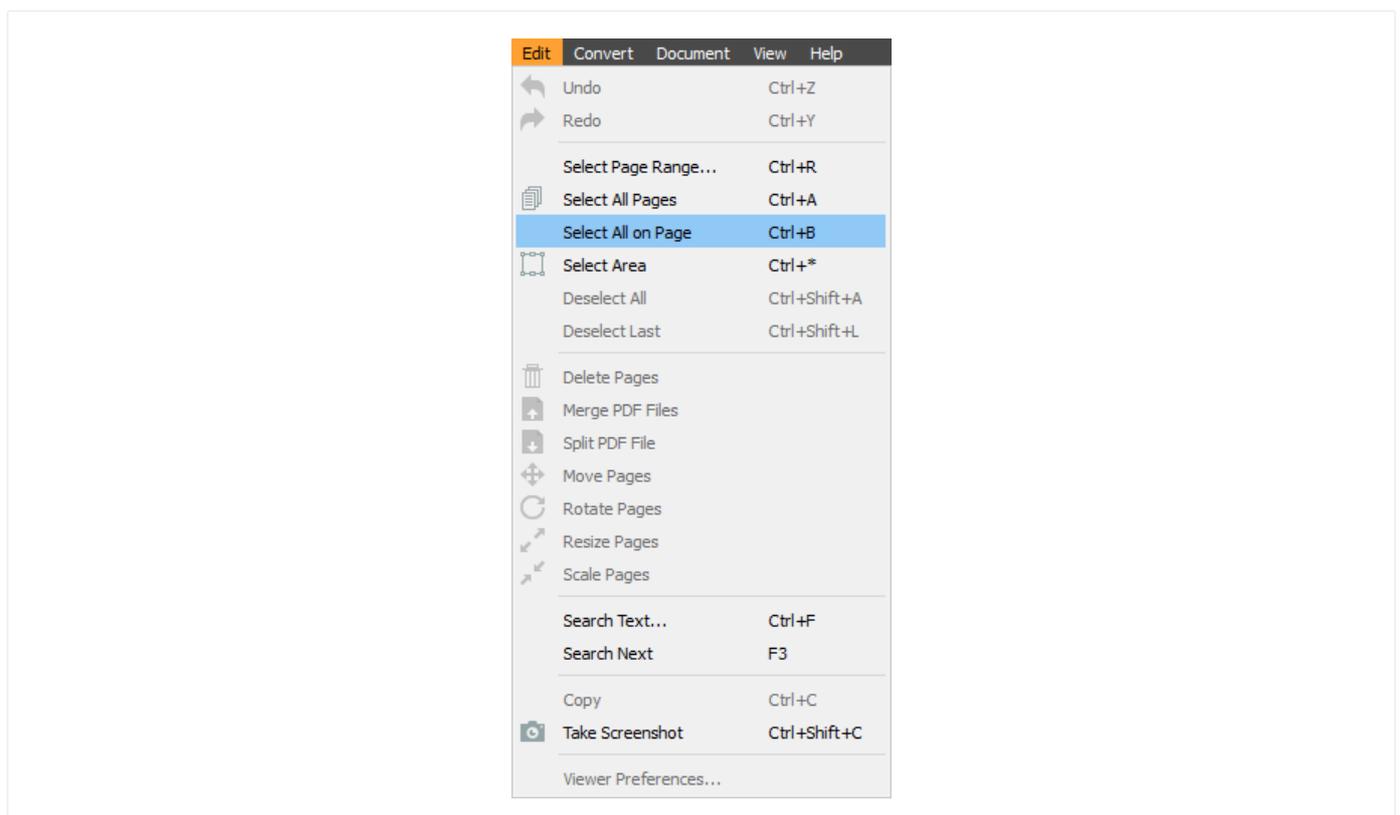There are two ways to select a page range you want to convert:

Click the **Edit** menu and then in the drop-down list click on **Select Page Range**.
Click **Select Page Range** on the dynamic sidebar.

After you choose the page range, click **Enter** on your keyboard and the **Convert** button will be activated. If you want to select different page ranges at the same time, just separate these ranges with commas, like in this example: 1,3-5,13-17.
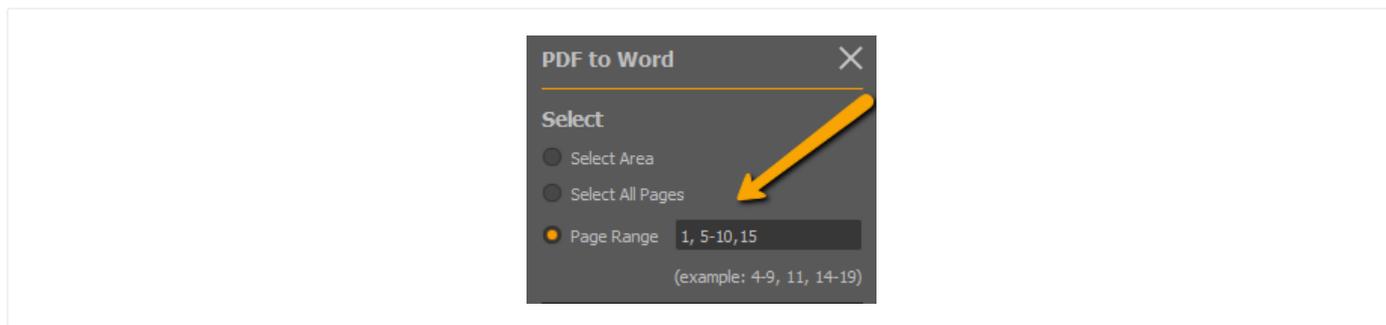
Selecting Area

To convert only a specific area you can activate the **Select Area** option and highlight the part of content you wish to convert.

Click the **Edit** menu and then in the drop-down list click on **Select Area**. Hold the left mouse click and select the area with it.
Click **Select Area** on the dynamic sidebar.
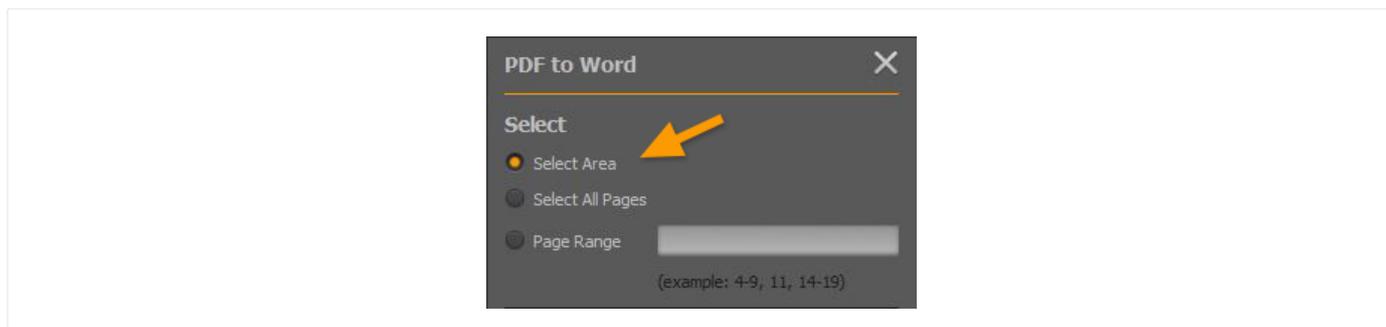
Deselecting Content

If you didn't select the right part of the content or you simply changed your mind and you want to select something else to convert, there is a way to deselect content.

To deselect all, click on the **Edit** menu and then on **Deselect All**.

To deselect only the last selection (works only with Page Range selection), click on the **Edit** menu and then on **Deselect Last**. You can also click anywhere outside of the document to deselect all.
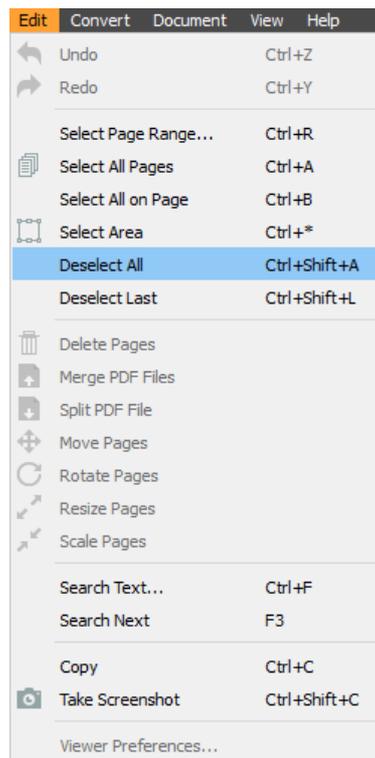
Converting PDF Documents

Converting PDF Documents to Microsoft Word

There are two ways to convert PDF to Microsoft Word:

On the Menu bar:

Click on the **File** menu and then on **Open** and browse for the PDF that you want to convert to Word. Click on the **Convert** menu and then **PDF to Word**.
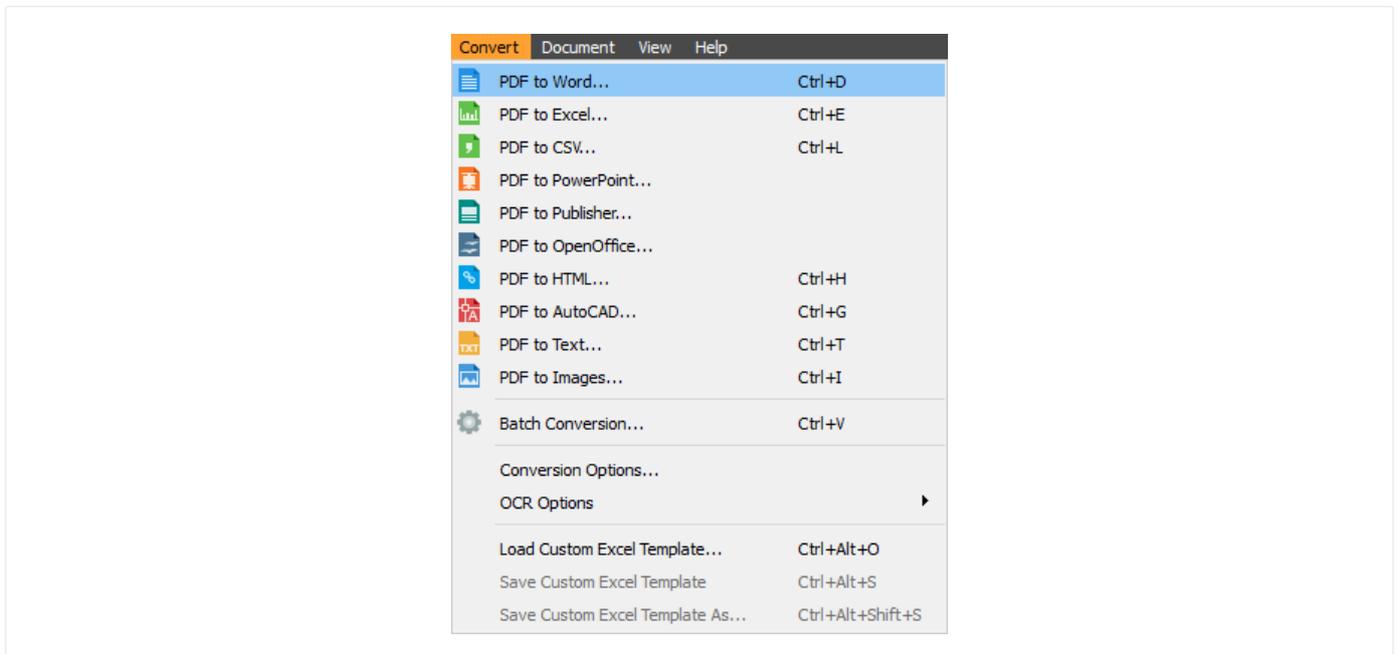
On the Toolbar:

Click on the **Open** icon to browse a PDF you want to convert. Click on the **Word** icon to convert a PDF to Word.

There are three PDF to Word conversion modes to choose from:

1. **Standard conversion** delivers the best output for most documents. It retains background graphics and textual layout.
2. **Frames conversion** delivers the output with the background graphics and layout of the selected pages and items. In that case, the text appears in individual text boxes in a new document.
3. **Text conversion** converts only the parts of text of the selected content. This conversion mode is recommended when the user wants to edit or use only the text portion of the PDF.

