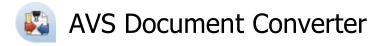


AVS4YOU Help - AVS Document Converter

AVS4YOU Programs Help



www.avs4you.com

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Contact Us

If you have any comments, suggestions or questions regarding **AVS4YOU** programs or if you have a new feature that you feel can be added to improve our product, please feel free to contact us.

When you register your product, you may be entitled to technical support.

| General information: | info@avs4you.com |
|-------------------------------|---------------------|
| Technical support: | support@avs4you.com |
| Sales: | sales@avs4you.com |
| Help and other documentation: | help@avs4you.com |

Technical Support

AVS4YOU programs do not require any professional knowledge. If you experience any problem or have a question, please refer to the **AVS4YOU Programs Help**. If you cannot find the solution, please contact our support staff.



Note: only registered users receive technical support.

AVS4YOU staff provides several forms of automated customer support:

AVS4YOU Support System

You can use the Support Form on our site to ask your questions.

• E-mail Support

You can also submit your technical questions and problems via e-mail to support@avs4you.com.

| | Name and e-mail address used for registration |
|---------------------|--|
| | System parameters (CPU, hard drive space available, etc.) |
| • | Operating System |
| • | The information about the capture, video or audio devices, disc drives connected to your computer (manufacturer and model) |
| • | Detailed step by step describing of your action |
| Please o support | to NOT attach any other files to your e-mail message unless specifically requested by AVS4YOU.con staff. |

Resources

Documentation for your AVS4YOU software is available in a variety of formats:

In-product (.chm-file) and Online Help

To reduce the size of the downloaded software installation files the in-product help was excluded from the installation although you can always download it from our web-site for your convenience. Please, visit AVS4YOU web-site at http://onlinehelp.avs4you.com/index.aspx to download the latest available version of the help executable, run it and install into the AVS4YOU programs folder. After that you will be able to use it through the Help menu of the installed AVS4YOU software.

Online Help include all the content from the In-product help file and updates and links to additional instructional content available on the web. You can find the **Online Help** at our web-site - <u>http://onlinehelp.avs4you.com/index.aspx</u>. Please note, that the most complete and up-to-date version of AVS4YOU programs help is always on the web.

PDF Documentation

The offline help is also available as a pdf-file that is optimized for printing. All PDF help files are available for download at the programs pages at AVS4YOU web-site (both <u>http://www.avs4you.com/index.aspx</u> and <u>http://onlinehelp.avs4you.com/index.aspx</u>). To be able to read and print AVS4YOU PDF help files you will need to have a PDF reading program installed.

User Guides

You have access to a wide variety of resources that help you make the most of your AVS4YOU software. The step-by-step user guides will be of help not only to the novice users but also to the users that face a certain task to be performed and look for a way to do it. Please, visit our **User Guides** section of AVS4YOU web-site at http://www.avs4you.com/Guides/index.aspx to read the detailed instructions for various software and tasks

Technical Support

Visit the **AVS4YOU Support** web-site at <u>http://support.avs4you.com</u> to ask your questions concerning AVS4YOU software installation, registration and use. Feel free to also use our e-mail address <u>support@avs4you.com</u>.

Downloads

Visit the **Downloads** section - <u>http://www.avs4you.com/downloads.aspx</u> - of our web-site to find free updates, tryouts, and other useful software. We constantly update the software, new versions of the most popular programs and new software are also frequently released.

Overview

AVS Document Converter is an easy-to-use software application designed to view and convert various types of documents. It reads text files and converts them to PDF, DOC, DOCX, RTF, TXT, ODT, HTML, JPEG, TIFF and other formats.

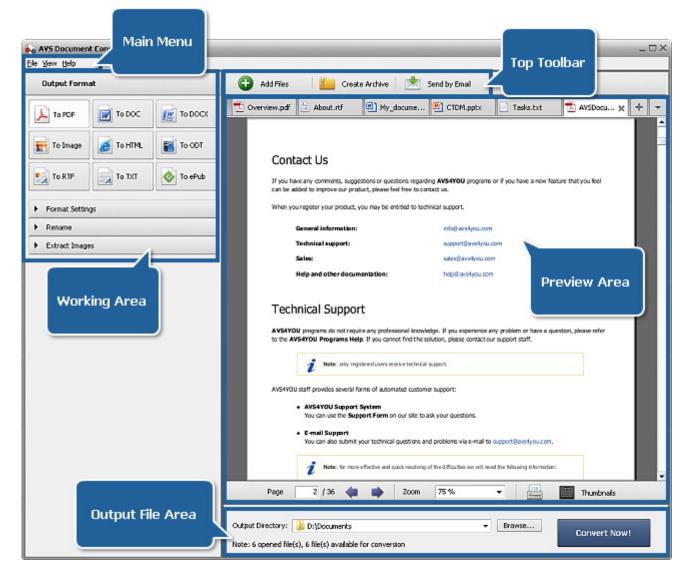
Using **AVS Document Converter** you can quickly and easily perform the following tasks:

- **convert** a set of files between commonly used formats: PDF, DOC, RTF, TXT, ODT, HTML, JPEG (see the full list of the supported formats on the **Converting Documents** page);
- view and read documents in a comfortable environment, automatically scroll them, only print the pages you need;
- create an archive of your documents and email files from within the program;
- add a text watermark to protect your copyrights before converting documents to PDF or an image format;
- encrypt your PDF files and set permissions on them before sending via email or placing on web;
- quickly rename a series of files to organize them later.

To start AVS Document Converter go to Start menu and follow All Programs -> AVS4YOU -> Documents -> AVS Document Converter.

Program Interface

The main window of **AVS Document Converter** can be divided into the following parts:



- Main Menu is used to get a quick access to the most frequently used functions of the software.
- Top Toolbar is used to perform several operations such as adding new files, compressing and emailing them.
- Preview Area is used to load the text and image files you wish to preview and convert;
- Working Area is used to select an output format, adjust some format settings, rename your files and extract images from the loaded documents.
- Output File Area is used to specify the location for the resulting files and start the conversion process.

See the appropriate sections for more detail on each of the main window components.

Main Menu

The **Main Menu** consists of the following items that let the user quickly and conveniently access the main program functions:

| Menu | Item | Description | | | | |
|------|------------------|--|--|--|--|--|
| File | Add Files | Use it to open the text and image files you need to view or convert. | | | | |
| | Close | Use it to remove the currently opened document. | | | | |
| | Close All | Use it to remove all the files added to the AVS Document Converter program. | | | | |
| | Exit | Jse it to close the AVS Document Converter window and finish the work with the program. | | | | |
| | Next Page | Use it to view the next page of the currently opened document (available if the document contains more than one page). | | | | |
| | Previous Page | Use it to view the previous page of the currently opened document (available if the document contains more than one page). | | | | |
| View | Zoom In | Use it to zoom in the currently opened document. | | | | |
| | Zoom Out | Use it to zoom out the currently opened document. | | | | |
| | Auto Scroll | Use it to automatically scroll the opened document, to change the scroll speed or to disable this feature. | | | | |
| | Help | Use it to open the help file. | | | | |
| | Welcome Page | Use it to open the program Welcome Page which gives you a short description of the program and step-by-step instructions on how to convert files between various formats. | | | | |
| Ush | AVS Home Page | Use it to go to the AVS4YOU web site. | | | | |
| Help | AVS Support Page | Use it to visit AVS4YOU support site. | | | | |
| | E-mail us | Use it to write an e-mail and send it to our support team. | | | | |
| | About | Use it to open the About window with the information on the AVS Document Converter program. | | | | |

Top Toolbar

The **Top Toolbar** contains several buttons allowing you to perform the main operations:

| Button | Description |
|-----------------|--|
| GD Add Files | Use it to open the text and image files you need to view or convert. |
| Create Archive | Use it to create a ZIP archive, to specify the files to include in it and protect it with a password if necessary. |
| Send by Email | Use it to select files and send them as an attachment to your email. |

Preview Area

The **Preview Area** is used to add files you need to convert, read them and preview while adding watermark. The **Preview Area** can be represented in two different views: **Page Preview** and **Thumbnails**. To switch between them use the appropriate button of the **Bottom Toolbar**.

