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Title page 1

Use this page to introduce the product

by Wondersoft

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This page intentionally starts on an odd page, so that it is on the right half of an open book from the readers point of view. This is the reason why the previous page was blank (the previous page is the back side of the cover)

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Special thanks to:

All the people who contributed to this document, to mum and dad and grandpa, to my sisters and brothers and mothers in law, to our secretary Kathrin, to the graphic artist who created this great product logo on the cover page (sorry, don't remember your name at the moment but you did a great work), to the pizza service down the street (your daily Capricciosas saved our lives), to the copy shop where this document will be duplicated, and and and...

Last not least, we want to thank EC Software who wrote this great help tool called HELP & MANUAL which printed this document.

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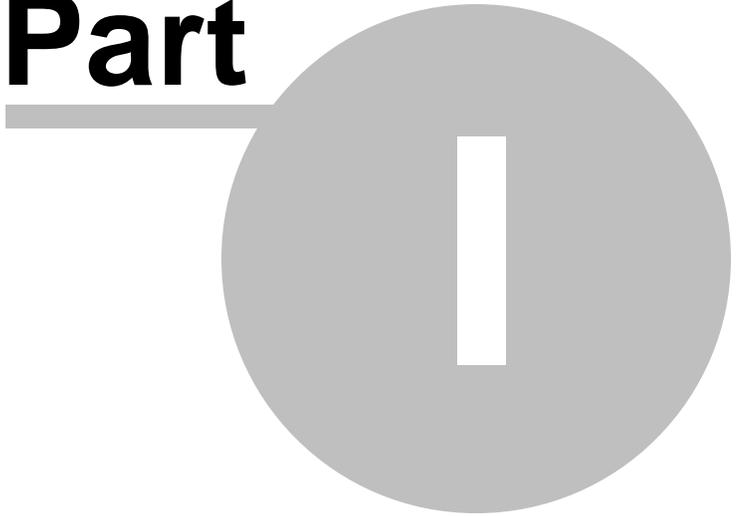
Foreword

This is just another title page
placed between table of contents
and topics

Top Level Intro

This page is printed before a new
top-level chapter starts

Part



1 Introduction

Perhaps one of the most requested PDF-related tasks after **'how to create a PDF file'** is **'how to get text or images out of a PDF file'** when you don't have Adobe Acrobat. Depending on your needs, there are several ways to do this including copy and paste, opening the PDF in a graphics program like CorelDRAW, and using third-party extraction and conversion tools.

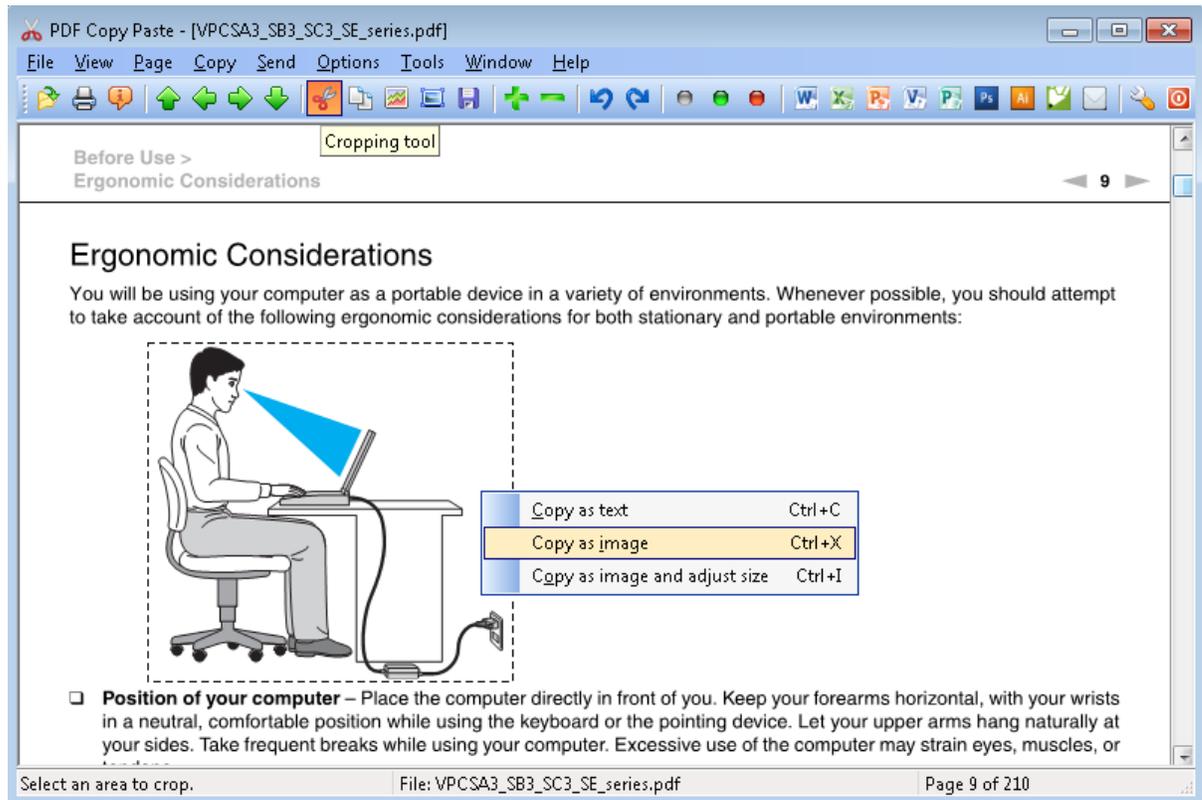
Copy and paste is time-consuming if you frequently crop out your desired photo, chart, or other graphical element from PDF files. The seemingly easy and quick way to extract information or pages without downloading any new software is to open the PDF in the free Adobe Reader and click 'Ctrl - Print Screen' (Ctrl-PrtSc, hot key combination for screen capture). Now paste this into a Microsoft Paint window or a Bitmap document and use the 'Select' tool to cut out pages or information you require. This can then be pasted into a new Bitmap document.