Converting PDF Documents to Microsoft Excel

There are two ways to convert PDF to Microsoft Excel:

On the Menu bar:

Click on the **File** menu and then on **Open** and browse for the PDF that you want to convert to Excel. Click on the **Convert** menu and then **PDF to Excel**.
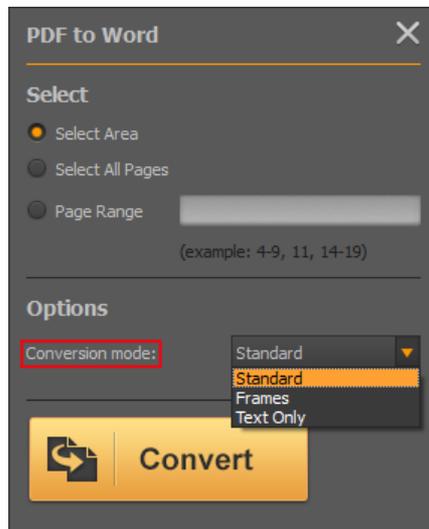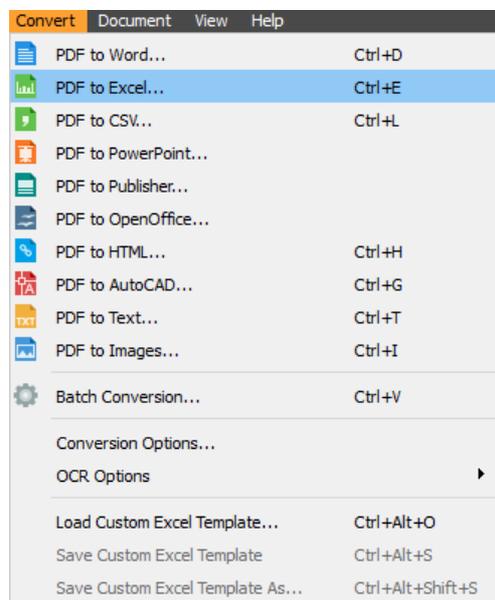

On the Toolbar:

Click on the **Open** icon to browse a PDF you want to convert. Click on the **Excel** icon to convert a PDF to Excel.

Select content for conversion *Note: To learn how to select content, see Selecting Content.*

Automatic and Custom Conversion: With complex tables, it may happen that you don't get a perfect result when converting PDF to Excel automatically. If conversion result is not in alignment with the original tables set, use custom PDF to Excel conversion, to personalize your spreadsheets and designate the visual look of your tables before conversion.

How to use Settings button on the side bar

For automatic conversion: choose between **simple** and **full** analysis. If your PDF contains simple tables and basic, try simple analysis. Full analysis is set up by default.

For custom conversion: here you can set up Page Ranges option. You can choose from:

Each table has its own table set: If you want to personalize only the table on a specific page, choose the first option. In that case, every page has its own settings.
**All consecutive pages have the same table set:** Table structure that you set up with Advanced options can apply to all consecutive pages.
Automatic: the program will automatically decide how tables should be set up.
Single table per range option should be checked if you want to generate only one specific table on the page.

If you want to save the settings, slick the **Save as default** option.
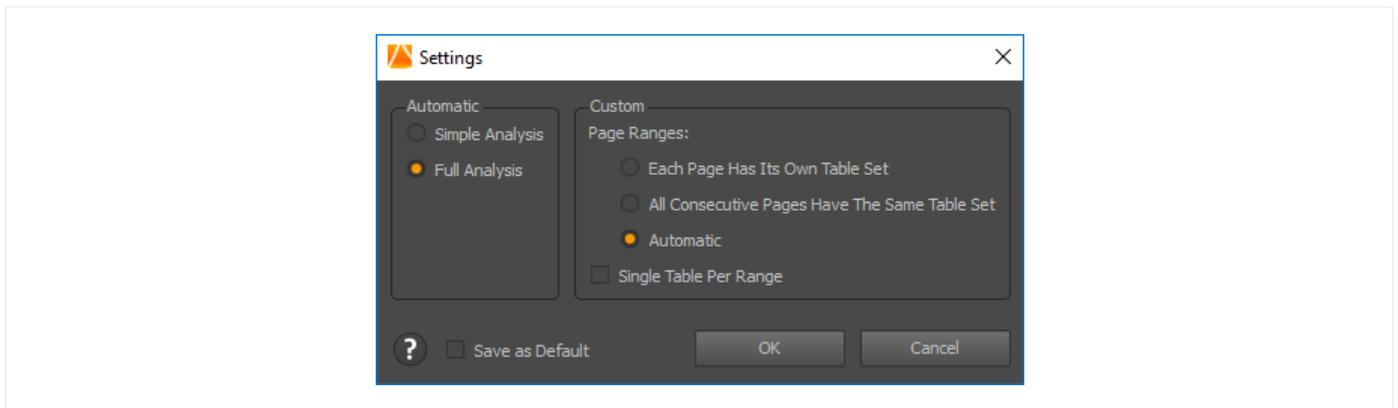
How to use Advanced Options button

Page range section: If you have a large document and you don't need to personalize all the tables, choose the pages you want to apply custom conversion to. Click **Extend** to add more pages to your page range settings, or **Exclude** to remove a page from the page range.

Tables section: Add more tables or delete existing ones, by clicking on the relevant button and dragging a table with the mouse. If you are not satisfied how the tables look, click the **Replot** button.
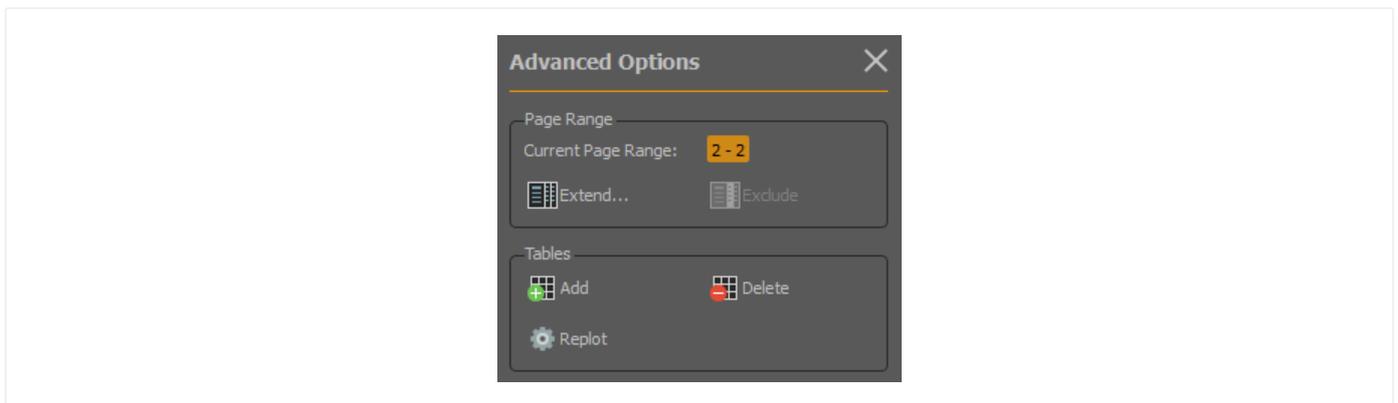
Columns section: To add an additional column, click the **Add Columns** button and then click on document exactly where you want to place a new column. If you want to delete the column, first click on **Erase Column** Line button and again on the document, where the column you want to remove is placed. To choose how the content within the cells will be treated, use one of the following options from the drop-down menu: Never split, Always split, Split only between two words, Split if 2 spaces between words, split if 3 spaces between word. To choose how the content within tables will look like, click the **Column Types** button.
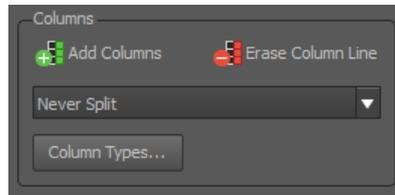
Rows section: First tick the **Show rows** box to see all the rows in the document. Also tick the **Manual row editing** box in order to enable other buttons. To add an additional row, click the **Add Rows** button and then click on the document exactly where you want to place a new row. If you want to delete a certain row, click on **Erase Row Line** and then click on the document exactly where the row is. If you need to choose a specific column to differentiate the rows in a specific column table, click the Rows settings button and select the table you need to work with. Then select the scheme you want to use to differentiate the rows and click **OK**.

Header and Footer section: It is set up by default to keep only the first header and the last footer. If you want to show all headers and footers click on the Settings button and tick the boxes **Enable Headers, Enable Footers**. If you want to edit headers and footers, click on one of the buttons and drag the header/footer accordingly.
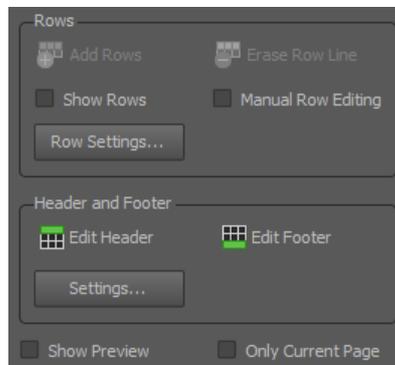
Show Preview: tick this box if you want to preview the conversion result before actual conversion.

Only Current Page: tick this box if you want to apply these settings only to the current page.

When you are done, click **Convert** button.

If you want to save these custom Excel settings you've made for future use, before clicking on the **Convert** button, go to **Convert** menu and click on **Save Custom Excel Template**. Choose the name of the file and its location. Next time when you want to apply the same custom Excel settings to a PDF, once you open a PDF and choose the type of conversion, click on the **Convert** menu bar and then on **Load Custom Excel Template**. Type of conversion is to Excel by default, but can be changed from **Conversion Options** under Excel/CSV tab by changing 'Default action for Convert Button under Advance action Panel' option to CSV.
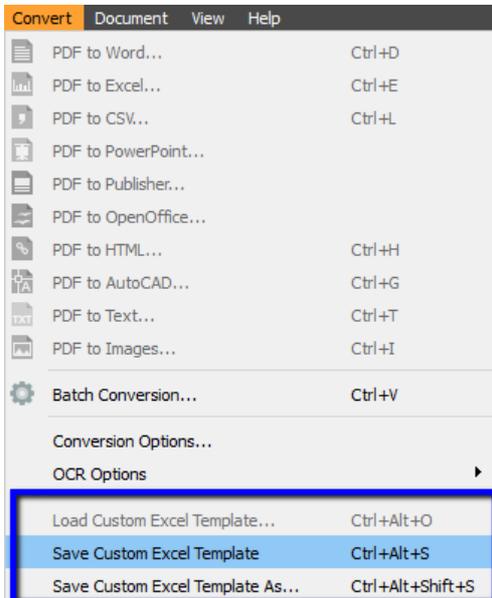
Converting PDF Documents to CSV

There are two ways to convert PDF to CSV:

On the Menu bar:

Click on the **File** menu and then on **Open** and browse for the PDF that you want to convert to CSV. Click on the **Convert** menu and then **PDF to CSV**.
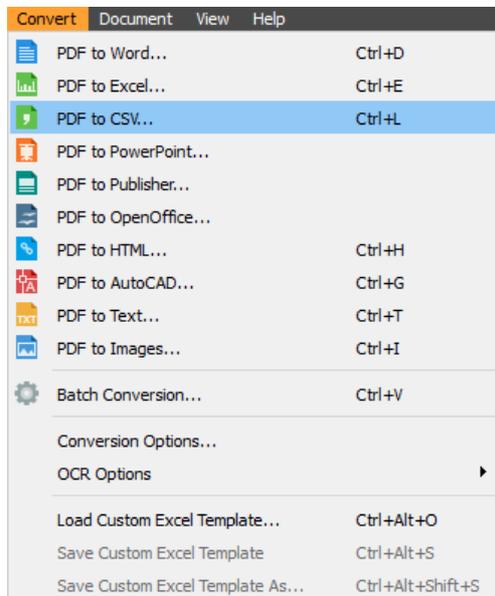
On the Toolbar:

Click on the **Open** icon to browse a PDF you want to convert. Click on the **CSV** icon to convert a PDF to CSV. **Select content for conversion** *Note: To learn how to select content, see Selecting Content.*

How to use Settings button on the side bar *Note: To learn how to select content, see Converting PDF documents to Excel.*

How to use Advanced Options button *Note: To learn how to select content, see* *Converting PDF documents to Excel*.