Page Preview

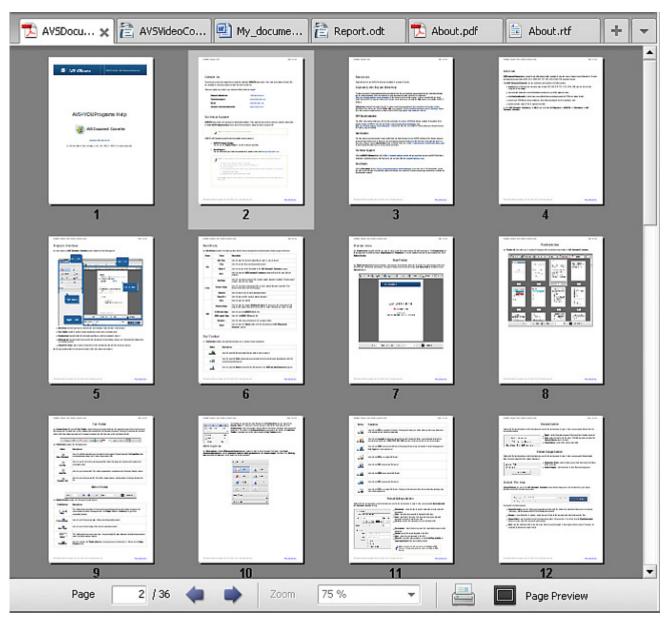
The **Page Preview** mode allows you to display only one page of the selected document. It is helpful to read the page content and view the made modifications while editing. To navigate through the active document you can use:

- the arrows on the **Bottom Toolbar** below the **Preview Area**;
- the mouse wheel to scroll the document;
- the **Auto Scroll** option of the right click menu.

| 🔁 AVSDocu 🗙 🖹 AVSVideoCo 🖭 My_doc | ume 🔁 Report.odt | 🔁 About.pdf | 🖹 About.rtf | + - |
|--|---|---------------------------|----------------------|----------|
| | | | | ^ |
| Contact Us | | | | |
| If you have any comments, suggestions or question can be added to improve our product, please feel f | | or if you have a new feat | ture that you feel | |
| When you register your product, you may be entiti | ed to technical support. | | | |
| General information: | info@avs4you.com | | | |
| Technical support: | support@avs4you.c | ma | | |
| Sales: | sales@avs4you.com | n | | |
| Help and other documentation: | help@avs4you.com | 8 | | |
| Technical Support AVS4YOU programs do not require any profession to the AVS4YOU Programs Help. If you cannot to | | | istion, please refer | |
| i Note: only registered users receive | e technical support. | | | |
| AVS4YOU staff provides several forms of automate • AVS4YOU Support System You can use the Support Form on ou • E-mail Support You can also submit your technical que • Note: for more effective and quick • Name and e-mail address us | ir site to ask your questions, estions and problems via e-mail to resolving of the difficulties we will nee | | | |
| | Zoom 75 % | - | Thumbnails | |

Thumbnails View

The Thumbnails view allows you to display all the pages of the selected document added to AVS Document Converter.



Tab Toolbar

The **Preview Area** offers a useful **Tab Toolbar** which allows you to navigate between the opened documents. Each tab shows you the file name and its format icon. Switch between tabs to quickly find the document you need. The color of the active tab is almost white, all the other tabs are grayed out. If you want to close a tab, click the cross on the right side of the tab.



The **Tab Toolbar** contains the following buttons:

| Button | Description |
|---------------------------|--|
| H Open Document | Use it to add files located on your hard disk to the program. Clicking the button the Open file dialog window appears allowing you to select the necessary files. |
| File List | Use it to see the list of all currently opened files. Select the document from the list to activate the corresponding tab. |
| Next Tab | Use it to go to the next tab. This button appears when a certain number of tabs are listed on the bar. |
| Previous Tab | Use it to go to the previous tab. This button appears when a certain number of tabs are listed on the bar. |

Bottom Toolbar

| Page | 5 / 36 | | • | Zoom | 100 % | • | | Thumbnails | |
|------|--------|--|---|------|-------|---|--|------------|--|
|------|--------|--|---|------|-------|---|--|------------|--|

The **Bottom Toolbar** contains the following fields and buttons:

| Field/Button | Description |
|--------------------|---|
| 5 / 36 Page | This field displays the number of the currently opened page and the total number of pages in the current document. Enter the page number in the Page field and hit Enter key to go to the corresponding page. |
| 🝬 Previous Page | Use it to go to the previous page of the currently opened document. |
| Next Page | Use it to go to the next page of the currently opened document. |
| 100 % ▼ Zoom | This field displays the current zoom level. You can change the page dimension selecting the appropriate value from the drop-down window. |
| Print | Use it to open the Print window where you can select a printer, adjust some properties and print the currently opened document. |
| Thumbnails | Use it to switch to the Thumbnails mode. As soon as you click this button, it will turn into the Page Preview button. |

| • | Next Page | Ctrl+Right |
|---|---------------|------------|
| - | Previous Page | Ctrl+Left |
| | Zoom | + |
| | Auto Scroll | + |
| A | Print | Ctrl+P |
| ۵ | Add Files | Ctrl+O |
| | Close | Ctrl+F4 |

To facilitate the access to the main features of the **Preview Area** you can also use the **Express Menu**. To activate it click with the right mouse button anywhere within the **Preview Area**. This menu contains the operations which can be performed with the opened documents.

Working Area

The Working Area of the AVS Document Converter main window is used to select the output file format, specify text watermark parameters, configure document security settings, rename files and extract images from them. The Working Area looks different depending on the output file format you select.

| Output Format | | | | | | | |
|----------------|-----------------|---------|--|--|--|--|--|
| To PDF | To DOC | To DOCX | | | | | |
| To Image | To HTML | To ODT | | | | | |
| To RTF | To TXT | To ePub | | | | | |
| Format Setting | Format Settings | | | | | | |
| ▶ Rename | | | | | | | |
| Extract Images | | | | | | | |
| | | | | | | | |

| Button | Description |
|----------|---|
| Jo PDF | Use it to set PDF as an output file format. Choosing this format you will be able to protect your documents with a password and add a text watermark. |
| To DOC | Use it to set DOC as an output file format. |
| To DOCX | Use it to set DOCX as an output file format. |
| To Image | Use it to set a graphic format as an output file format. Clicking this button you will be able to select the appropriate image format: JPEG , TIFF , GIF , PNG and insert a text watermark into the output images. |
| To HTML | Use it to set HTML as an output file format. Choosing this format you will be able to select the appropriate File Type from the drop-down list. |
| To ODT | Use it to set ODT as an output file format. |
| To RTF | Use it to set RTF as an output file format. |
| To TXT | Use it to set TXT as an output file format. Choosing this format you will be able to select the encoding type from the drop-down list. |
| To ePub | Use it to set ePub as an output file format. Choosing this format you will be able to create an ebook cover and save the original fonts. |

Format Settings Section

Double-click the section header or click the black arrow next to the section name to open it. Here you can specify **text watermark** and **document security** settings.

| 🗸 Watermark | | | | Wate docun |
|-------------|-----------------------------|----|---|--------------------------------------|
| Text: WAT | ERMARK TEXT | | | • Text |
| Font: Arial | • | 96 | • | Font alignn |
| В | I U S | 2 | - | • Opac |
| Opacity: | -0 | 40 | | |
| Permissions | | | | • Perm passw |
| Owner | <enter password=""></enter> | | | • Own |
| User | <enter password=""></enter> | | | UserRestr |
| Restrict: | Editing | | | соруі |
| | Printing | | | |
| | Copying content | | | 1 L |
| | | | | 0 |

- **Watermark** check the box to insert a watermark into the converted documents.
- **Text** enter the text you wish to be used for the logo.
- **Font** specify font, font size, font style, text color and watermark alignment you wish to use for your logo.
- **Opacity** specify the transparency of your watermark text.
- **Permissions** check the box to protect the converted documents with a password.
- **Owner** enter the owner password in the field.
- **User** enter the user password in the field.
- Restrict check the appropriate box to restrict editing, printing or copying content of the converted documents.