Even if you have the paid Adobe Acrobat, copy and paste wears you out. First open the PDF file you wish to extract from. On the toolbar, click the 'Select' button. Click the image or text you want to extract. You will see a button in the top left corner of your selection. Click it, and your selection will be copied to your clipboard. Now open a document where you want your extracted text or image. For example, open a blank Word document. Right click and choose Paste. Can you send your selected image to Microsoft Word with a click of your mouse from Adobe Acrobat? No.

Opening the PDF in a graphics program like CorelDRAW requires you to invest heavily on the Corel software. Start from Microsoft Word 2013 you can open PDF files and edit them. However, If you are to crop out a portion of a picture from a PDF page, you still need to repeat the process of screen capture and cropping the portion from the captured bitmap.

Third-party extraction and conversion tools are many, such as PDF to HTML converter, PDF to Image Converter, PDF Extractor etc. They come in the form of standalone utilities and Adobe Acrobat plug-ins that will convert PDF files to HTML while preserving the page layout, extract and convert PDF content to vector graphics formats and extract PDF content for use in word processing, presentation, and desktop publishing software. These tools offer varying options including batch extraction or batch conversion, whole file or partial content extraction, and multiple file format support. However, very few of them allow you to crop out your desired graphical element or text in a visual way.

Now let's see how our PDF Copy Paste software helps you out.



1.1 Overview

PDF files are great for exchanging formatted files across platforms and between folks who don't use the same software. But sometimes we need to be able to take images or text out of a PDF file and use it in web pages, word processing documents, PowerPoint presentations, or in desktop publishing software. PDF Copy Paste might probably be an ideal solution that works best for you.

PDF Copy Paste software allows you to open and view PDF files, and crop out the text, picture, image, photo, chart, and other graphical elements from PDF files. Simply use your cursor to draw out a rectangle around the area you want to crop, press Ctrl-C, and the text in your selected area will be copied to Windows clipboard; press Ctrl-X, and the selected area will be copied as an image to Windows clipboard. You can save your selection to a JPG, BMP, GIF, PNG, TIFF, EMF, WMF, or EPS file if you press Ctrl-S.

The software brings a new cropping method to PDF professionals, Quick Save, which enables you to bypass the annoying Save-As-File dialog and save your PDF pages or cropped areas as image files in the output folder of your choice. Draw a rectangle area around your desired content, click

Ctrl-S, and the content will be saved as an image file in your output folder. You might as well extract text in your selected area if you specify the output format to TXT.

PDF Copy Paste offers you additional features such as to send your desired graphical elements to email as an attachment with just one click. Dropping your desired PDF page as a full-page image or a portion of the page as a picture to Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Visio, Microsoft Publisher, Adobe Photoshop, Adobe Illustrator, and CorelDRAW becomes easy with just a few clicks.

You can adjust the DPI or dimension of your cropped portion or your whole PDF page before copying to clipboard or saving to file with the help of the Preview window. Rotation gives you better decision on how your selection or your PDF page will look like.

Included with the software are other useful features such as to convert PDF document to other formats such as TXT, JPG, BMP, GIF, PNG, TIFF, EMF, WMF, EPS, slide show a PDF file for presentation, zoom in and zoom out, rotate clockwise and counterclockwise, navigate across pages, change hot key settings, print PDF file, become default PDF viewer, and show document security information.

1.2 System requirement

PC System Requirements:

- Intel Pentium 4® / AMD Athlon® processor or better
- 256 MB RAM or more
- 5 MB free hard drive space
- Color display adapter
- Microsoft Windows 11, Windows 10, Windows XP, Windows Vista, Windows 7, Windows 8, Windows 8.1, Windows 9, Windows 2003 Server, Windows Server 2008 R2, Windows Server 2012, Windows Server 2016, Windows Server 2019, Windows Server 2022 ®

Apple Mac System Requirements:

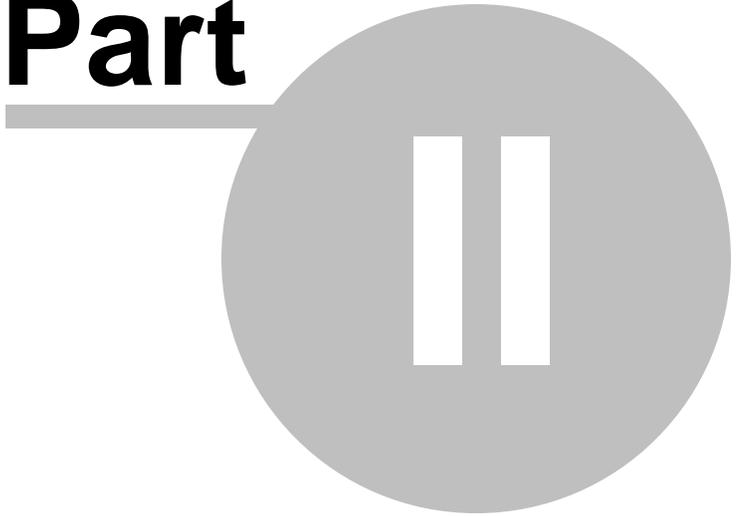
- Intel Pentium 4® dual-core processor or better

- 512 MB RAM or more
- 5 MB free hard drive space
- MacBook Air®, MacBook Pro®, iMac®, Mac Pro®, Mac Mini®
- Microsoft Windows 11, Windows 10, Windows 8.1, Windows 8, Windows 7, Windows Vista, Windows XP, Windows 2003 Server, Windows Server 2008 R2, Windows Server 2012, Windows Server 2016, Windows Server 2019, Windows Server 2022 ®

Top Level Intro

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top-level chapter starts

Part



2 Basic Usage

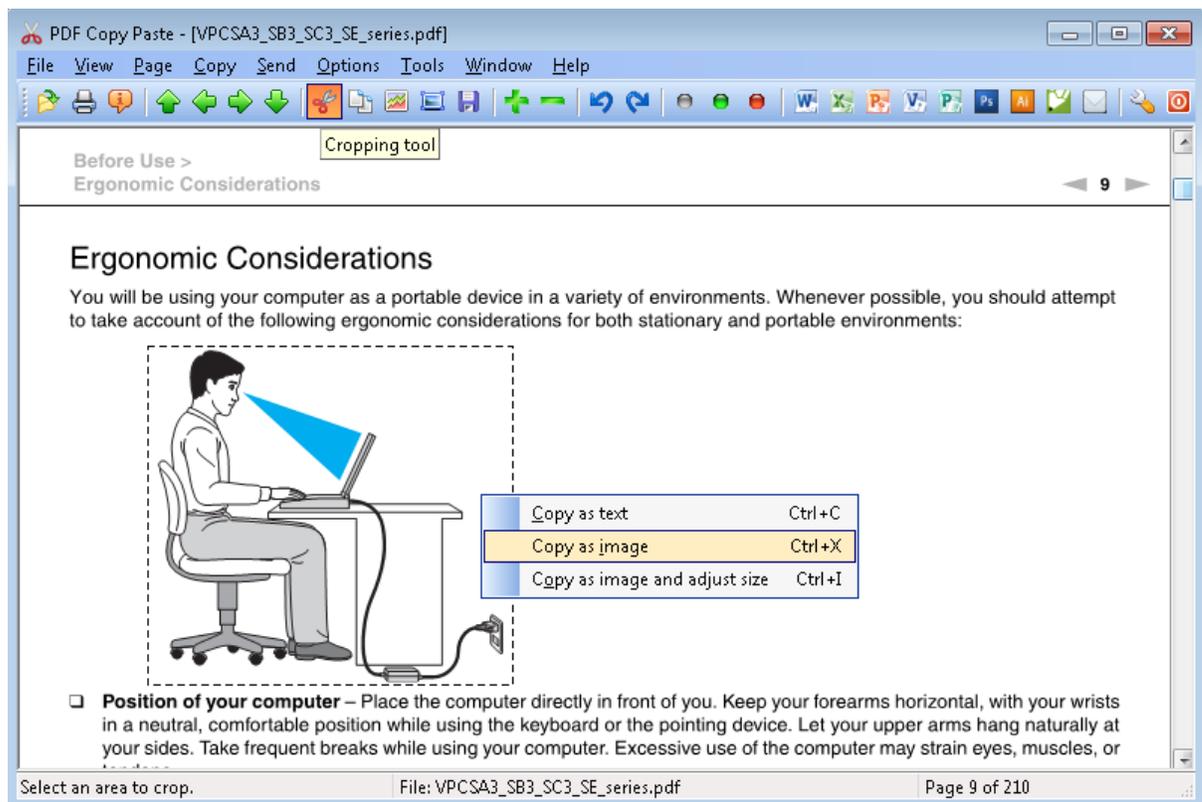
Need an image or text from that PDF? Crop it up!

PDF Copy Paste is a WYSIWYG (We you see is what you get) cropping tool to crop out your desired graphics or text. Before you start cropping, you need to grasp the basic PDF manipulation skills like open, view, zoom, page up, page down, go to previous page, go to next page etc.

In the cropping topic, you will learn the cropping tool, copy tools, preview tool, size adjustment.

Finally, you get familiar with how to save the current page as text or graphics, and how to convert the entire document to other formats.