Converting PDF Documents to Microsoft PowerPoint

There are two ways to convert PDF to PowerPoint:

On the Menu bar:

Click on the **File** menu and then on **Open** and browse for the PDF that you want to convert to PowerPoint. Click on the **Convert** menu and then **PDF to PowerPoint**.
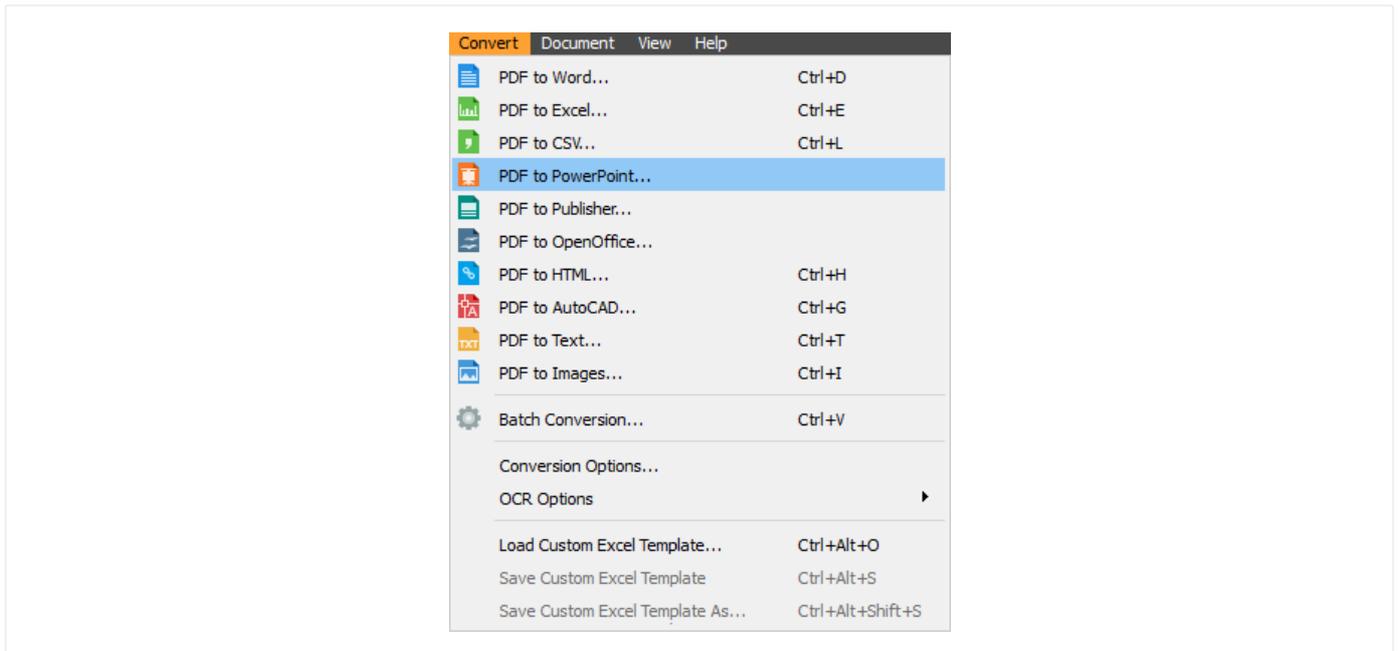
On the Toolbar:

Click on the **Open** icon to browse a PDF you want to convert. Click on the **PowerPoint** icon to convert a PDF to PowerPoint.

Select content for conversion *Note: To learn how to select content, see* *Selecting Content*.

Converting PDF Documents to Microsoft Publisher

There are two ways to convert PDF to Publisher:

On the Menu bar:

Click on the **File** menu and then on **Open** and browse for the PDF that you want to convert to Publisher. Click on the **Convert** menu and then **PDF to Publisher**.

On the Toolbar:

Click on the **Open** icon to browse a PDF you want to convert. Click on the **Publisher** icon ▤ to convert a PDF to Publisher.

Select content for conversion *Note: To learn how to select content, see Selecting Content.*

Conversion Modes

There are three conversions modes to choose from:

1. **Standard** mode gives the optimal conversion results for most documents. All contents are placed in one frame, while images and other objects are placed in separate frames.
2. **Frame per Paragraph** mode places each paragraph into a separate frame. It is most suitable for editing or rearranging the content of your document.
3. **Frame per Token** mode. Token is actually the smallest recognized group of the items on the page. This conversion mode creates a maximum number of frames available and allows for maximum editing flexibility.

Once you choose the conversion mode, click the **Convert** button.

Converting PDF Documents to OpenOffice

There are two ways to convert PDF to OpenOffice:

On the Menu bar:

Click on the **File** menu and then on **Open** and browse for the PDF that you want to convert to OpenOffice. Click on the **Convert** menu and then **PDF to OpenOffice**.
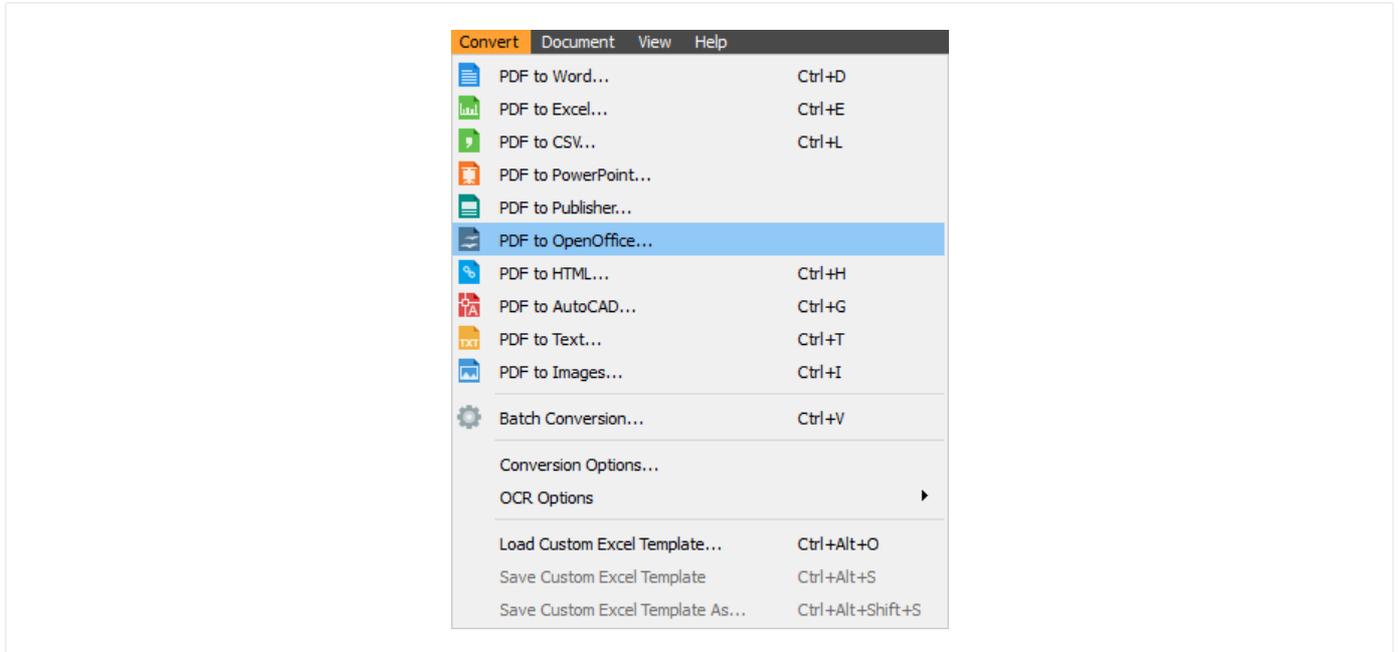
On the Toolbar:

Click on the **Open** icon to browse a PDF you want to convert. Click on the **OpenOffice** icon to convert a PDF to OpenOffice.
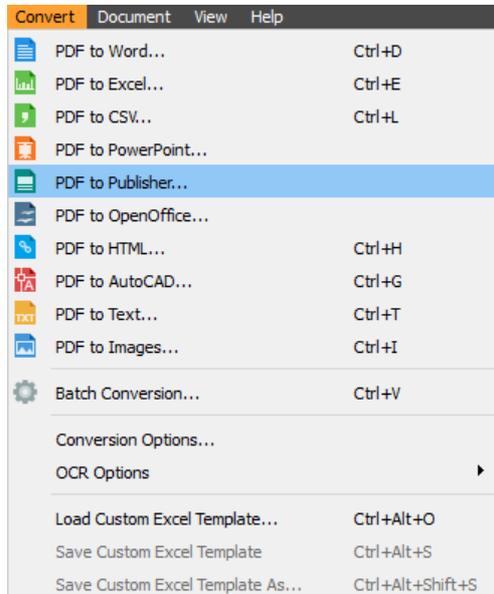
Select content for conversion *Note: To learn how to select content, see Selecting Content.*

Conversion Modes

There are three conversions modes to choose from:

1. **Writer** is the word processor, an alternative for Microsoft Word.
2. **Calc** mode is for converting PDFs to editable spreadsheet documents.
3. **Impress** mode converts PDF documents to editable presentations.
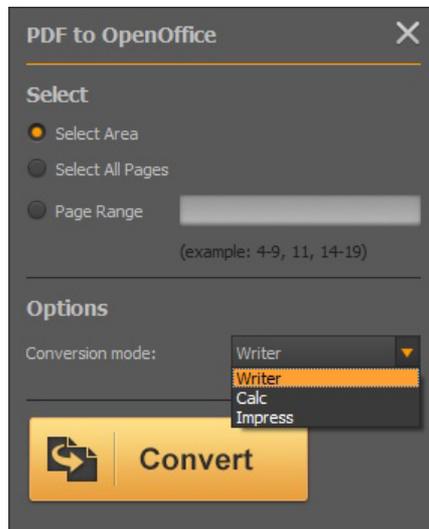
Click the **Convert** button once you choose the conversion mode.

Converting PDF Documents to HTML

There are two ways to convert PDF to HTML:

On the Menu bar:

Click on the **File** menu and then on **Open** and browse for the PDF that you want to convert to HTML. Click on the **Convert** menu and then **PDF to HTML**.
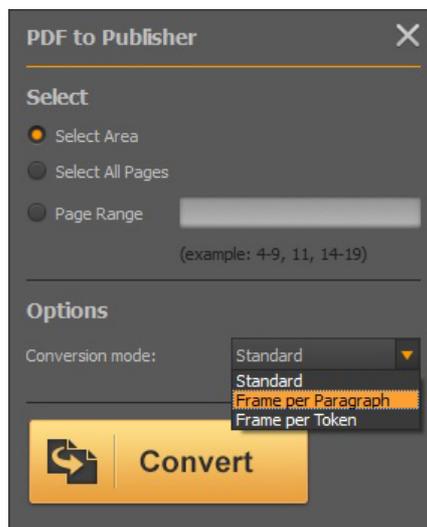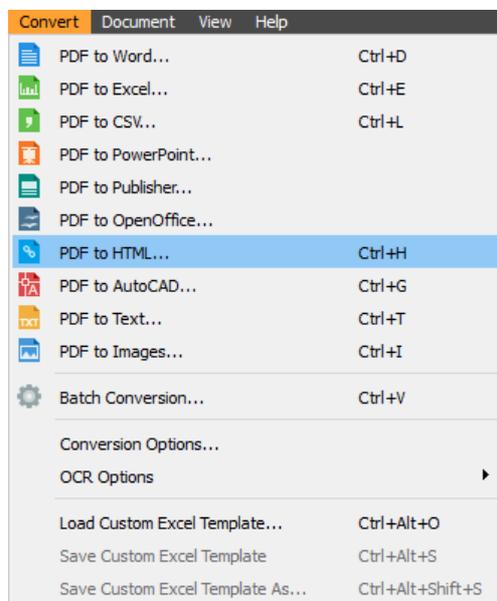

On the Toolbar:

Click on the Open icon to browse a PDF you want to convert. Click on the **HTML** icon to convert a PDF to HTML.

Select content for conversion *Note: To learn how to select content, see Selecting Content*.

Click the **Convert** button to convert a PDF to HTML.

Converting PDF Documents to AutoCAD

There are two ways to convert PDF to AutoCAD:

On the Menu bar:

Click on the **File** menu and then on **Open** and browse for the PDF that you want to convert to AutoCAD. Click on the **Convert** menu and then **PDF to AutoCAD**.

| Convert	Document	View	Help	
	PDF to Word...		Ctrl+D	
	PDF to Excel...		Ctrl+E	
	PDF to CSV...		Ctrl+L	
	PDF to PowerPoint...			
	PDF to Publisher...			
	PDF to OpenOffice...			
	PDF to HTML...		Ctrl+H	
	PDF to AutoCAD...		Ctrl+G	
	PDF to Text...		Ctrl+T	
	PDF to Images...		Ctrl+I	
	Batch Conversion...		Ctrl+V	
	Conversion Options...			
	OCR Options		▶	
	Load Custom Excel Template...		Ctrl+Alt+O	
	Save Custom Excel Template		Ctrl+Alt+S	
	Save Custom Excel Template As...		Ctrl+Alt+Shift+S	

On the Toolbar:

Click on the **Open** icon to browse a PDF you want to convert. Click on the **AutoCAD** icon to convert a PDF to AutoCAD.

Select content for conversion *Note: To learn how to select content, see* *Selecting Content*.