Note: it's possible to add a watermark to **Image** and **PDF** files only. The password protection option is enabled for **PDF** files only.

Rename Section

Double-click the section header or click the black arrow next to the section name to open it. Here you can specify the name for the converted documents.

| Preset: | Text + Counter 👻 |
|--------------|------------------------|
| Text: | Converted_Document |
| Output Name: | Converted_Document_001 |

- Preset select the preset you would like to use from the drop-down list.
- **Text** enter the text for the file name. This field is grayed out when the **Original Name** preset is selected.
- **Output Name** contains the file name template.

Extract Images Section

Double-click the section header or click the black arrow next to the section name to open it. Here you can specify the destination folder to export images from the opened documents.

| Destinatio | n folder | |
|------------|----------------|---|
| Docu | iments | - |
| | Extract Images | |

- **Destination folder** select a folder on your hard disk to store the files or create a new one.
- Extract Images click the button to start the extracting process.

Output File Area

Output File Area is a part of the **AVS Document Converter** main window where you can set the location for your output documents and start the conversion process.

| Output Directory: | D:\Documents | ■ Browse | Convert Novel |
|---------------------|---|----------|---------------|
| Note: 7 opened file | (s), 7 file(s) available for conversion | | Convert Now! |

It consists of the following items

- **Output Directory** use this field to see the destination folder path. By default, the destination folder is set to Local disk:\Users\User_Name\Documents\AVS4YOU\AVSDocumentConverter.
- Browse... use this button to select or create your own folder on the computer hard disk to store output files.
- **Convert Now!** use this button to start the conversion process. Once you click it, it will turn into the **Stop Conversion!** button to let you cancel the conversion when needed.
- Note use this notification field to see how many files are currently opened in the program and how many of them can be converted to the selected output format.

Keyboard Shortcuts

The **AVS Document Converter** interface allows you to use keyboard shortcuts to facilitate the access to the main program features. They are represented in the table below:

| Shor | tcut | Description |
|--------------------|---------------|--|
| Alt + F4 | Exit | Use it to finish work with the program and exit. |
| F1 | Help | Use it to open the AVS Document Converter help file. |
| Ctrl + O | Open | Use it to open a new document into the program. |
| Ctrl + F4 | Close | Use it to close the document. |
| Ctrl + Tab | Next Tab | Use it to go to the next tab. |
| Ctrl + Shift + Tab | Previous Tab | Use it to go to the previous tab. |
| Ctrl + [Num +] | Zoom in | Use it to zoom in the document within the Preview Area regardless of the current mouse cursor location. |
| Ctrl + [Num -] | Zoom out | Use it to zoom out the document within the Preview Area regardless of the current mouse cursor location. |
| Ctrl + 0 | Zoom to page | Use it to fit the page size within the Preview Area. |
| Ctrl + 1 | Zoom to width | Use it to fit the page width within the Preview Area. |
| Ctrl + Right Arrow | Next Page | Use it to go to the next page of the opened document. |
| Ctrl + Left Arrow | Previous Page | Use it to go to the previous page of the opened document. |
| Ctrl + Home | First Page | Use it to go to the first page of the opened document. |

| Ctrl + End | Last Page | Use it to go to the last page of the opened document. |
|------------|-----------|---|
| Ctrl + T | View Mode | Use it to switch between Page Preview and Thumbnails view mode. |

When you zoom in the document so that the page becomes larger than the **Preview Area** the following keyboard shortcuts are available:

| Sho | rtcut | Description |
|-------------------------|--------------|--|
| Up Arrow Page Up | Scroll Up | Use it to scroll up the opened document. |
| Down Arrow Page Down | Scroll Down | Use it to scroll down the opened document. |
| Right Arrow | Scroll Right | Use it to scroll the page to the right. |
| Left Arrow | Scroll Left | Use it to scroll the page to the left. |
| Home | Тор | Use it to go to the top of the page. |
| End | Bottom | Use it to go to the bottom of the page. |

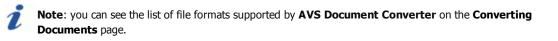
When you zoom out the document so that the page becomes smaller than the **Preview Area** the following keyboard shortcuts are available:

| Sho | ortcut | Description |
|---------------------------------------|---------------|--|
| Up Arrow Right Arrow Page Up | Previous Page | Use it to go to the previous page of the opened document. |
| Down Arrow Left Arrow Page Down | Next Page | Use it to go to the next page of the opened document. |
| Home | First Page | Use it to go to the first page of the currently opened document. |
| End | Last Page | Use it to go to the last page of the currently opened document. |

Working with AVS Document Converter

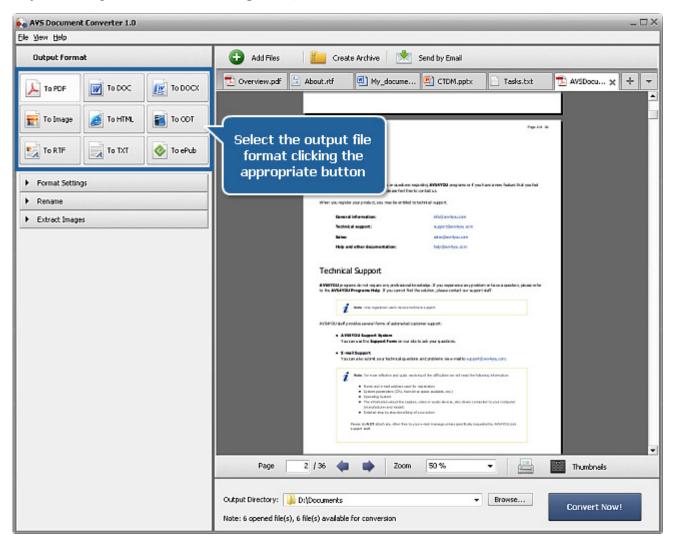
The main function of **AVS Document Converter** is to convert multiple text files from one format to another. To do it you just need to go through a few easy steps.

• Step 1. Load the text files you wish to convert by clicking the Add Files button of the Top Toolbar.