We introduce the concept of **quick menu**. In the following illustration, when you right-click anywhere on your PDF content, you get a pop-up menu, which is called **quick menu**. Here three options are available, Copy as text, Copy as image, Copy as image and adjust size.



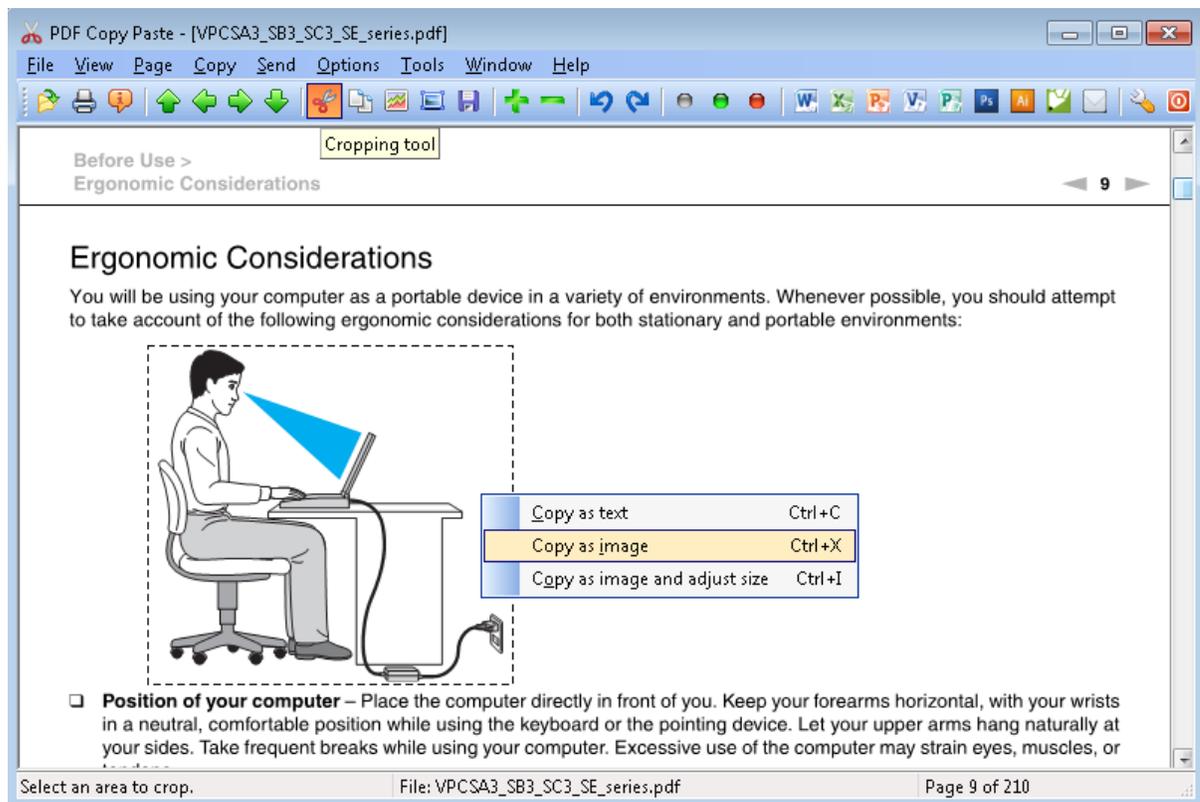
2.1 Open PDF

PDF Copy Paste allows you to open and view PDF document if you use it as a simple PDF reader or PDF viewer. The speed of opening PDF

depends on how complicated the PDF document is, i.e. how many objects are packed into the PDF document. The speed of viewing depends on how large the view window is; the larger the window, the slower the speed. With PDF Copy Paste, the speed of both opening and viewing PDF outperforms most PDF reader, PDF viewer, PDF editor in the market.