There are two conversion file types to choose from: DWG (Drawing Format) or DXF (Drawing Exchange Format).

Other options you can change:

Color palette: Standard (AutoCAD 2000) and RGB (AutoCAD 2004)
Units: Millimetres and inches
Polyline Width: from Source Document, Zero
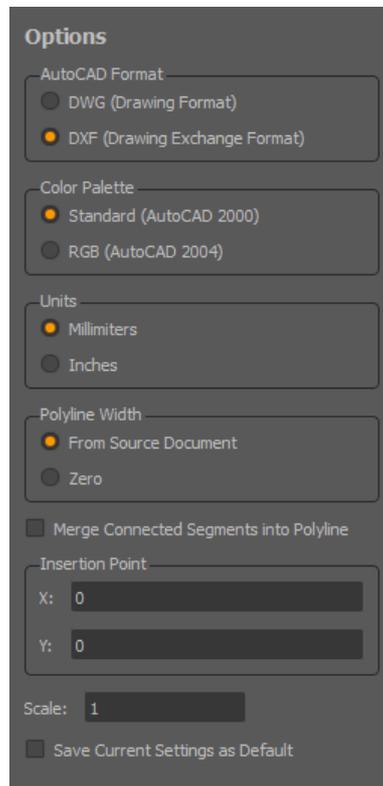
You can save the changes as default by ticking the box **Save Current Settings as Default**.

Click the **Convert** button once you set up all the changes.

Converting PDF Documents to Images

There are two ways to convert PDF to Images:

On the Menu bar:

Click on the **File** menu and then on **Open** and browse for the PDF that you want to convert to Image. Click on the **Convert** menu and then **PDF to Images**.

On the Toolbar:

Click on the **Open** icon to browse a PDF you want to convert. Click on the **Images** icon to convert a PDF to Image.

Select content for conversion *Note: To learn how to select content, see* *Selecting Content*.
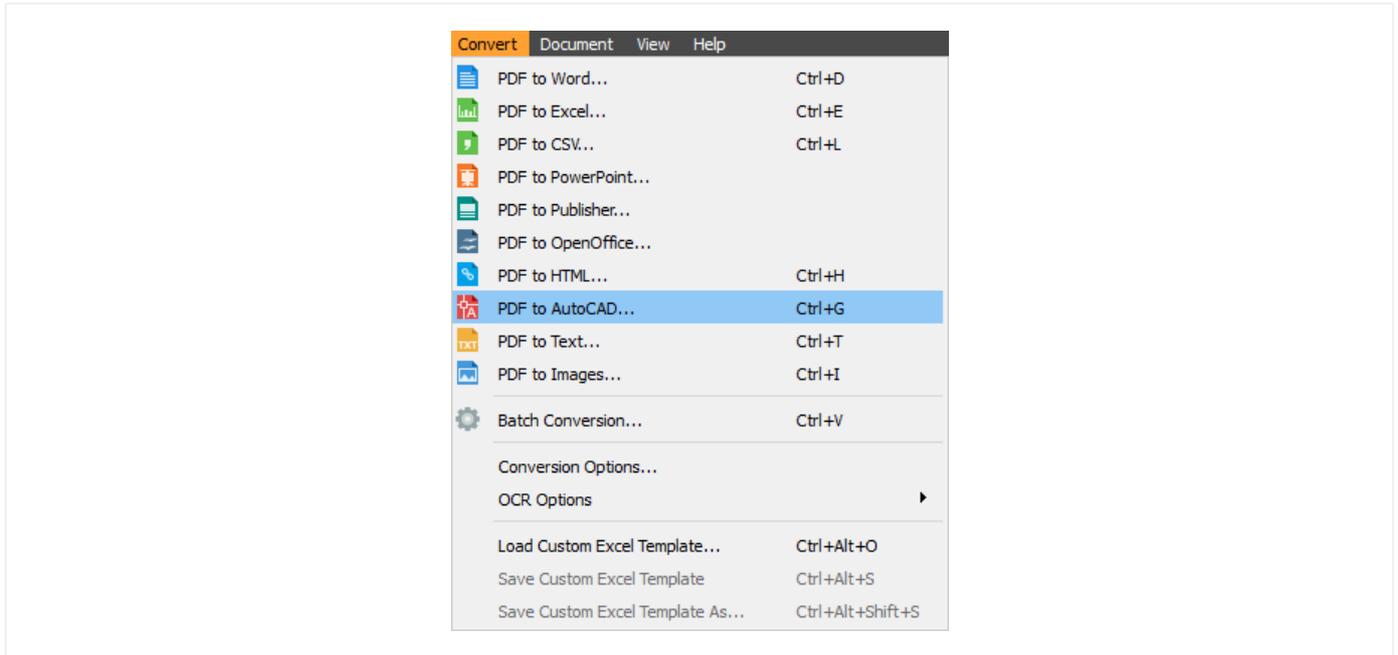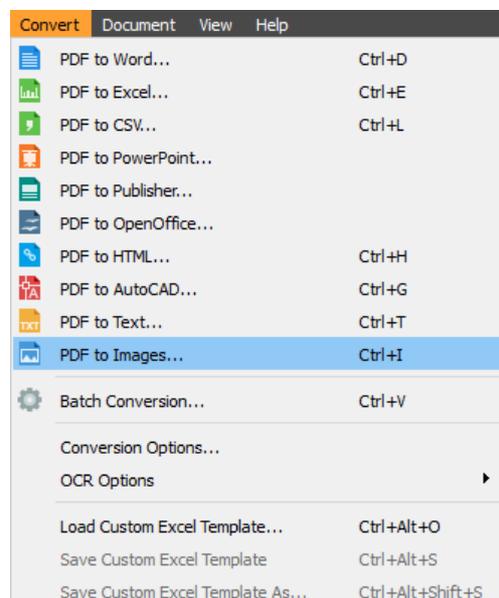
Image format options

You can choose the following output types: png, jpg, bmp, gif, tiff.
If you want to convert a PDF to jpg, you can set up image quality (from 1 to 100 %).
You can set up the image to be black and white by ticking that box.
The multipage image box is enabled for PDF to tiff and gif formats when you can set up the gif animation speed.

Image Size is defined by:

Dimension option is for changing width and height.
Scale option is for changing scale (25, 50, 100, 200, 400, or other).

If you want to set up these additional options from scratch, tick the **Reset** box.
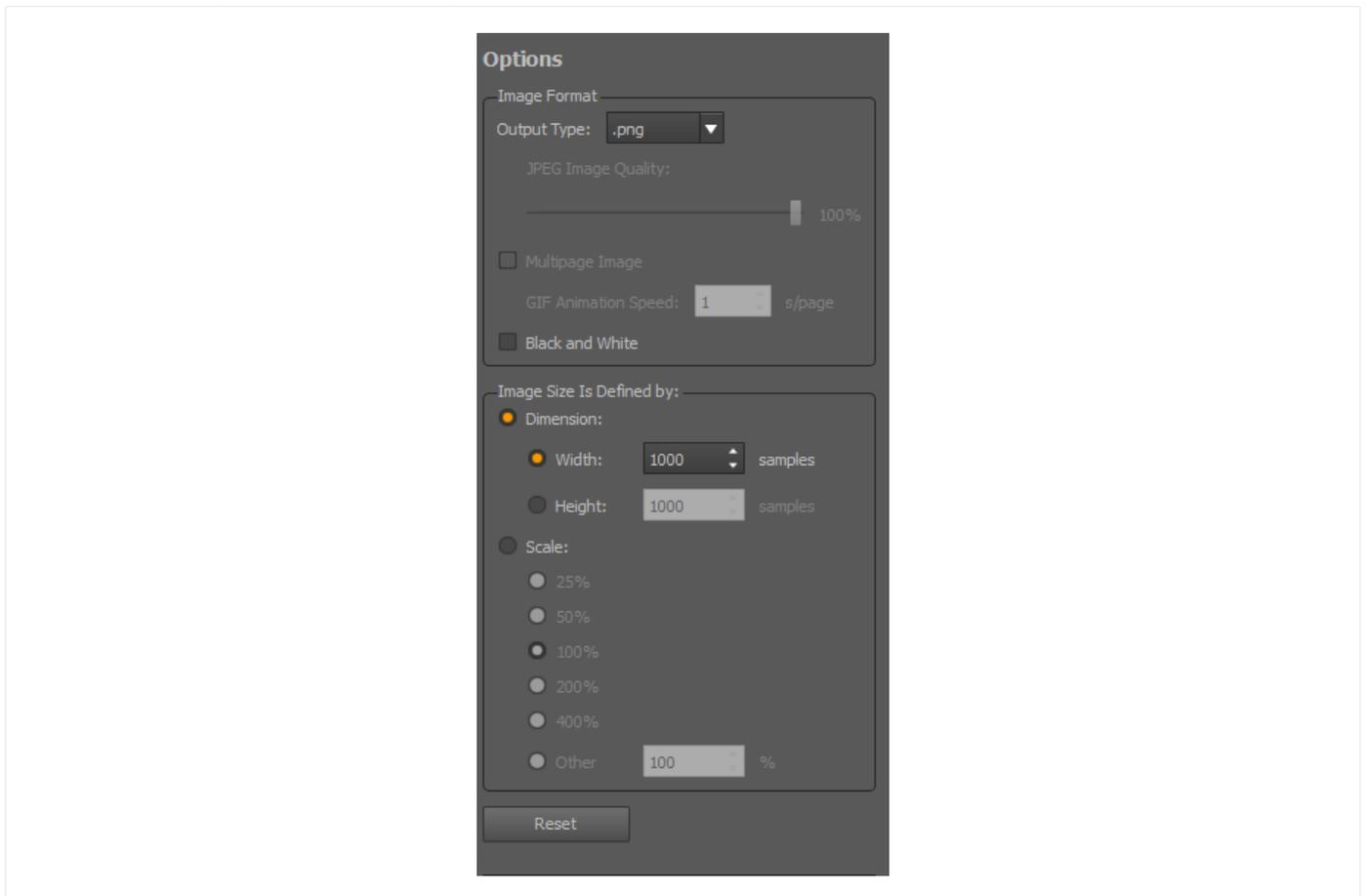
Click the **Convert** button to convert a PDF to Image.

Converting Scanned PDF Documents

There are two types of PDF documents. Documents created with PDF software are called native PDFs and documents created with a scanner or other photo imaging tool are called scanned PDFs. Scanned PDFs are of poorer quality and not every PDF converter on the market can convert such files. To convert a scanned PDF file, you need to use PDF converter that has integrated OCR (Optical Character Recognition) technology. PDF Converter has integrated OCR

engine which makes converting scanned PDFs possible. In certain cases, converting without OCR is a better solution and for that reason, the program has an option to manually change OCR settings.

So if you deal with scanned PDF documents, you need to turn on OCR engine before the conversion starts. Before you open a file and choose the type of conversion, click on the **Edit** menu bar and go to **OCR options**. Click on **Convert Using OCR** if your file is a scanned PDF. If you want to convert a PDF without OCR, click on **Convert Without Using OCR**.

Batch Conversion

If you want to convert multiple PDFs at the same time, you can use batch conversion. Have in mind that you can convert PDF documents only into the same file format.

There are two ways to run batch conversion:

On the Menu bar

Click on the **Convert** menu and then on **Batch Conversion**.
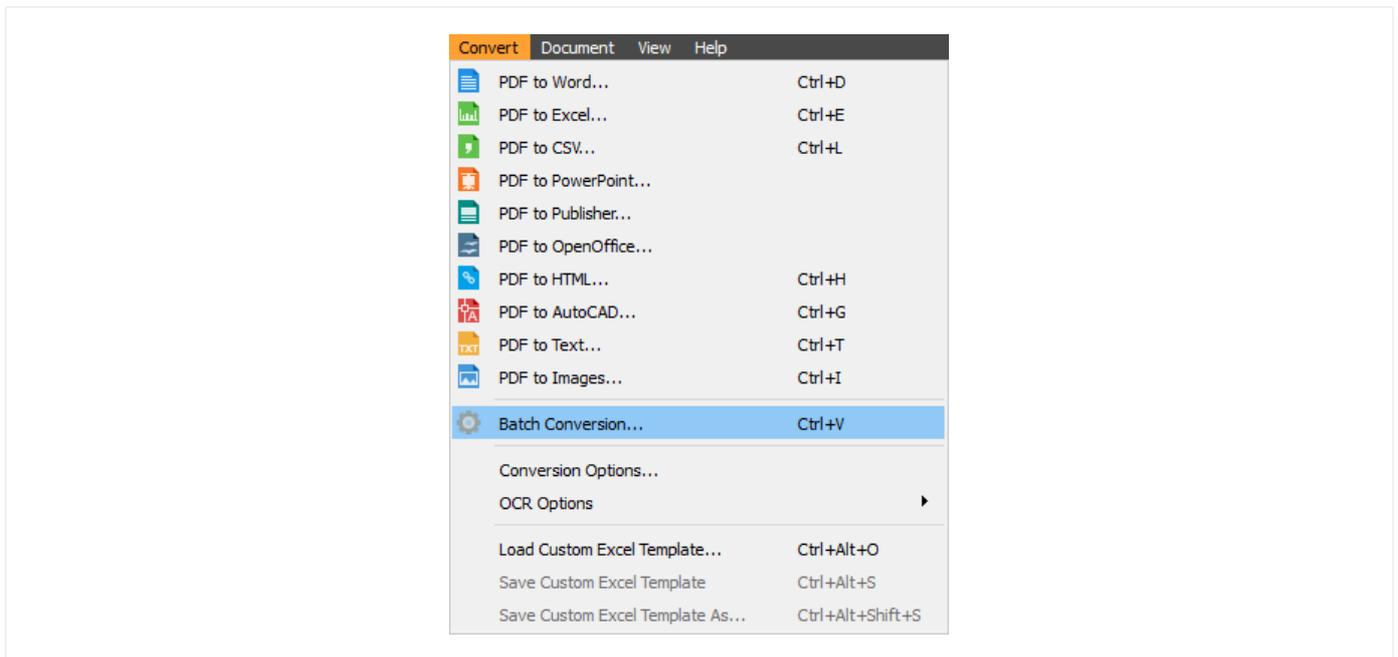
On the Toolbar

Click on the **Batch** icon ⚙.