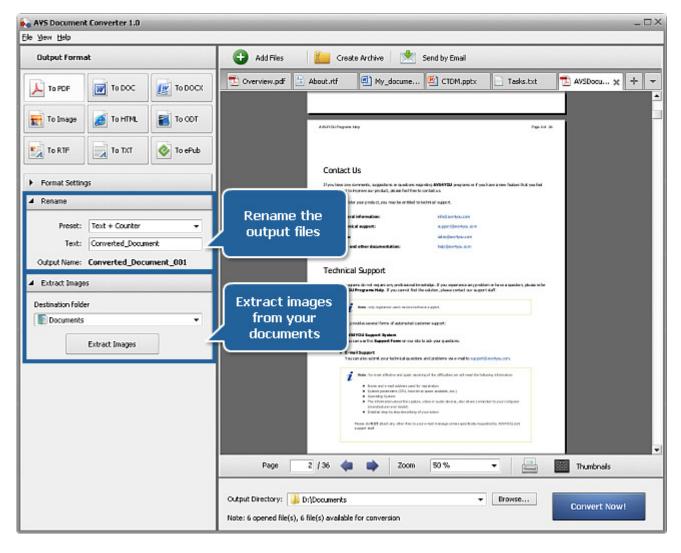


| AV5 Documen | t Converter 1.0 | | | _ 🗆 X |
|---------------------------|-----------------|---|--|-------|
| Ele Yew Help | | | | |
| Output Forma | at | | Add Files Click here to add | |
| To PDF | To DOC | To DOCX | + your documents | - |
| To Image | To HTML | To ODT | | |
| To RTF | To TXT | | ook in: 🚺 Documents 👻 🖛 🖬 🏕 🖽 🕶 | |
| Format Setting Rename | gs | Recent Place | Name Date modified Type Size CAVSPhotoEditor.pdf AVSDVDAuthoring.pdf | |
| Extract Image | 5 | Desktop Desktop AVS Compute Network | AVSAudioRecorder.pdf AVSVideoReMaker.pdf AVSDVDCopy.pdf AVSDVDCopy.pdf AVSCoverEditor.pdf DocumentConverter.pdf AVSRegistryCleaner.pdf AVSArtrispam.pdf AVSVideoRecorder.pdf AVSDiscCreator.pdf | |
| | | | Page 0 /0 Zoom Preview Cutput Directory: D:/Documents Note: 0 opened files Convert Note: 0 opened files | ow! |

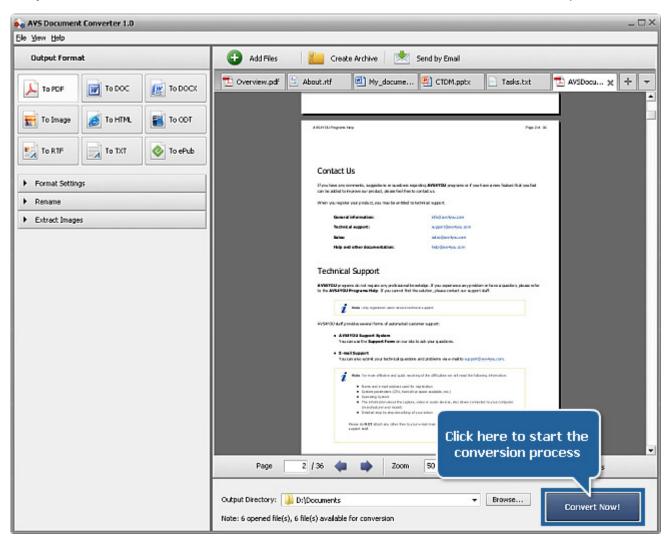
• Step 2. Select a format for the resulting files clicking the appropriate button of the Working Area. Select the File Type and adjust its settings from the Format Setting section, if available.



- Step 3. Rename the output files using the available presets. See the **Renaming Documents** section to learn more on how to do that.
- Step 4. Export image files from your documents to use them separately. Open the Extract Images section and click the corresponding button. You can find the detailed instructions on the Extracting Images page.



• Step 5. Press the Convert Now! button and wait till AVS Document Converter creates new files for you.



In a few minutes, you will see the confirmation window informing you that the conversion process was completed successfully:



Click the **Open folder** button to open the destination folder or use the **Cancel** button to close this window and continue working with **AVS Document Converter**.

Opening Documents

AVS Document Converter can be used as an excellent document viewer. To read a document click the **Add Files** button on the **Top Toolbar** or use the **Open Document** button on the **Tab Toolbar** and browse for the necessary file. After you have pressed the **Open** button, the selected text file will be imported into the program.

Note: the importing process may take a few minutes depending on how many pages your document has.

After the importing process is finished, the first page of your document will be displayed on the **Preview Area** and it will be automatically fit to the program window size. The original page orientation of the document (landscape or portrait) will be preserved.

You can change the page dimension selecting the appropriate value of the **Zoom** field at the Bottom Toolbar of the **Preview** window.

Switch to the **Thumbnails** view clicking the corresponding button at the Bottom Toolbar of the **Preview** window to display all the pages of the document and find what you want quicker. Double-click the necessary page to return to the **Page Preview** or select the page and click the **Page Preview** button.

Each new document you add to the program will be opened in a new tab. Use the **Tab Toolbar** where all the tabs are placed to navigate between opened files. On the **Tab Toolbar** you can see the following icons:

| Icon | Description |
|--------------|--|
| 1 | This document is in the PDF file format. |
| ٥ | This document is in the HTML or the MHT file format. |
| | This document is in the RTF file format. |
| 1 | This document is in the DOC or DOCX file format. |
| W | This document is in the DOCX file format. |
| 8 | This document is in the ODT file format. |
| | This document is in the TXT file format. |
| (| This document is in the PPT file format. |
| P | This document is in the PPTX file format. |
| | This document is in the TIFF file format. |
| B | This document is in the FB2 file format. |
| N | This document is in the DjVu file format. |
| & | This document is in the EPUB file format. |
| ۲ | This document cannot be converted to the selected output format. See the table of Input/Output Format Combinations to learn more. |
| 0 | This document was opened or converted with errors. |

If the document you are going to open is protected with a password, the **Security** window will appear.

| Security | | × |
|-----------|---|---|
| | My_document.pdf is protected. Please enter a document open password. | |
| Password: | Enter password here | |
| | OK Cancel | |

Enter the **Document Open** password to access the document content. If your key is correct, you will be able to read the document within the **Preview Area** of the program. If the password you entered does not match the key, you will receive the error message:

| Security | X The password you entered is incorrect. Please try again. | |
|------------------------------------|--|--------------------------|
| Passwe | ord: 12345 | |
| | OK Cancel | |
| Note: the current version of the p | program allows you to open the protected documents in th | e PDF format only |

Operations with Documents

Once you added your documents to **AVS Document Converter** you will be able to perform some operations before converting them. Please refer to the appropriate section to learn more about the options offered by the **AVS Document Converter** program.

Creating Archive

i

Read this chapter to learn how to compress the selected files to a zip file format.

• Sending by Email

In this chapter you can find information on how to email the necessary documents.

Extracting Images

This chapter includes the instructions on how to export the image files from your documents.

Note: all these actions can be done without converting your text files.

Creating Archive

When you need to get more storage space or you want to send multiple images in one email, you can compress your files to the **ZIP** format. You can also protect your archive with a password.

1. Click the Create Archive button on the Top Toolbar. The following window will be opened:

| Name | | Size | Modified |
|-------------------------------------|----------------------|-----------|-------------------------------|
| About.odf | + | 14.4 KB | 11/10/2010 14:07:26 |
| | • ecorderHelp.pdf | 3 MB | 03/04/2009 09:03:19 |
| CTDM.pp | | 8,32 MB | 27/02/2010 15:14:50 |
| My task_0 | | 6,55 KB | 15/06/2009 17:55:18 |
| ✓ numberin | | 31 KB | 26/02/2010 15:04:06 |
| | A.L.L. | | |
| 🔲 Technica | lSupport.pdf | 370,39 KB | 14/01/2009 17:09:19 |
| | | 370,39 KB | 14/01/2009 17:09:19 |
| | | 370,39 KB | 14/01/2009 17:09:19 |
| □ Technica Archive parar Name | | | 14/01/2009 17:09:19 Browse |

- 2. Select the files you want to zip by checking the appropriate boxes, assign the destination folder clicking the **Browse** button next to the **Name** field and change its name, if necessary.
- 3. Enter a letter and number combination in the **Password** field if you plan to encrypt your archive.
- 4. Click the Create button. In a few seconds the Information window appears where you can access the destination directory using the Open folder button. You can send your files immediately with the Send by Email button or continue working with the program clicking the Cancel button.

| Information |
|----------------------------------|
| Archive is created successfully! |
| Open folder Send by Email Cancel |

Sending by Email

AVS Document Converter gives you a possibility to email documents, image and text files to your friends and colleagues directly from the program interface.