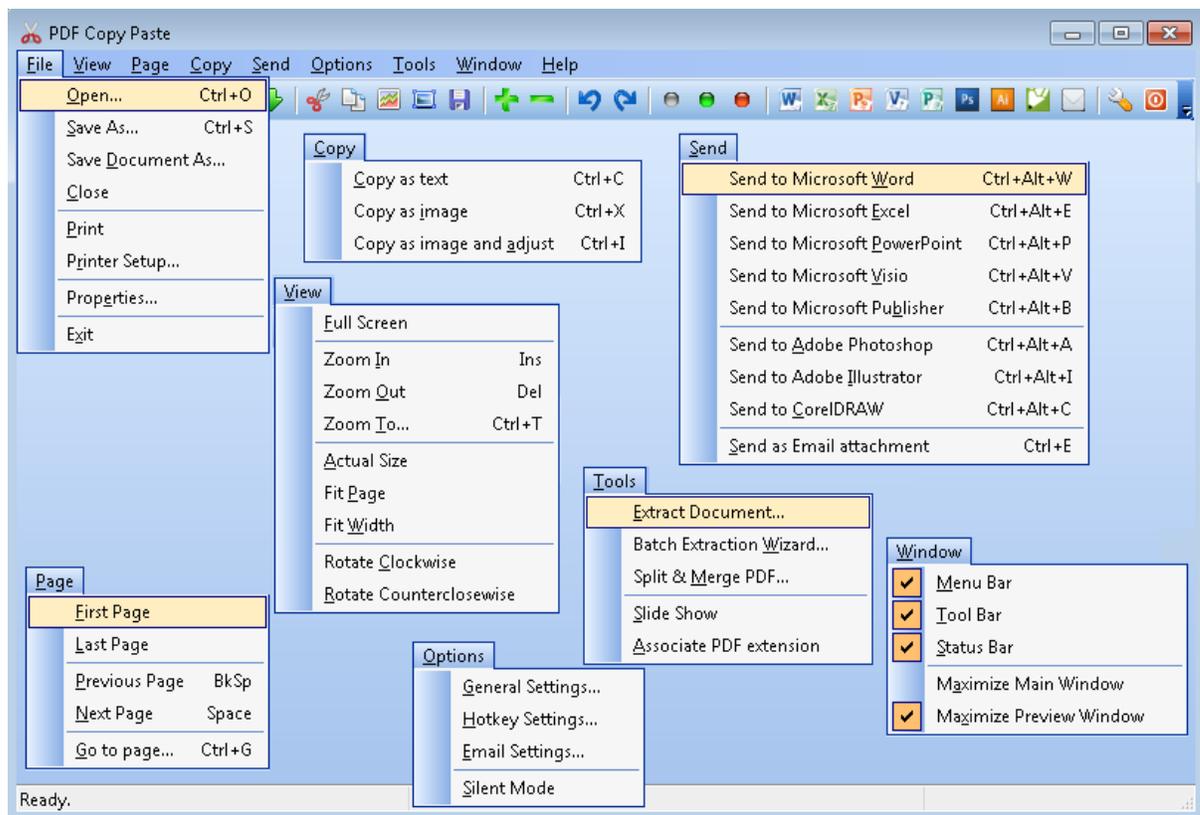
To open a PDF file, we have three ways,

- A) Go to the menu **File->Open...**
- B) Press **Ctrl+O**
- C) Click the first button (the **Open** button) on the tool bar,



2.2 Menus

All menu items in the PDF Copy Paste software are illustrated here.



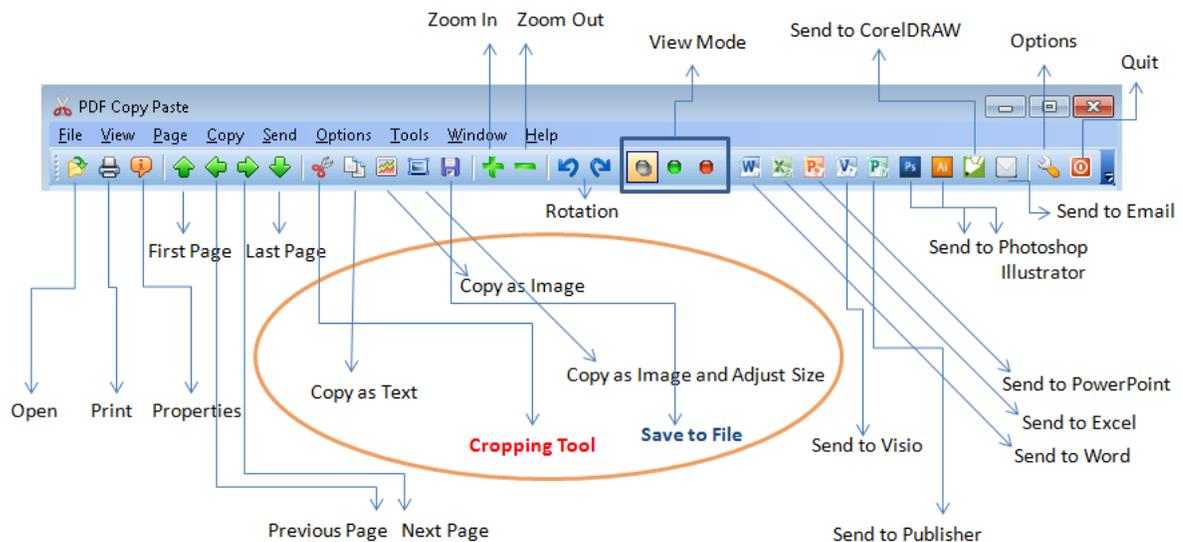
If you have a good memory, you can remember the hot keys for the frequently used operations, such as Ctrl+O, Ctrl+S, Ctrl+C, Ctrl+X, Ctrl+I. You can change the hotkey definitions if you have better ideas.

Options->Silent Mode, Windows->Menu Bar, Windows->Tool Bar, Windows->Status Bar, Windows->Maximize Main Window, Window->Maximize Preview Window are all checkable options. When you check any of them, it shows checked; otherwise it shows unchecked.

2.3 Tool bar

The tool bar contains many buttons, which allow you to quickly trigger an action or complete a task, such as to open a PDF file, draw a rectangle area with **Cropping Tool**, save to file, etc.