When the Batch Conversion dialog box pops up, click on the **Add files** button to add PDF files you want to convert at the same time. If you accidentally added a wrong file or you simply changed your mind, click on the file first and then on the button **Remove selected**.

Output Folder option is to define the location where you want to save the converted files.

Choose the output file type by clicking on the drop down menu **Convert to**.

Enter captcha and click **Convert**.

PDF Conversion Options

Before converting a PDF document to the chosen file format, you can change specific PDF conversion options. To open the **Conversions Options** window click on the **Convert** menu and then on **Conversions Options**.
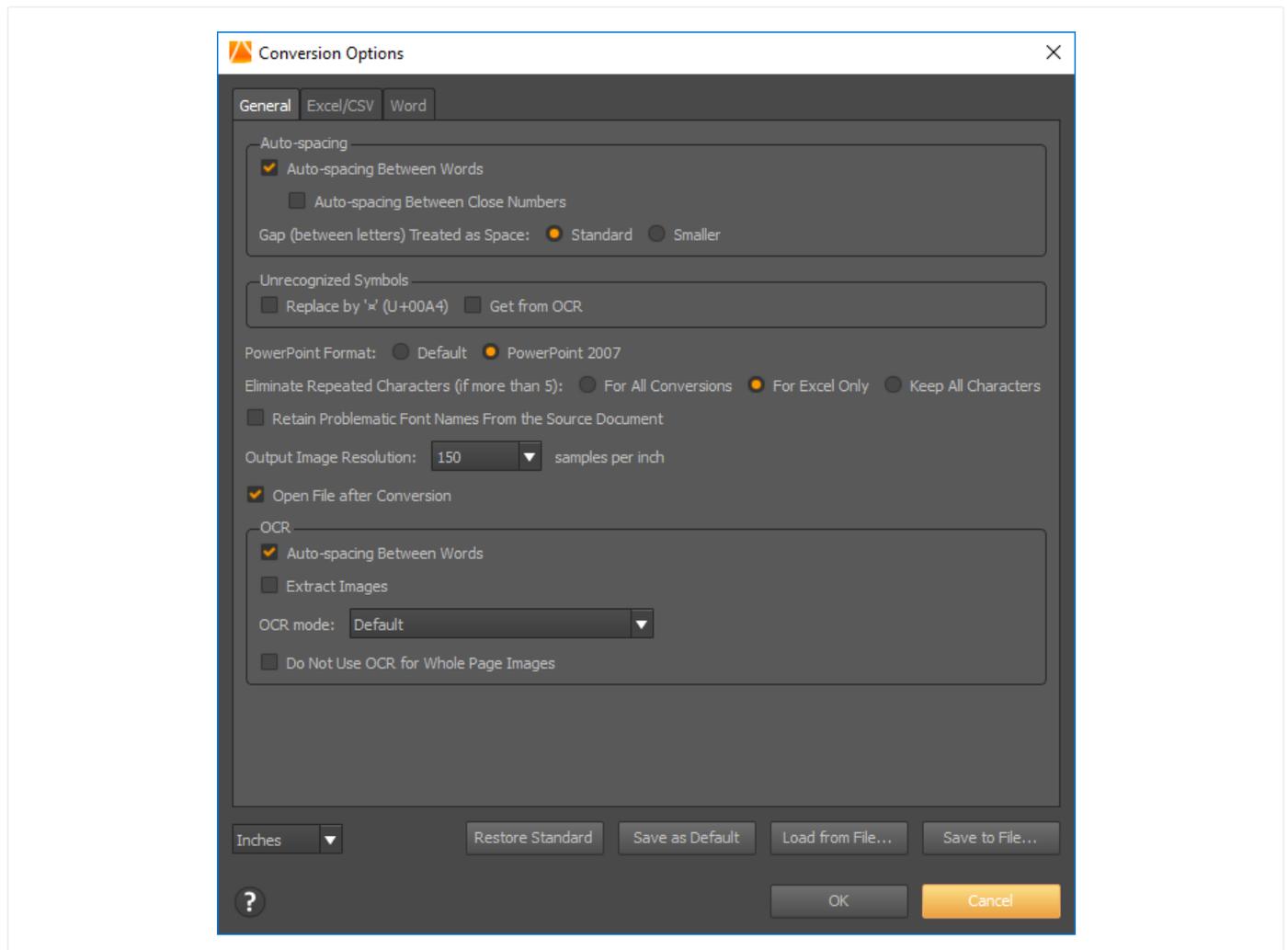
General tab

Auto-spacing option is set by default to have space between words. If you want to have spacing between close numbers, you can tick that box. You can also change the gap between words to be smaller instead of standard, which is set by default.

Unrecognized symbols is an option that can come in handy when a document contains non-standard fonts and the program doesn't recognize some characters. In that case, you can tick the **Replace by X** box and have "x" instead of those characters. The other solution is to tick the **Get From OCR** which means that the program will try to pull out the exact symbol or a character from the OCR file you want to convert. If you don't tick any of those two boxes, the space will show up on instead of that unread symbol.

PowerPoint format is set up by default to be version 2007. If you have other version of MS Office on your computer, click on the Default option and you get the version of PowerPoint that you have on your computer.

Eliminate repeated characters (if more than 5) options serves when too many same characters give you troubles during conversion. Be enabling this option instead of showing all 5 or more characters, the document will show only 3. This option is set by default for Excel but you can also apply it for all conversions or you can choose to keep all characters.

Retain Problematic Font Names from the Source Document - If a document contains font that the program doesn't recognize, then the program will convert that content into the closest available font in Word. This option can be used when the program cannot find a proper replacement, so it would leave the original font name and a user can later find more appropriate font.

Output Image Resolution is the option for images that are part of the PDF you want to convert. The program converts those background images of a document in medium size, but you can change them to be smaller or larger.

The converted file opens after conversion. If you want to disable this default option, untick that box. You will find it just under the **Output Image Resolution**.

OCR section gives some additional settings when converting scanned PDF documents (see section Converting scanned PDF documents to see how to turn on OCR conversion):

Auto-spacing between words is set by default but you can untick that box if you want to disable it. Tick **Extract Images** box if you want to extract images from a document. There are three OCR modes to choose from: Default (the program will decide whether the PDF you want to convert is a native or a scanned document), Perform Image-Based Conversion (OCR) will turn on OCR conversion and No-Image Based Conversion (the program will convert a PDF as if it is a native document, even though it is scanned).

Excel/CSV Tab
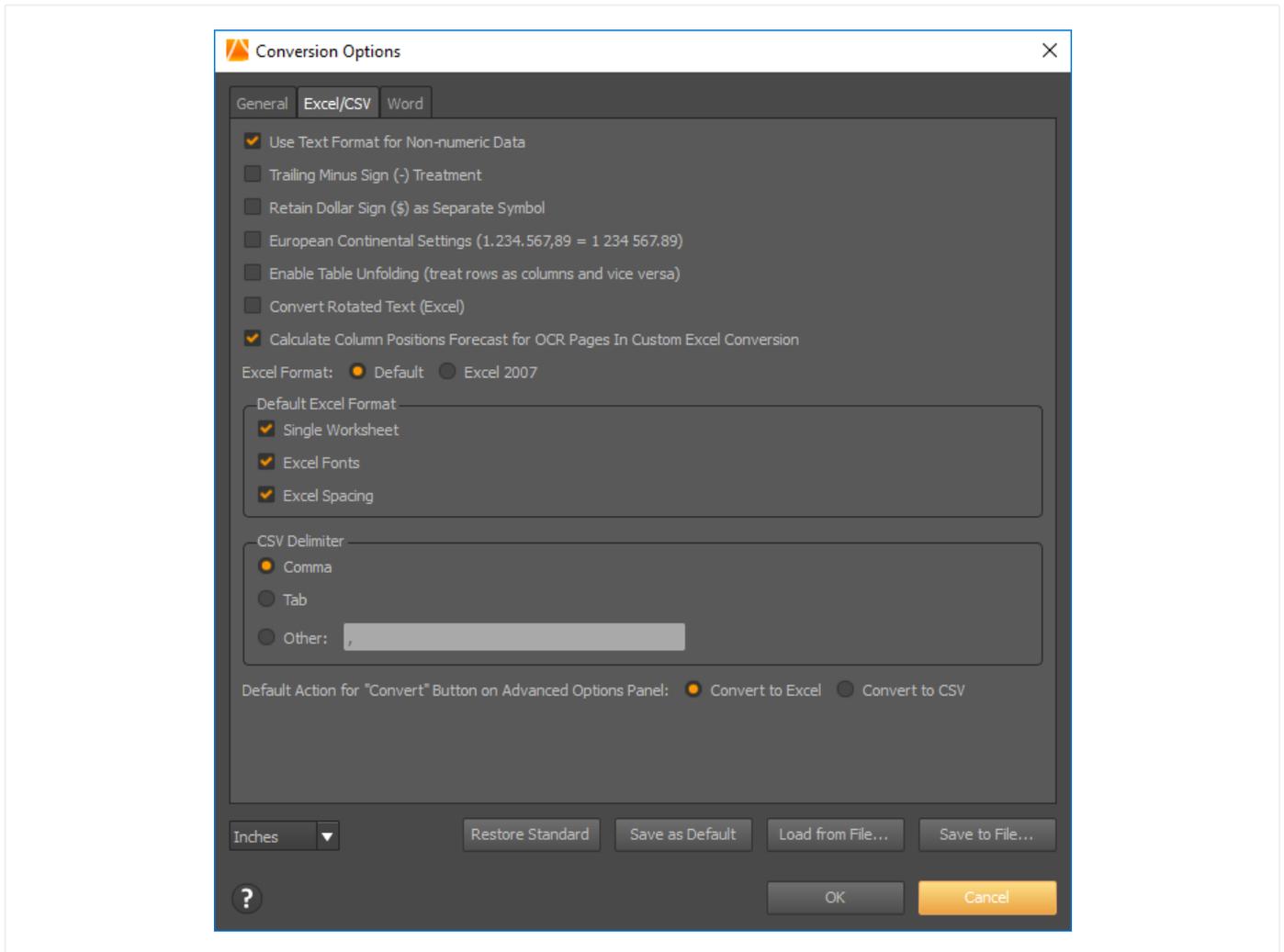
These options are set by default:

Use text format for non-numeric data - This option keep dates in text format.
Calculate column positions forecast for OCR pages in custom Excel conversion - it provides you with the column position forecast.

There are a few more boxes (options) you can tick (choose):

Trailing minus sign treatment - The sign "-" can be treated as a textual sign and it can automatically placed after the number. In that case, Excel will see the minus sign as text and there might be some miscalculations. If you want to make sure that your negative numbers are calculated properly, tick this box.
Retain dollar sign as separate symbol - If you want to separate the dollar sign from the symbol, tick this box.
European continental settings - Different separators are used to separate the integer portion of a number. In the North America comma separates thousands and decimal separates the integer part of a number.In Europe is totally the oposite. If you want to have the European settings, tick this box.
Enable table unfolding - With this option rows will be shown in columns and columns will be shown in rows.
Convert rotated text - If your Excel document contains cells with rotated text, tick this box so the program recognizes and converts the rotated text as well.