1. Click the Send by Email button on the Top Toolbar. The following window will be opened:

| 2,08 KB 17,09 KB 62,3 KB | 18/11/2010 16:23:18 12/02/2010 16:45:16 |
|--------------------------------|--|
| | 12/02/2010 16:45:16 |
| 62,3 KB | |
| | 13/04/2010 14:58:47 |
| 25,55 MB | 14/12/2010 11:58:29 |
| | |
| | |

- 2. Select the files you want to send by checking the appropriate boxes.
- 3. Click the **Create** button. The default mail client window will open containing the selected files as attachments.

Note: if you need to send several files in one attachment, use the Create Archive option.

- 4. Enter the email address of the recipient and the email subject in the apropriate fields.
- 5. Finally type your main message and click the **Send** button.

Extracting Images

AVS Document Converter allows you to extract images from the files loaded into the program. The images will be exported to the specified folder from all opened documents which contain pictures. They will be saved in their original format, size and quality. The original names will also be kept.

Note: if an extracted image has no name, it will be automatically renamed to "xxxx.ext" (for example, 0001.bmp, 0002.bmp).

| Extract Images | Open a document clicking the Add Files button on the Top Toolbar or using the Open Document button on the Tab Toolbar and browse for |
|---|--|
| Destination folder Documents Extract Images | Click the black arrow next to the Extract Images section of the Working Area to open this section or double-click the section header. |
| | Note : this section is available for all supported types of text files, except .txt format. See a full list of supported formats on the Converting Documents page. |

- 3. Select a folder on your hard drive where you want to store the extracted images using the **Destination folder** drop-down list. You can create a new folder to put the image files in. When you extract images from several documents at once the new folder will be created within the destination folder and will have the same name as the text file where you extract images from. It helps you organize the extracted files and easily manage them later.
- 4. When everything is ready, click the **Extract Images** button.
- 5. In a few seconds, you will see the message informing you that the extracting process was completed successfully:

| Information | | | | | |
|-------------|---------------------------------------|--|--|--|--|
| 1 | Extracting is completed successfully! | | | | |
| | Open folder Cancel | | | | |

Click the **Open folder** button to open the destination folder to see and process the images according to your needs or use the **Cancel** button to close this window and continue working with **AVS Document Converter**.

Converting Documents

The following document and image formats are supported by **AVS Document Converter**:

| Format | Read | Write |
|---|------|-------|
| PDF - Portable Document Format (.pdf) | + | + |
| HTML - Hypertext Markup Language (.html, .htm) | + | + |
| MHT - Web Page Archive Format (.mht) | + | + |
| RTF - Rich Text Format (.rtf) | + | + |
| DOC - Microsoft Office Word Format ¹ (.doc) | + | + |
| DOCX - Office Open XML Document ² (.docx) | + | + |
| ODT - Open Document Format (.odt) | + | + |
| PPT - Microsoft PowerPoint Document (.ppt) | + | - |
| PPTX - Office Open XML Presentation (.pptx) | + | - |
| TXT - Standard Text Format. (.txt) | + | + |
| GIF - Graphics Interchange Format (.gif) | - | + |
| JPEG - Joint Photographic Expert Group (.jpeg) | - | + |
| PNG - Portable Network Graphics (.png) | - | + |
| TIFF - Tagged Image File Format (.tiff, .tif) | + | + |
| EPUB - Electronic Publication Format (.epub) | + | + |
| FB2 - Fiction Book Format (.fb2) | + | - |
| DjVu - Digital Document Format (.djvu, .djv) | + | - |
| XPS - Open XML Paper Specification (.xps) | + | - |

 1 - the .doc format is used for MS Word versions of between 97 and 2003.

² - the **.docx** format is used in **MS Word 2007** or higher only.

Input/Output Format Combinations

AVS Document Converter allows you to convert files between various document and image formats. Below you can see the table of available input/output format combinations:

| | | | | Output | file format | | | |
|-------------------|--------------|----------------|----------|----------|-------------|-------------|---------------------|----------|
| Input file format | PDF | DOC DOCX | RTF | тхт | ODT | HTML MHT | Images ¹ | EPUB |
| PDF | √ | ✓ ² | × | × | × | × | 1 | √ |
| DOC / DOCX | √ | √ | √ | √ | √ | √ | √ | √ |
| RTF | 1 | √ | 1 | √ | 1 | √ | 1 | √ |
| ODT | √ | √ | 1 | √ | 1 | 1 | 1 | √ |
| РРТ / РРТХ | 1 | × | × | × | × | × | 1 | √ |
| HTML / MHT | √ | √ | √ | 1 | 1 | √ | 1 | √ |
| тхт | 1 | √ | 1 | 1 | 1 | √ | 1 | √ |
| TIFF | √ | √ | √ | × | 1 | √ | × | √ |
| EPUB | 1 | √ | 1 | 1 | 1 | √ | 1 | √ |
| DjVu | 1 | × | × | × | × | × | 1 | × |
| FB2 | 1 | √ | 1 | √ | 1 | 1 | 1 | √ |
| XPS | \checkmark | × | × | × | × | × | √ | × |

¹ - **JPEG, TIFF, PNG, GIF** formats.

1

 2 - the $\ensuremath{\text{DOCX}}$ format is supported only.

Note: if the document cannot be converted to the selected output format you will see the 💽 icon on its tab.

Converting to PDF Format

| Ele Yew Help | Converter 1.0 | | | _ 🗆 × |
|-------------------|--|---------------|--|-------|
| Output Format | | | 🕒 Add Files 🛛 🔚 Create Archive 🕅 📩 Send by Email | |
| To PDF | To DOC | To DOCX | 🔁 Overview.pdf 🖹 About.rtf 🗙 🗐 My_docume 🦉 CTDM.pptx 📄 Tasks.txt 🔁 AVSDocume | + - |
| To Image | 👩 To HTML | To ODT | An'S Voto Reference to the subset way to obtry an wide the wittout re-moding. The application has a user transf y and transfer when duties yours partiant at causations where any difficulties. | |
| To RTF | To TXT | o ePub | Using AV3 Video ReMaler you can: - present actual offer mode popular video the tomate streed on your hand due deve; - opture and add video from a septane device converted to your present compare; | |
| ▲ Format Settings | | | - applus any actions on the devices using the integrated Screen Capture application; - apply purrected into parts, device the once you don't need and save each dop as a sequence the if recovery; | |
| Watermark | | | preview your clips to make sure that the selected of p is the right one you want to remove: It'm your video selective w/oo series detection option; | |
| | MARK TEXT | | - change the exception of your visito clips: samptime Timdine and actitionations; | |
| | | | make a snapstrx and save it into one of the supported image Serformats: add depters to make a video manu for your 37/3057-video, use video manu formplates. | |
| Font: Arial | | ▼ 96 ▼ | APT Video RAMaar & a jart of AMM PCD Live is these parages, a compare tradit injungtants for home wide and instructional after and processing. Then you've tought one APTAPD companying, you der use any other programs makes and processing to the you've tought one APTAPD companying, you der use any other programs makes and processing to the you've tought one APTAPD companying. You der use any other programs and processing to the you've tought one APTAPD companying to be any other programs. | |
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| Rename | | | | |
| Extract Images | | | | |
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| | | | Output Directory: D:(Documents Browse Convert Now Note: 6 opened file(s), 6 file(s) available for conversion Convert Now Convert Now | vi |