These buttons can be categorized into 8 groups. 1) Open/Print/Properties 2) Page Navigations 3) Cropping/Copy/Preview/Save 4) Zooming 5) Rotation 6) View Mode 7) Send To Other Application 8) Options/Quit



The **Save to File** icon  takes on a new look  (tinted with two red lines) whenever the Quick Save feature is enabled in [Options->General Settings...](#)

The **Send to Email** icon  changes to  if Microsoft Outlook is selected as the default email client software; or changes to  if IBM Lotus Notes is selected.

2.4 View mode

On the tool bar you see three solid round buttons in silver, green, and red. The silver button gives you the actual size view of PDF document. The green one offers you Fit Page view. The red one switches to the Fit Width view, which is the default view mode in PDF Copy Paste.



2.5 Zoom view

Zoom In  and Zoom out  allow you to enlarge or reduce the view of your PDF document. Zoom In works like a magnifier, and Zoom Out does just the opposite.

If you have not pressed down the **Cropping Tool** button, you zoom in and zoom out the PDF page in view. Otherwise, you zoom in and zoom out your selected rectangle area. The cropping tool button turns up whenever you complete Zoom In or Zoom Out.

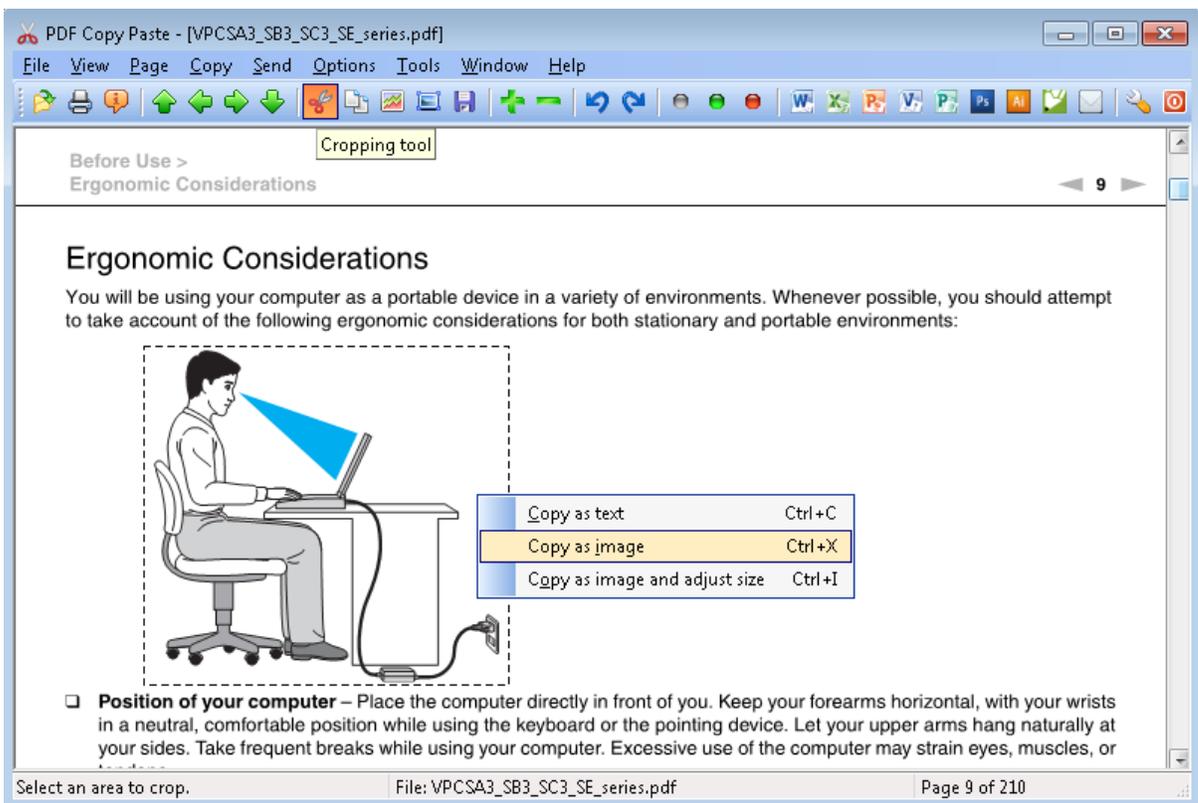
2.6 Cropping tool

The cropping tool button  is the most important button on the tool bar. When you click it, it turns to the pressed-down status like,



If you click it again, it turns up and become a normal button.

When it is in the pressed-down status, the cropping tool is active, and it allows you to use your mouse cursor to draw a rectangle area around your desired text, chart, or graphics. Here is an example,



Draw a rectangle from top-left to bottom-right to include your desired content. A rectangle with dotted lines appears, and your desired content are now enclosed by the rectangle.

Note: Avoid drawing from bottom-right to top-left, in this case, an invalid rectangle will be detected, and further operations would not bear the correct result.

Now you can choose to copy your desired content as text or as image or as enlarged/reduced image.

2.7 Copy Text

To copy your desired content or copy your PDF page in view as searchable text to Windows clipboard is easy.

Basically we have **four** methods to to copy your desired content to Windows clipboard as searchable text.