Excel format is set to suit the Excel version you have on your computer. If you want your conversion output to be Excel 2007, click on that option.

Default Excel Format is Single Worksheet, Excel Fonts, Excel Spacing. If a PDF has more than one page, the document will be converted to Excel into one single worksheet because that's the default setting. If you want that every page turns out as a separate sheet, untick **Single Worksheet** box. If you want to exclude any of these formatting options, just untick the appropriate box. If you want to use standard Excel font, untick **Excel Fonts**. Otherwise, the program will try to keep the original font. If you don't want to have spacing, untick the **Excel Spacing** box and see if the conversion result works better for you.

CSV delimiter is set to comma by default, but you can change it to tab or other. **Convert to Excel** is set as a default conversion option, so if you need a .csv file, click **Convert to CSV** option.

Default action for Convert button on Advanced Option Panel - With this option you can specify what output conversion file format is set up by default, when Custom Excel Template is loaded.

Word tab
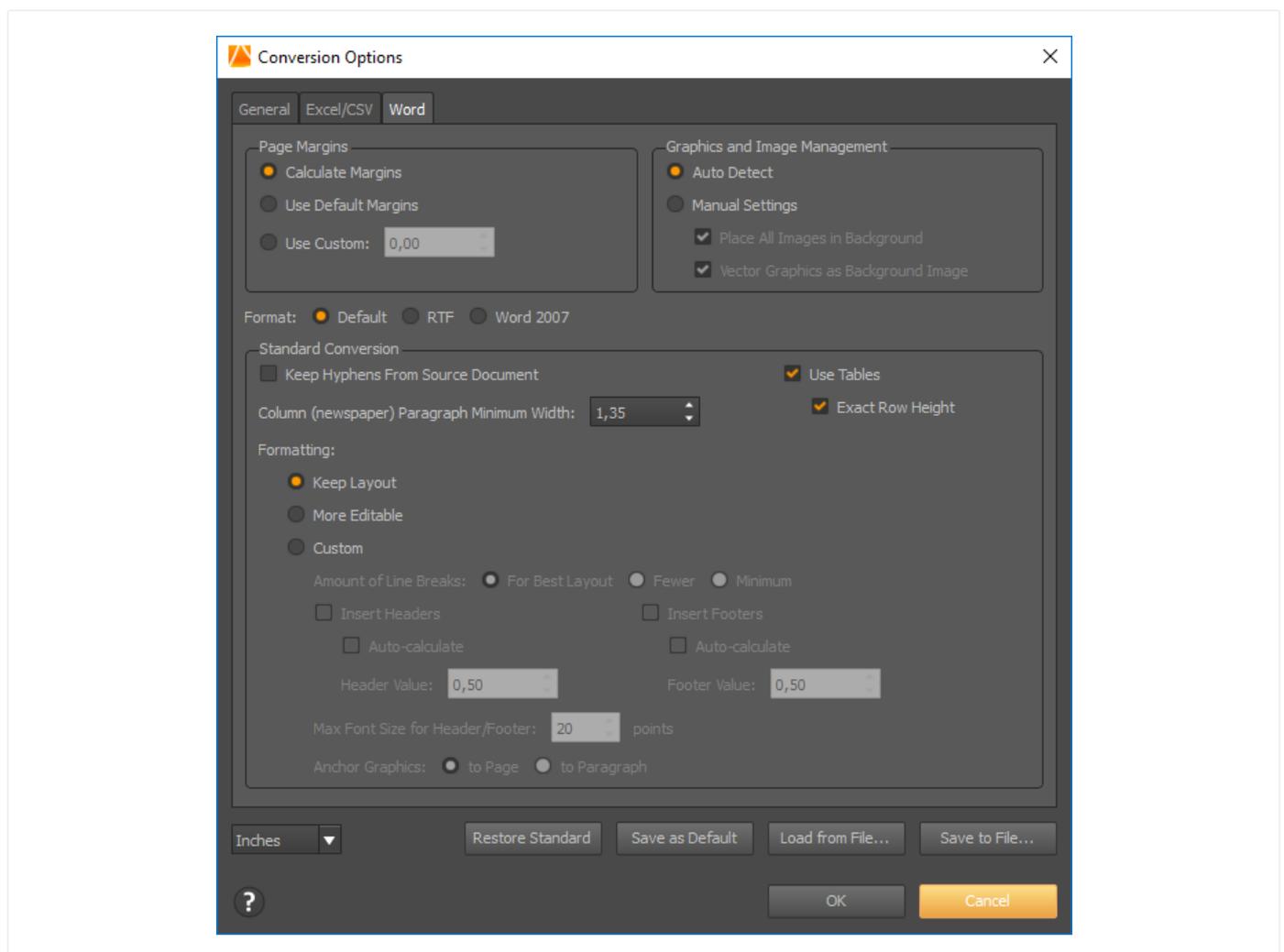
Page Margins options - You can use default margins which is 0.00 inches and make sure you get the best positional output. Use **Custom** margin if you need to set the margins that will be more appropriate for your printer. The Page Margin option that is set by default is Calculate Margins and it lets the program automatically calculates the most appropriate margins.

Graphics and Image Management settings - **AutoDetect** is a default option which enables the program detect graphics that is not supported in .doc as images. If you choose the **Manual Settings**, all images can be placed in background and vector graphics as background image. Both options are ticked but if you want to disable one of them, just tick the appropriate box.

Format is default which means that your conversion output will depend on Microsoft Word version you have. Otherwise you can change it to .rtf or Word 2007.

Standard Conversion options - You can **keep hyphens from source document** by checking that box. If you PDF document contains tables, make sure that **Use Tables** and **Exact Row Height** are checked. In that way, you will keep tables even in a .docx format. You can also set up the **column newspaper minimum width** to improve conversion result if your document is formatted with column paragraphs. The default width is 1.35 inches. As for **formatting**, you can **keep layout** and that option is set as default. If you choose the second formatting option, which is **More editable**, the program will be focused on editability more than on the layout. There is also a **custom** formatting option which gives you more freedom in defining settings. You can enable inserting headers or footers by ticking the appropriate boxes and furthermore you can define headers or footers values and maximum font size. **Anchor graphics to page** is a default option that implies that all images and graphics are anchored to the top left corner. If you choose to **anchor graphics to paragraph**, all the graphics will be grouped and each group will be anchored to the closet paragraph.

Restore Standard button will restore your default settings.
Save as Default button will keep the settings you've made as default.
Load from File button is used when you already have saved settings as a template and you want to use them again.
**Save to File** button is used when you want to save the settings you made as a template which you can later use by clicking the **Load from File** button.

Editing PDF Files

Text editing

This version of PDF Converter Elite has one new and very powerful editing feature. Here how you can edit a PDF without converting it to an editable format:

Open the PDF you want to edit and click on the **Edit** button in the toolbar section. When in Edit mode you can modify font, color and the position of existing text, or add additional text.
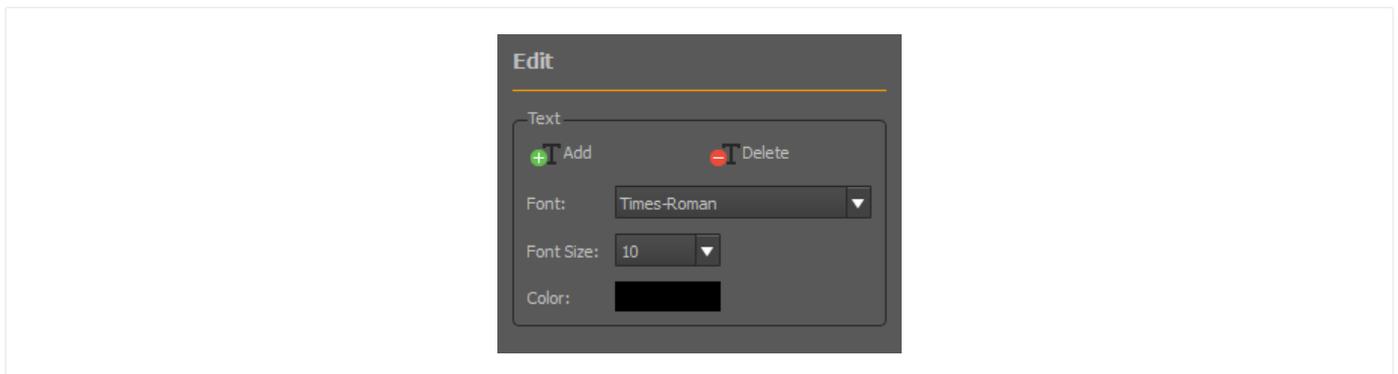
On the right side-bar, click on **Add** button and then click on the PDF exactly where you want to add more text and start typing. Click when you are done and the text will appear on the document.

You can adjust the type and the size of the text font and its color.

If you want to delete certain parts of the text, click on the **Delete** button and then click on the part of the text you want to delete.

Pages Editing

There are two ways to edit PDF pages:

1. On the **toolbar**, click on the **Edit button** and see the Pages section of the right sidebar.
2. On the **Edit menu**, click on the appropriate editing command.

Choose one of the following buttons to edit PDF pages:
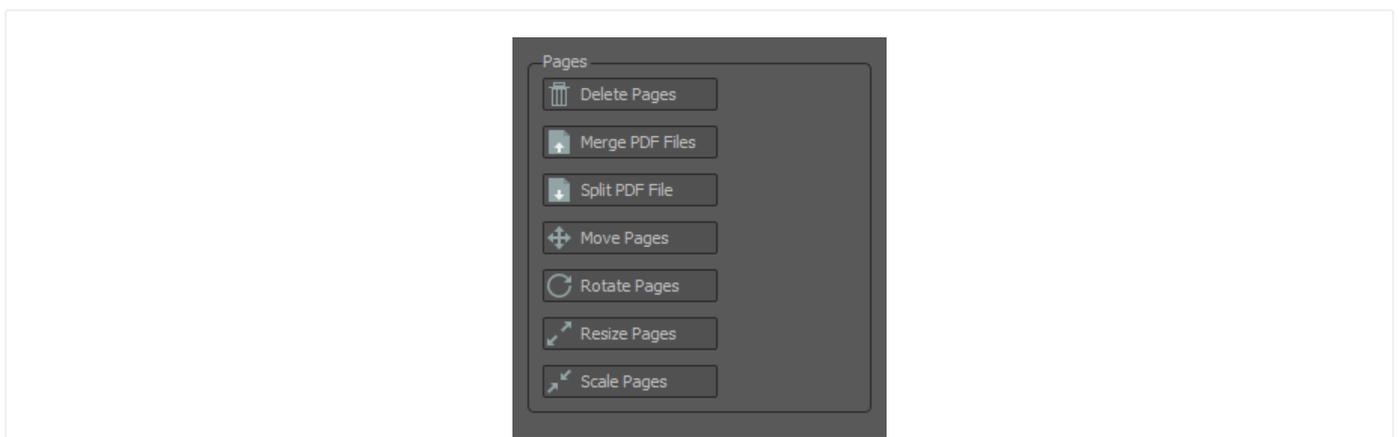
Delete Pages

When you click on this button, choose the numbers of pages you want to delete. If you want to delete only one page, type the same page number in the **First Page** and **Last Page** section. Click on the **Delete** button.

Merge PDF

If you want to insert pages from another PDF file, click on this button to merge a PDF. Then choose the pages numbers and define before what page of the current document you want to insert new pages. Click **Merge**.

Split Pages

If you want to split a PDF use Extract option. Choose the pages you want to extract and when you click on **Split**, the window will pop up asking you to save extracted pages as another PDF file.

Move Pages

With this option you can simply change the position of pages. Again, choose the number of pages you want to move and the location. If you want to move one page to another part of the document, type the same number in the **First Page** and **Last Page** section.

Rotate Pages

Enter the pages numbers and the angle of rotation to rotate PDF pages.

Resize Pages

With this option you can resize certain pages or the whole document. Choose the width and the height of the pages. You can use the anchor settings to select a point around which you will resize the page. When you are done click **Resize**.

Scale Pages

Choose the numbers of pages you want to scale and the scale percent.