Please follow the steps below to convert your text files to **PDF** format:

- 1. Load the documents you wish to convert into **AVS Document Converter**.
- 2. Click the **To PDF** button of the Working Area to set the format you would like to convert your files to.
- 3. Add a text watermark or protect your documents with a password. Open the **Format Settings** section using the black arrow or double-clicking the section header and set the necessary parameters.
- 4. Select the output name. Open the **Rename** section and select the appropriate preset.
- 5. Export images from your documents, if necessary, using the **Extract Images** section.
- 6. Set the location for the resulting files. To do that press the **Browse** button located in the **Output File Area** and select the desired location on your HDD.
- 7. Press the **Convert Now!** button to start the conversion process.

Converting to DOC Format

| AVS Document Converter 1.0 | - ¤× |
|-------------------------------|---|
| Ele Yew Help Output Format | 🕒 Add Files 🔚 Create Archive 📌 Send by Email |
| To PDF | 🕘 Overview.pdf 🖹 About.rtf 🗶 🗐 My_docume 🕘 CTDM.pptx 📄 Tasks.txt 😐 AVSDocume 🕂 💌 |
| To Image of To HTML To COT | ArS Voo ReAlder a the easiest way to obly survice if as without re-modify. The goldstonhas a |
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| | Page 1 / 1 🦛 📦 Zoom 50 % 💌 📇 🎆 Thumbriels |
| | Output Directory: D:\Documents |

Please follow the steps below to convert your text files to **DOC** format:

- 1. Load the documents you wish to convert into **AVS Document Converter**.
- 2. Click the **To DOC** button of the Working Area to set the format you would like to convert your files to.
- 3. Select the output name. Open the **Rename** section and select the appropriate preset.
- 4. Export images from your documents, if necessary, using the Extract Images section.
- 5. Set the location for the resulting files. To do that press the **Browse** button located in the **Output File Area** and select the desired location on your HDD.
- 6. Press the **Convert Now!** button to start the conversion process.

Converting to DOCX Format

| AVS Documen | t Converter 1.0 | | | | - | _ | | - | - | - | |
|------------------------------------|-----------------|---------|---------------------------|----------|---|--|---|---|------------|-----|---|
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| Output Form | at | | Add Files | | Create A | rchive 📩 | Send by Email | | | | _ |
| To PDF | To DOC | To DOCX | Dverview.pdf | About.rt | f× | My_docume | CTDM.pptx | Tasks.bxt | AVSDocume | . + | - |
| To Image | o HTML | To ODT | | | Art'S Video R | olibion is the assist way to a and intuition interface which a | edi yaur video files witteut re-en naites youro gertern al operati | coding. This application has a one which any difficulties. | | | I |
| To RTF | To TXT | o ePub | | | Using AVS V - process into | loso RaMaker you can: as of the most popular veteo t | he tarrests stored on your hand d | ia ava | | | I |
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Please follow the steps below to convert your text files to **DOCX** format:

- 1. Load the documents you wish to convert into **AVS Document Converter**.
- 2. Click the **To DOCX** button of the Working Area to set the format you would like to convert your files to.

| | when you convert PDF files to DOCX format you can select one of the formatting options from t Format Settings section: |
|----|--|
| | Per Character - use it to achieve the exact representation of your document. But this setting has a significant impact on the file size. |
| | Line by Line - use it to organize text on a line by line basis preserving much of the spe formatting. |
| | Word Processing - use it if you plan to edit the converted document in a word process application such as Microsoft Word. |
| 2. | the current version of the program doesn't allow you to recognize text in scanned PDF documen |

- 3. Select the output name. Open the **Rename** section and select the appropriate preset.
- 4. Export images from your documents, if necessary, using the **Extract Images** section.
- Set the location for the resulting files. To do that press the Browse button located in the Output File Area and select the desired location on your HDD.
- 6. Press the **Convert Now!** button to start the conversion process.

Converting to Image Format

| AVS Document Converter 1.0 | -0- |
|-----------------------------|--|
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| To Image 👩 To HTML 🗃 To COT | Art's Voco Reidber is the susket way to obty survice if an effort re-incoding. The application has a user frendy and includive interface which and as yours perform at operations where any difficulties. |
| To RTF 📄 To TXT 📀 To ePub | Using AVE Vietos ReMaler you can: - process value of the most popular value file tomats downdary your hand dis diver; - capture and left value from a capture device commentat toyour personal company; |
| File Type | - capiture any actions on the devices using the integrated Econom Eacoure applications. - gate your vectoring parts, destrothe once you don't need and save each dip as a segmented to if receivery. |
| Format Settings | - preview your dap to make sure that the selected dip is the right one you want to remove: - thin your video using the autonomic detection option: |
| | - strange the sequence of your visco clips using the Findine and actions tons; - make a invasitor and servici inspected image Reformats; |
| Quality: 100 | - addrebigters to make a adeo menu fir you 0/080 video, use video menu templates. |
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Please follow the steps below to convert your text files to Image format:

- 1. Load the documents you wish to convert into **AVS Document Converter**.
- 2. Click the **To Image** button of the Working Area to set the format you would like to convert your files to.
- 3. Specify the file format you would like to create from the **File Type** drop-down list. The available image formats are: **JPEG**, **TIFF**, **GIF**, **PNG**.

Note: it's possible to select the Compression type for TIFF files and set the Image Quality for JPEG files.

- Protect your files with a text watermark. Check the Watermark box of the Format Settings section and set the necessary parameters.
- 5. Select the output name. Open the **Rename** section and select the appropriate preset.
- 6. Export images from your documents, if necessary, using the **Extract Images** section.
- Set the location for the resulting files. To do that press the Browse button located in the Output File Area and select the desired location on your HDD.
- 8. Press the **Convert Now!** button to start the conversion process.

Converting to HTML Format

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| Output Format | 🔂 Add Files 🛛 📔 Create Archive 📩 Send by Email |
| To PDF To DOC | Overview.pdf About.rtf X My_docume CTDM.pptx Tasks.txt AVSDocume + + |
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| | Output Directory: Dr(Documents |

Please follow the steps below to convert your text files to **HTML** format:

- 1. Load the documents you wish to convert into **AVS Document Converter**.
- 2. Click the **To HTML** button of the Working Area to set the format you would like to convert your files to.
- 3. Specify the file type you would like to create from the File Type drop-down list.
- 4. Select the output name. Open the **Rename** section and select the appropriate preset.
- 5. Export images from your documents, if necessary, using the Extract Images section.
- 6. Set the location for the resulting files. To do that press the **Browse** button located in the **Output File Area** and select the desired location on your HDD.
- 7. Press the **Convert Now!** button to start the conversion process.