Method A: Press Ctrl+C on your keyboard

Method B: Click the **Copy as text** button  on the tool bar

Method C: From the main menu, Copy->Copy as text

Method D: Right-click your PDF page to pop up the quick menu and choose Copy as text

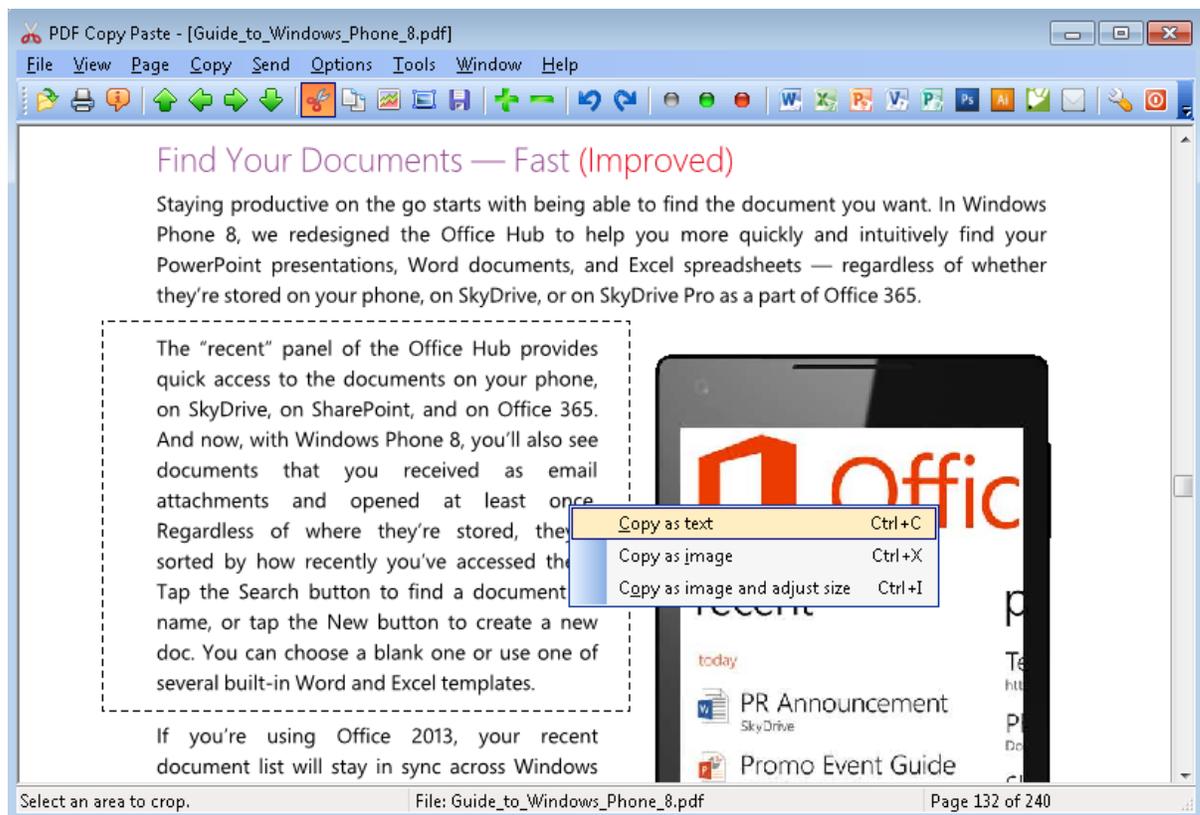
Here is an example to **copy the current PDF page** (PDF page in view) to Windows clipboard as searchable text.

- 1) Open a PDF file, and navigate to a page
- 2) Copy Text using any of the methods given above
- 3) Switch to a word processor program, and **Paste**. (If you don't have a word processor program at hand, use Windows Notepad program instead)

What do you see? All text on your PDF page is now copied to Windows clipboard, and pasted to your word processor program.

Here is another example to **copy a portion of a PDF page,**

- 1) Use the cropping tool to draw a rectangle area from top-left to bottom-right to include your desired content.



In this example, the desired content is the paragraph beginning with The "recent" panel of the Office Hub provides quick access to ...

2) Press Ctrl+X (or click the **Copy as image** button  on the tool bar, or go to the menu Copy->Copy as image)

3) Switch to a word processor program, and **Paste**. (If you don't have a word processor program at hand, use Windows Notepad program instead)

What is the outcome? Your desired text (in this example, it is the paragraph) is now copied to your Windows clipboard, and pasted into your word processor.

The quick menu (i.e. the right-click menu) in the above illustration is for demo purpose only. In this example, as long as you have a rectangle area, a right-click on your mouse definitely cancels the rectangle area.