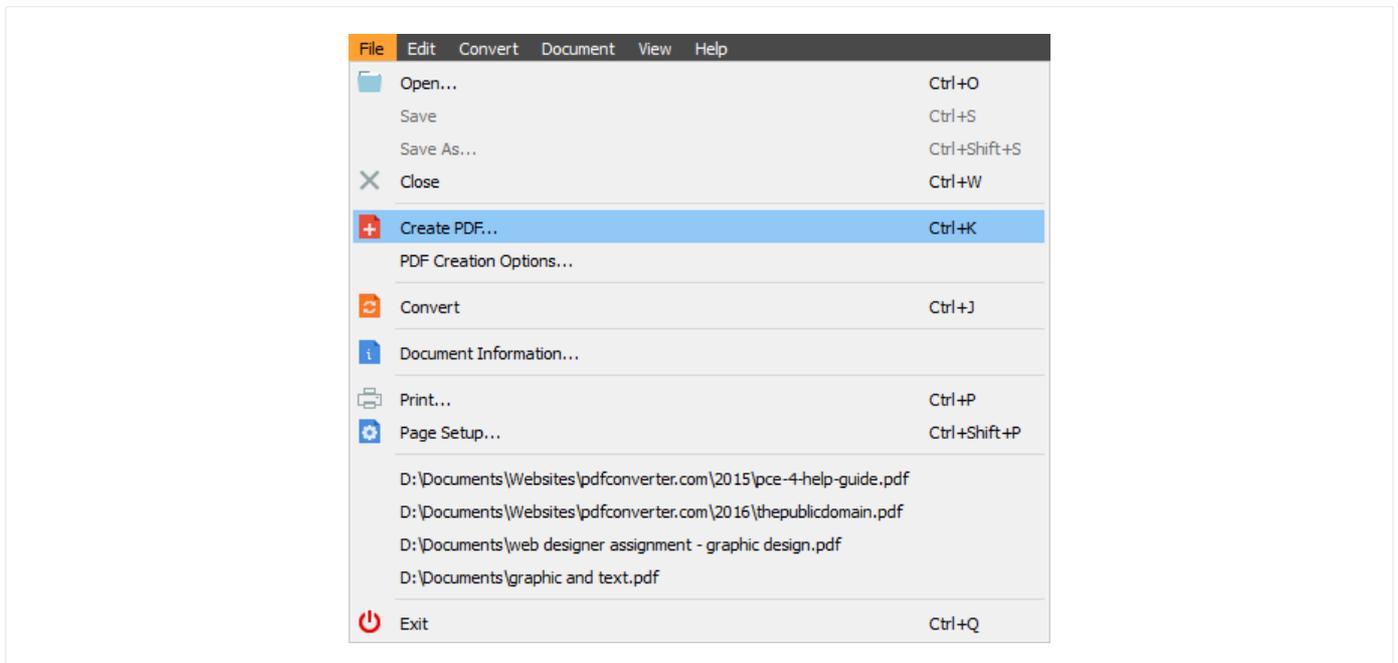# Creating PDF Files

Creating Unsecured PDF Files

There are two ways to create a PDF with PDF Converter Elite:

On the Toolbar:

click on the **Create** button and choose the file you want to turn to PDF.

On the Menu bar:

click on **File** and then on **Create PDF**.

When you find the file you want to convert to PDF, click on it and then on the Open button. If you want to change the name of the file, you can do so in the **File name** section.

In a few seconds, a window will pop up asking you to browse the file location. You can also define what will come next after the PDF is created. **When PDF is created** drop-down menu gives you multiple options to choose from: do nothing, open in PDF Converter Elite, open in default PDF reader, open containing folder. Click **OK** afterwards.

Creating Secured PDF Files

If your documents are confidential you can create password-protected PDF files. To do so, follow these instructions:

Open the **PDF Creation Options** from the **File** menu. Click on the **Security** tab, tick the **Secure PDF** box and set one password for yourself and one for other users. Passwords should be different. In the **Permissions** section tick the options you wish to enable.
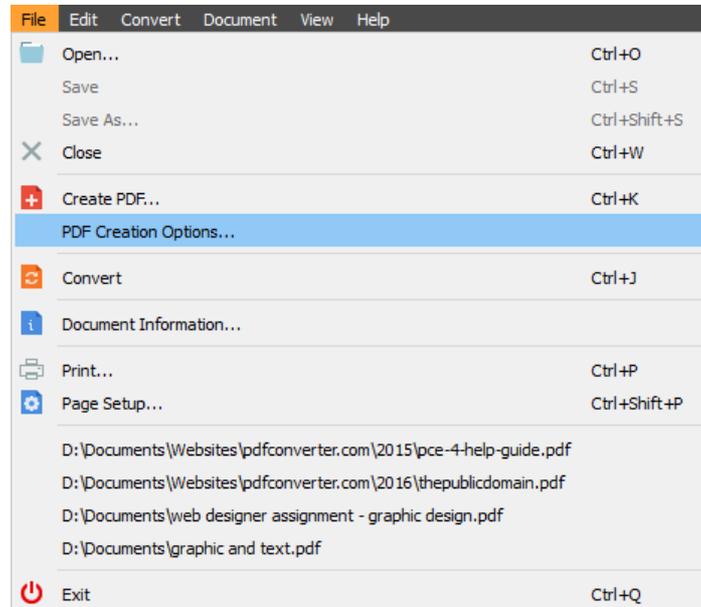
If you have changed your mind and you want to set different settings, click the **Restore Standard** button.

If you want to save these settings as default, click the **Save as default** button.

If you don't want to save these settings as default, but you still want to keep the settings somewhere, click on **Save to File** button.

Load from file button is used when you already have specific settings saved, so you can locate the settings file and apply the settings to the existing PDF file.

Click **OK** and then click on the **Create** button on the toolbar or **Create PDF** from the File menu bar to create a secure PDF.

Creating PDF Files via PDF Converter Elite Print Driver

To create PDF directly from a file application such as MS Office, open the file and choose the **Print** option from the **File** menu. Select **PDF Converter Elite 5.0 Printer** from the list of available printers.
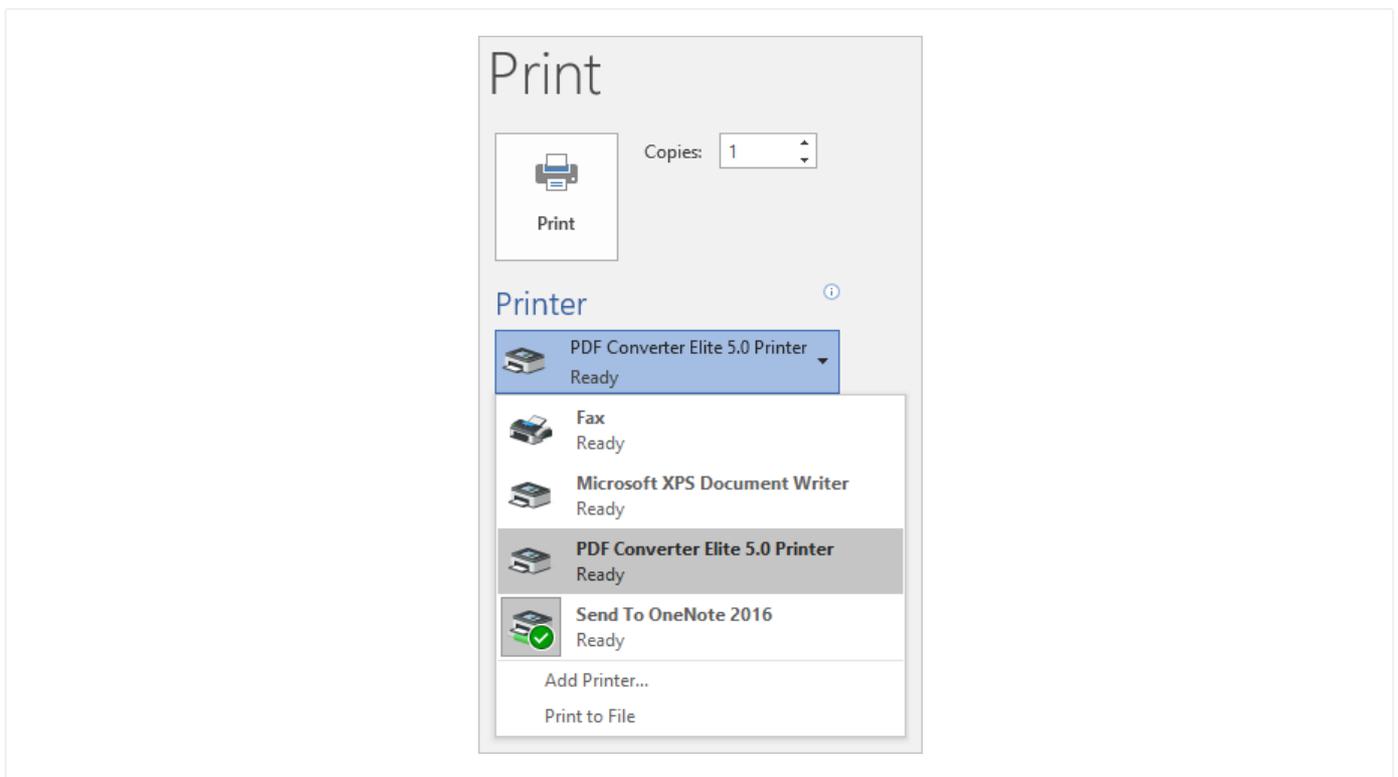
Choose printing options depending on the file you want to print and click on **Print**. Print Dispatcher window will pop up.
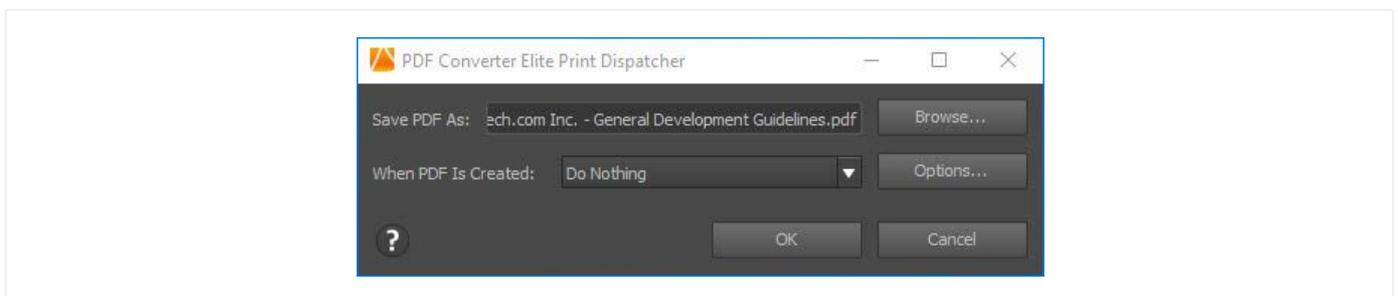

Click **Browse** button to select location for saving the file on your computer and click OK. If you want to secure that document, click on the **Options** button. Choose the action after PDF creation. You can choose to do nothing, to open the PDF in PDF Converter Elite or in default PDF Reader and to open containing folder.

PDF Creation Options

Click **File** menu to change PDF creation options.

In **General** tab, enter the author's name, the document's title and subject.

In **Security** tab, set user and owner passwords. Also tick the boxes in order to enable different permissions: allow printing, allow copying content, allow modifying document, allow adding comments, low-resolution printing only, allow copying content for accessibility, allow filling in forms, allow assembling document.
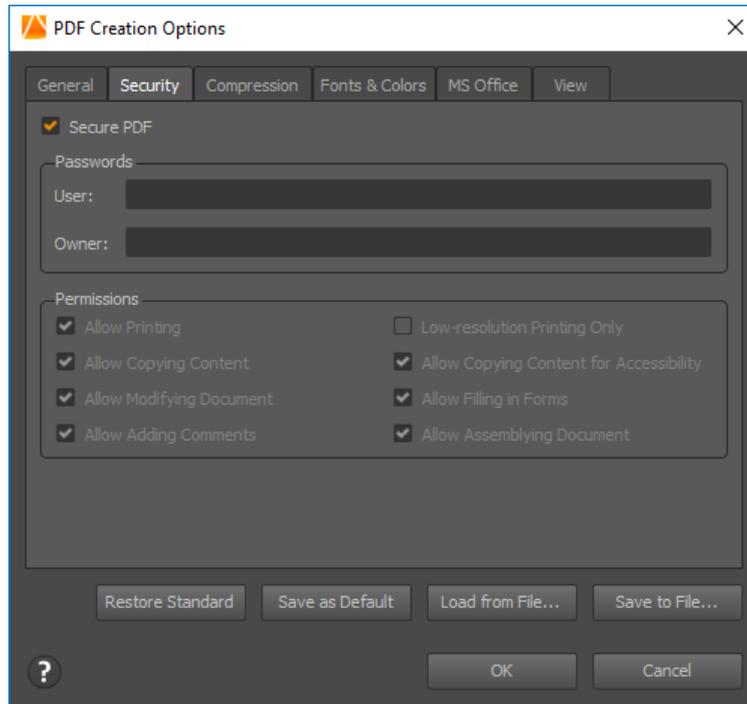
In **Compression** tab, change color images, grayscale images and monochrome images settings for compression purposes. With these setting you can compress the image and make a PDF file smaller in size.

In **Fonts & Colors** tab, tick the box to **Embed All Fonts** or to **Subset Fonts** when the percentage of characters used is less than a predefined percentage.