Converting to ODT Format

| AVS Document Converter 1.0 Ele Yew Help | _ 🗆 × |
|--|---|
| Output Format | 🔂 Add Files 🛛 🔛 Create Archive 🕅 📩 Send by Email |
| To PDF To DOCK | 🕘 Overview.pdf 🖹 About.rtf 🗶 🗐 My_docume 🕘 CTDM.pptx 📄 Tasks.txt 🕘 AVSDocume 🕂 💌 |
| To Image 👩 To HTML 👔 To CDT | Art's Vice Politiers is the savietie way to activate vice if an effort re-encoding. This application has a user frond y and interface which was as you's perform all operations where any difficulties. |
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| | Page 1 / 1 🦛 📦 Zoom 50 % 💌 📇 🎆 Thumbnels |
| | Cutput Directory: D:\Documents Convert Now! Note: 6 opened file(s), 3 file(s) available for conversion Convert Now! |

Please follow the steps below to convert your text files to **ODT** format:

- 1. Load the documents you wish to convert into **AVS Document Converter**.
- 2. Click the **To ODT** button of the Working Area to set the format you would like to convert your files to.
- 3. Select the output name. Open the **Rename** section and select the appropriate preset.
- 4. Export images from your documents, if necessary, using the Extract Images section.
- 5. Set the location for the resulting files. To do that press the **Browse** button located in the **Output File Area** and select the desired location on your HDD.
- 6. Press the **Convert Now!** button to start the conversion process.

Converting to RTF Format

| AVS Document Converter 1.0 | - ⁻ × | | | | | | | | | |
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| To PDF 📝 To DOC | | | | | | | | | | |
| To Image 👩 To HTML 👔 To ODT | Avis Voto-ReMeers the essent vey to dot your voto if an witout reencoding. The application has a | | | | | | | | | |
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| Extract Images | It m your video suring the autonome detection option; | | | | | | | | | |
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| | make a inspiritor and are it into one of the supported image Sectormats: add chapters to enable a video menu for your DV/DBC-video, use video menu templates. | | | | | | | | | |
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| | Note: 6 opened file(s), 3 file(s) available for conversion | | | | | | | | | |
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Please follow the steps below to convert your text files to **RTF** format:

- 1. Load the documents you wish to convert into **AVS Document Converter**.
- 2. Click the **To RTF** button of the Working Area to set the format you would like to convert your files to.
- 3. Select the output name. Open the **Rename** section and select the appropriate preset.
- 4. Export images from your documents, if necessary, using the Extract Images section.
- 5. Set the location for the resulting files. To do that press the **Browse** button located in the **Output File Area** and select the desired location on your HDD.
- 6. Press the **Convert Now!** button to start the conversion process.

Converting to TXT Format

| AVS Document Converter 1.0 | - ¤× |
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| Output Format | 🕒 Add Files 🛛 🔛 Create Archive 🛛 📩 Send by Email |
| To PDF TO DOC | 🕘 Overview.pdf 🗄 About.rtf 🗶 🗐 My_docume 🐑 CTDM.pptx 📄 Tasks.txt 🛞 AVSDocume 🕂 🖛 |
| To Image 👩 To HTML 🗃 To COT | Artis Video Rokheer is the waked way to obly an wide free without re-encoding. This application has a user freedy and incurse a method which a state young parties. It operations which also distuices. |
| To RTF 📄 To TXT 📀 To ePub | Using AVE Vision Reflation you can: - process votes of the mod popular votes to formula acond veyour hard die dive; - approximation acond votes to the man acond veyour hard die dive; - approximation acond votes to acond votes to the manual acond veyour hard die dive; |
| Format Settings | - appure any actions on the devices using the integrated Screen Capture application; - pair your vectoring parts, deside the ones you don't need and save each dip as a separate file if increasing, - preview your dip to make sure that the selected dip is the right one you want to remove; |
| Encoding: UTF-8 - | - Mini spor i videi u king the autorisome detection galaxie. |
| Extract Images | APIT Video ReAddeer 6. a part of APIT PCC core addressing and applied statistical programs for home wide with indimedial adding addressing. Once you've tought one APID PCCU companying, you can use any other programs home water addressing model addressing for them. Online therein the Provide State Control PCC and PCCU addressing for them. |
| | - Lauren (ML IGO SATION 19 - Rev (ALI IGO SATION 19 P pour level and yop automic concerning an unificance placeacionatar la al trectationing e-mail automater. - Revinal et appoint includent automater - Revinal et appoint includent autom |
| | Page 1 / 1 🦛 🔿 Zoom 50 % 👻 🚍 📷 Thumbneis |
| | Output Directory: Di Di Documents Note: 6 opened file(s), 3 file(s) available for conversion |

Please follow the steps below to convert your text files to **TXT** format:

- 1. Load the documents you wish to convert into AVS Document Converter.
- 2. Click the **To TXT** button of the Working Area to set the format you would like to convert your files to.

Note: when you convert your documents to **TXT** format all the formatting information will be lost. This is a common disadvantage of the plain text file.

- 3. Specify the document encoding type. Click the black arrow next to the **Format Settings** section or double-click the section header and select the appropriate type from the **Encoding** drop-down list.
- 4. Select the output name. Open the **Rename** section and select the appropriate preset.
- 5. Export images from your documents, if necessary, using the **Extract Images** section.
- Set the location for the resulting files. To do that press the Browse button located in the Output File Area and select the desired location on your HDD.
- 7. Press the Convert Now! button to start the conversion process.

Converting to EPUB Format

| AVS Document Converter 1.0 | _ D × |
|----------------------------|--|
| Ele Yew Help | 🕒 Add Files 🔚 Create Archive 🕅 Send by Email |
| Output Format | Add Files 🤚 Create Archive 🖄 Send by Email |
| To PDF To DOC | 🔁 Overview.pdf 🔛 About.rtf 🗙 🖪 My_docume 🖲 CTDM.pptx 📄 Tasks.txt 1 AVSDocume 🕂 🖛 |
| To Image To HTML | An'S Video Robeker is the essent way to obly sur water free without reversioning. The application has a user transit and particular as mantaise which analysis young partians at operations which any other bases. |
| To RTF | Using AVS Veice ReMater you can: , process vision of the most popular value to transits david varyour hand die otwo; - applane and edit veloci from a applane-otwork or conversion to your processi company; |
| Format Settings | - applate any actions on the desized using the integrated Sovien Capture application; - gait your electronic parts, desearch a mean you don't need and any exact do as a supported for if incoursary - preview your dop to make sure that the assistant dop is the right one you want to entrow; |
| Save Cover | - tim your video using the autoscene detection option: |
| Embedded Fonts | - strange tre acquires of your video cips using the Timdine and actionations; - make a maphts and serve it into one of the supported image Reformats; |
| | - add chapters to maxie a video menu fitr your 07/000-tideo, una video menu langdaleo. |
| Rename | And Value Meditary is a part of XVMMCD rank editoria path age - a compare tradit of program for home edites and real-mode adding and processing. There you is tradit one ACMVD companying you can use any other program for your adding companying from you for the |
| Extract Images | my care or optimized in source and policities recommendation of the recommendation of th |
| | P public any quelition consumption parameters passe-constraint in the Making unital accounts of |
| | Page 1 / 1 🦛 🗼 Zoom 50 % 💌 📇 🎆 Thumbnails |
| | Output Directory: D:/Documents Enowse Convert Now! Note: 6 opened file(s), 6 file(s) available for conversion Convert Now! |

Please follow the steps below to convert your text files to **EPUB** format:

- 1. Load the documents you wish to convert into **AVS Document Converter**.
- 2. Click the **To ePub** button of the Working Area to set the format you would like to convert your files to.
- 3. Open the Format Settings section to select the option you need:
 - Save Cover check the box to save the first page of the document as an image file to create an ebook cover.
 - **Embedded Fonts** check the box to save the original fonts of the document to the output file. If the font used in the input document is not installed on your computer, it will be replaced by a default font.



Note: the embedded fonts may considerably increase the output file size.

- 4. Select the output name. Open the **Rename** section and select the appropriate preset.
- 5. Export images from your documents, if necessary, using the Extract Images section.
- Set the location for the resulting files. To do that press the Browse button located in the Output File Area and select the desired location on your HDD.
- 7. Press the **Convert Now!** button to start the conversion process.

Adding Watermark

You can add copyright information to your documents using the **Watermark** option of **AVS Document Converter**. It allows you to protect your copyright before uploading the files on the website or sending them by e-mail.

| 🙀 AVS Document | t Converter 1.0 | | | | | | | | | | | _ [| ⊐× |
|------------------------------------|-----------------|---------|----------------|----------|------------------|---|---|---|-----------------------|-------------------|----------|----------|--------|
| Elle Yew Help | | | | | | | | | | | | | |
| Output Forma | ət | | 🔂 Add F | iles | | Create Archive | 📩 | Send by Email | | | | | |
| ► To PDF | To DOC | To DOCX | 🖹 About.od | | 🖄 AVSDocu | × 🗐 My | _docume | 🖭 numberin; | g.ppt 📄 T | asks.txt | 🔁 Techni | icalSu + | - - |
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1. Open a document clicking the **Add Files** button on the **Top Toolbar** or using the **Open Document** button on the **Tab Toolbar** and browse for the necessary file.

| Format Settings | | | | | | | |
|-----------------|----------------|------|--|--|--|--|--|
| ✓ Watermark | | | | | | | |
| Text: | WATERMARK TEXT | | | | | | |
| Font: | Arial 🔹 | 96 🔻 | | | | | |
| | B I U S | | | | | | |
| Opacity: | | 40 | | | | | |

- 2. Click the black arrow next to the **Format Settings** section of the Working Area to open this section or double-click the section header.
 - **Note**: this section is available only for **.pdf** and **image** output format.
- 3. Tick the **Watermark** box to apply this option to all the documents imported into the program. By default the text watermark will be placed diagonally (from the lower left corner to the upper right corner of the page).
- 4. Enter your own text in the **Text** field of the opened section.

- 5. The watermark text can be modified. The available settings are the following:
 - $^{\odot}~$ Font the text font-face. You can select a font-face from the drop-down list.
 - **Font size** the text font size. You can either select a value from the drop-down list or enter it manually using the keyboard.
 - **Font style** the text font style. You can select **B** for a bold text, **I** for an italicized text, **U** for an underlined text and **S** for a strikethrough text.
 - **Color** the text color. You can select the appropriate color from the list of available ones.
- 6. You can edit the location where you want the watermark to appear. Select the text alignment from the drop-down list:

- select this option to place your watermark diagonally (from the lower left corner to the upper right corner of the page);

- select this option to place your watermark diagonally (from the upper left corner to the lower right corner of the page);

 \rightarrow - select this option to place your watermark horizontally in the center of the page;

- \downarrow select this option to place your watermark vertically in the middle of the page.
- 7. You can specify the opacity (i.e. transparency) of your watermark text. This allows the watermark to be faint and not to obscure the details from the original image completely. Move the **Opacity** slider or enter the appropriate value using the keyboard.
- 8. When the **Watermark** settings are specified, click the **Convert Now!** button to apply them and convert your documents to the selected format.

Note: the watermark will be applied to **ALL** the imported documents available for conversion.

Password Security

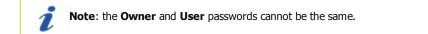
Using **AVS Document Converter** you can secure your output **PDF** files with a password, so that you will be able to control the access to your personal and work documents. There are two different types of password protection:

- Open file. You can lock your files with a **Document Open** password (also known as a **User** password), so that only a person who knows the correct password will be able to open and view the document.
- File usage permissions. You can lock your files and disallow users to perform various operations, so they won't be able to edit, print or copy content of the protected document.

| Permissions | | Open the Format Settings section of the Working Area double-clicking the section header or using the black arrow next to the section name. |
|-------------|-----------------------------|--|
| Owner | <enter password=""></enter> | |
| User | <enter password=""></enter> | Note : this section is available only for .pdf output file format. |
| Restrict: | Editing | |
| | Printing | Check the Permissions box to turn the password security on. |
| | Copying content | |

Enter the **Owner Password** in the **Owner** field. The **Owner Password** allows the owner of the document to access various permissions from within a PDF viewing application.

Enter the **User Password** in the **User** field. In order to open the created **PDF** document users must enter this password before being able to view the file.



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Note: a strong password consists of a combination of upper- and lowercase letters, numbers and symbols. Your password may contain a maximum of 32 characters.

Check the **Editing** box of the **Restrict** field to prevent the user from modifying the **PDF** document.

Check the **Printing** box of the **Restrict** field to prevent the user from printing the **PDF** document.

Check the Copying content box of the Restrict field to prevent the user from extracting information from the PDF document.

You can set any combination of restrictions according to the things you wish to disallow.

Once the password is set, select the **Output Directory** to store the protected files and click the **Convert Now!** button.

Renaming Documents

AVS Document Converter gives you the possibility to quickly rename a series of files to easily organize the converted files later and not to mix the files up. By default the program keeps the original file name.

| A Rename | To rename the documents imported into the program, click the black arron next to the Rename section of the Working Area or double-click the | | | | | |
|-------------------------------------|--|--|--|--|--|--|
| Preset: Text + Counter 🗸 | section header. | | | | | |
| Text: Converted_Document | Note : this section is available for all supported types of text | | | | | |
| Output Name: Converted_Document_001 | and image files. See a full list of supported formats on the Converting Documents page. | | | | | |

Select the **Text+Counter** or **Counter+Text** preset from the drop-down list. After choosing one of these presets type your own text in the appropriate field. The example of the file name you'll get is displayed next to the **Output Name** field.

When the **Batch Conversion** process is complete, you'll find the renamed documents within the destination directory.

AVS Document Converter Troubleshooting

Error (Message) Description

Some objects or elements of the input document are lost during the conversion

Possible Reasons

This result can be explained by the fact that certain page formatting options are not supported by the output format or they are displayed differently in various applications. The current version of **AVS Document Converter** allows you to save not all formatting options in the converted documents. The table below illustrates the available options in accordance with the output format.

| | File format | | | | | | | | |
|---------------------------------|-------------|-------------|-------------|-----|-----|-----|----------------|------|--|
| Available options | PDF | DOC DOCX | HTML MHT | ODT | RTF | тхт | lmage <u>1</u> | EPUB | |
| Text | + | + | + | + | + | + | + | + | |
| Division into paragraphs | + | + | + | + | + | + | + | + | |
| Lists | + | + | + | + | + | + | + | + | |
| Tables | + | + | + | + | + | - | + | + | |
| Images | + | + | + | + | + | - | + | + | |
| Embedded objects ² | +3 | + | +3 | | + | - | +3 | +3 | |
| AutoShapes | +4_ | - | - | | - | - | +4 | - | |
| Macros | - | - | - | - | - | - | - | - | |
| Hyperlinks | + | + | + | + | + | - | | + | |
| References | + | + | + | + | + | - | + | + | |
| Columns | + | + | - | + | + | - | + | - | |
| Page header | + | + | - | + | + | - | + | - | |
| Document templates | - | - | - | - | - | - | - | - | |
| Password protected documents | + | - | - | - | - | - | - | - | |

+ - this option is supported.

- this option isn't supported by the current version of the program.

- this option isn't supported by the format itself.

¹ - **JPEG, TIFF, PNG, GIF** formats.

² **Embedded object** is an object created with one application and embedded into a document created by another application. **AVS Document Converter** supports the objects made by a technology called **OLE** (Object Linking and Embedding) only.

 3 - will be converted to a graphical representation of the object.

⁴ - only if the input file is in **.docx**, **.ppt** or **.pptx** format.