In **MS Office** tab you can choose to create a PDF only from current sheet/first sheet or entire workbook. Tick the boxes to retain hyperlinks/ bookmarks/ comments from source document.

In **View** tab, tick the boxes of the viewing options you want to enable, set the page mode and the page layout.

If you want to restore default settings, click **Restore Standard** button. If you want to save those settings, click **Save as Default** button.

To apply new settings to a file currently converting to PDF, click **Load from File** button. To apply new settings to a file that will be converted later, click **Save to File** button.

Viewing and Searching PDF Files

Viewing PDF Files

There are certain viewing options you can change according to your needs. When you click on the View menu you will find the following settings:

View mode
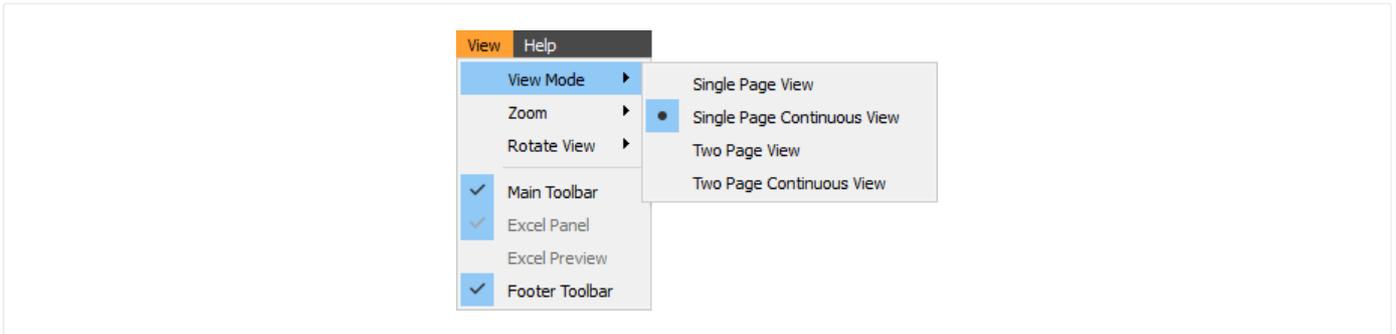
Adjust the viewing mode, the way how you will view a PDF document. **Single Page Continuous View** is set by default which means that the pages of a document will show in a continuous flow, and you will see two pages in a row. **Single Page View** shows only a page per page, whereas **Two Page View** shows two pages next to each other. **Two Page Continuous View** option will show two pages next to each other and additional two in a row, as a constant flow.

Zoom
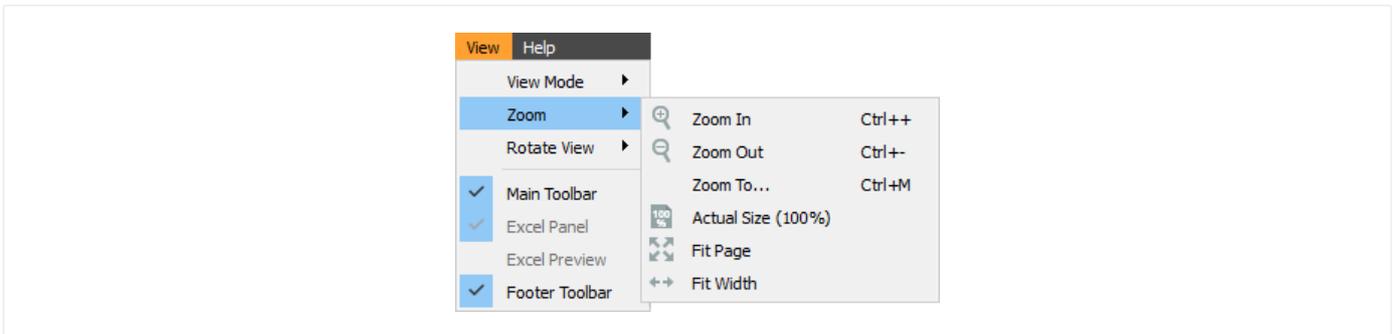
If you want to take a closer look at the document content, you can zoom it in two ways: from the **View** menu or from the Footer Toolbar placed at the bottom of the program. **Fit Page** option fits the document to the length of the viewer. **Fit Width** option fits the document to the width of the viewer.

Rotate
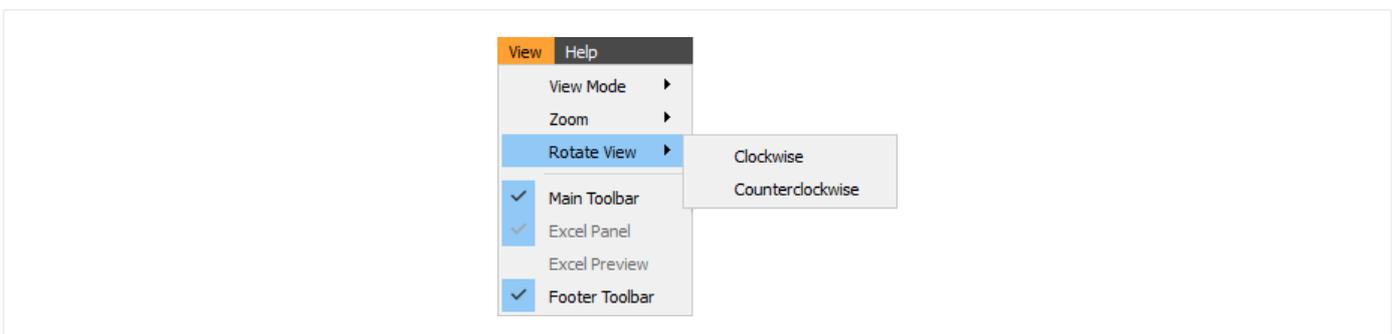
Turn your document clockwise or counterclockwise. Another way to access the **Rotate** option is via **Navigation bar** by clicking on the **Rotate icon**.

The **Footer Toolbar** can help you easily view the document, but if you want to disable it, you can do that by clicking on the **View** menu and unticking the **Footer Toolbar**.
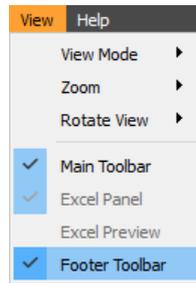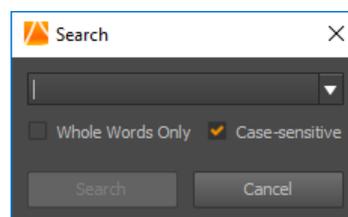

Searching PDF Files

If you deal with a large PDF file and you need to find specific information, there is no need to scroll and go through the file manually, you can search PDF files more easily by following these instructions:
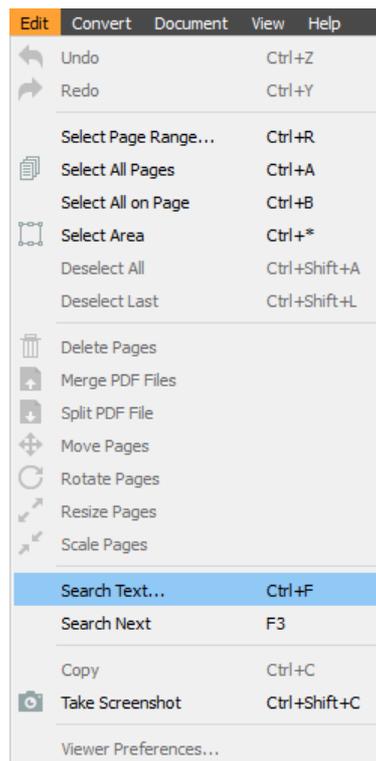
Click on the **Edit** menu and then on **Search Text** to search for information in the opened PDF file.

It is set up by default to be case sensitive search, but you can untick that box if you want. You can also enable the option to include only the **whole words**. Click on the **Search** button. To see all parts of a document that contain searched PDF, keep clicking on the **Next** button or click on **Search Next** from the Edit menu.

How to Uninstall PCE 5

If you wish to remove PDF Converter Elite 5.0 from your computer please follow this procedure

For Windows 7

1. Click the Windows **Start** menu. Select the **Control Panel > Programs > Uninstall**.
2. The list of installed programs will appear sorted in alphabetical order.
3. Find PDF Converter Elite 5.0 (PDFConverter.com will be marked as Publisher).
4. Double clicking the PDF Converter Elite 5.0 entry will uninstall the application.

For Windows 8

1. Left click on the **Windows sign** in the lower left corner of the screen and type **Control Panel** in the apps search box.
2. Open the **Control Panel > Programs > Uninstall**.
3. The list of installed programs will appear sorted in alphabetical order.
4. Find PDF Converter Elite 5.0 (PDFConverter.com will be marked as Publisher).
5. Double clicking the PDF Converter Elite 5.0 entry will uninstall the application.

For Windows 10

1. Left click on the **Windows sign** in the left corner of the screen and then on the **Settings** button (placed above the shutdown button).
2. Click on **System > Apps & Features**, find PDF Converter Elite 5.0 and click on the Uninstall button.

General Settings

General Settings Dialog

When you install the program for the first time, the **General Settings** dialog will pop up. There are two different settings: news and product updates and user feedback. All three boxes are checked by default. If you want to help us improve the software, leave the user feedback box checked.
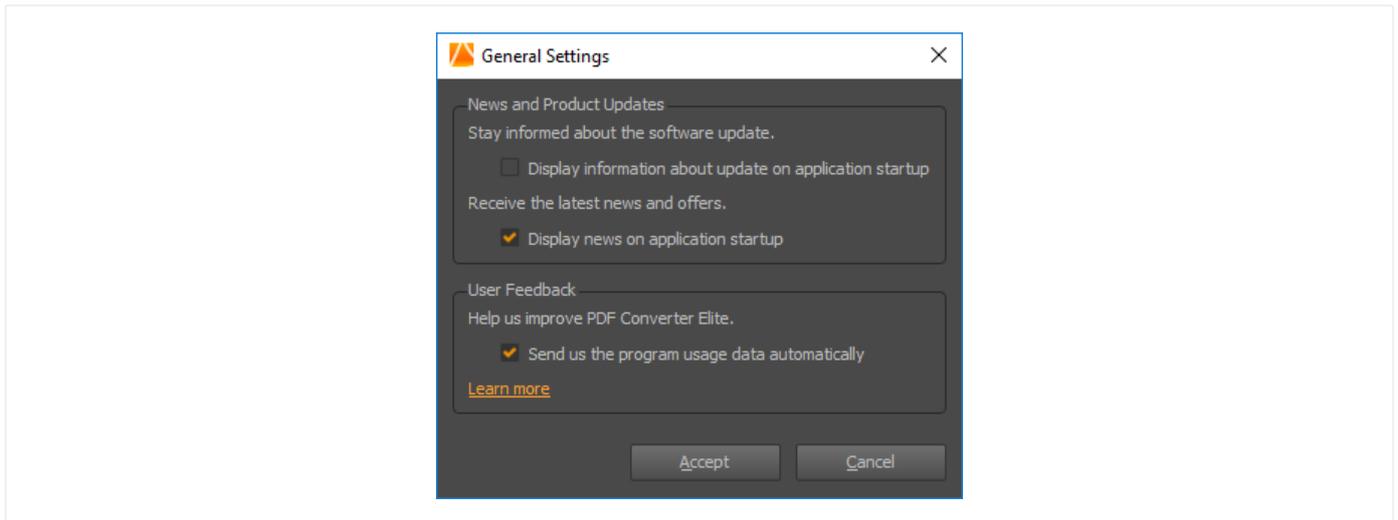
News and Product Updates

Stay informed about the software update - You can stay informed next time we update the software by leaving this box checked.

Receive the latest news and offers - In the same way, you can receive news about our special offers and limited-time discounts if you leave this box checked.

You can check for the updates any time by clicking on **Help** menu > **Check for updates or Check the latest news**.

User Feedback

Help us improve PDF Converter Elite by sending us the Telemetry Data Collection automatically.

The Telemetry Data Collection contains the following information:

1. Application version
2. License type
3. Version of Windows you use
4. Time zone
5. Locale
6. User's processes active on application startup
7. MS Office version
8. Number of CPU cores

9. RAM size
10. UI usage and and software performance

The Telemetry Data Collection doesn't include the usage of any personal data. It also doesn't include the names of the PDF files which were opened during the usage of the program. Also, the sending of the user statistics is absolutely anonymous.

Send Telemetry Data

Help us improve the priority of functions and improvements we need to work on by allowing that PDF Converter Elite automatically sends the Telemetry Data Collection.

Change General Settings

Click on the **Help** menu and then on **General Settings**. The same window will pop up- uncheck the boxes of the options you don't want to use any more.