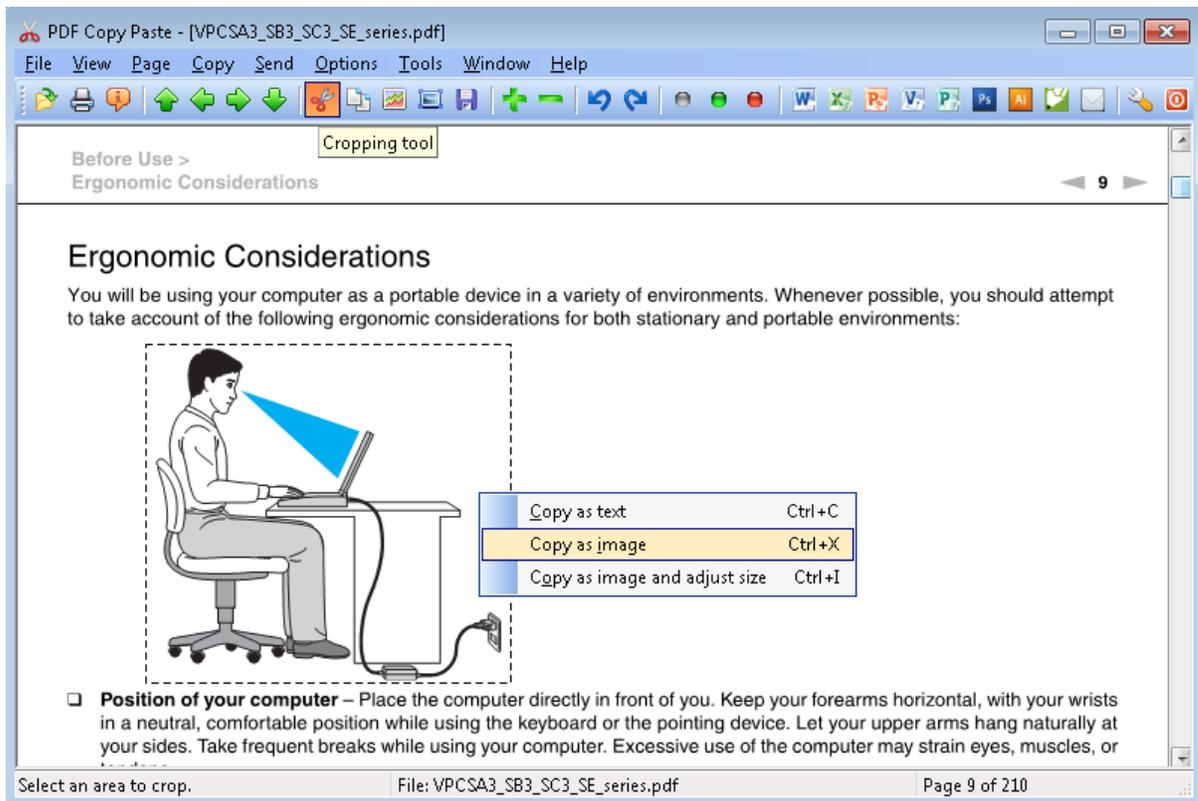
Note: Method A, B, C work in all circumstances. Method D works only when you copy your current PDF page in view as an image to Windows clipboard. If you are to copy a portion of your PDF page, avoid using Method D.

2.8 Copy Graphics

To copy your desired content or copy your PDF page in view as image or graphics to Windows clipboard is easy.

Here is an example to **copy a portion of a PDF page**,

1) Use the cropping tool to draw a rectangle area from top-left to bottom-right to include your desired content.



In this example, the desired content is the picture describing a man using laptop with a good gesture.

2) Press Ctrl+X (or click the **Copy as image** button  on the tool bar, or go to the menu Copy->Copy as image)

3) Start your graphics processor software, and **Paste**. (If you don't have a graphics processor software, use Microsoft Paint program instead)

Your desired graphical element (in this example, it is the picture) is now copied to your Windows clipboard, and pasted to your graphics processor.

The quick menu (i.e. the right-click menu) in the above figure is for illustration purpose only. In this example, as long as you have drawn a rectangle area, a right-click on your mouse definitely cancels the

rectangle area. The three options in the quick menu are designed to copy the entire PDF page in view as text, copy as image, and copy as enlarged/reduced image, rather than copy a portion of the PDF page in view.

Bear in mind, that you have **four methods** to copy your desired content as image,

Method A: Press Ctrl+X on your keyboard

Method B: Click the **Copy as image** button  on the tool bar

Method C: From the main menu, Copy->Copy as image

Method D: Right-click your PDF page to pop up the quick menu and choose Copy as image

Method A, B, C work in all circumstances no matter it is a whole PDF page or a portion.

Method D works only if you copy the PDF page in view as a full-page image to Windows clipboard.

Here is an example to **copy a PDF page** as a full-page image,

- 1) Copy as image using any of the above four methods
- 2) Start your graphics processor software, and **Paste**. (If you don't have a graphics processor software, use Microsoft Paint program instead)

Your desired graphical element (in this example, it is the full page) is now copied to your Windows clipboard, and pasted to your graphics processor.

2.9 Preview before copy

What if your desired text, photo, picture, chart, or other graphical element is too small? What if you want to enlarge or reduce the size of your desired content before copying to Windows clipboard or saving to file?

Copy as image and adjust size is an ideal option for you. We also name it as Preview before copy. This preview feature allows you to preview not only a full PDF page but also a portion of a PDF page.

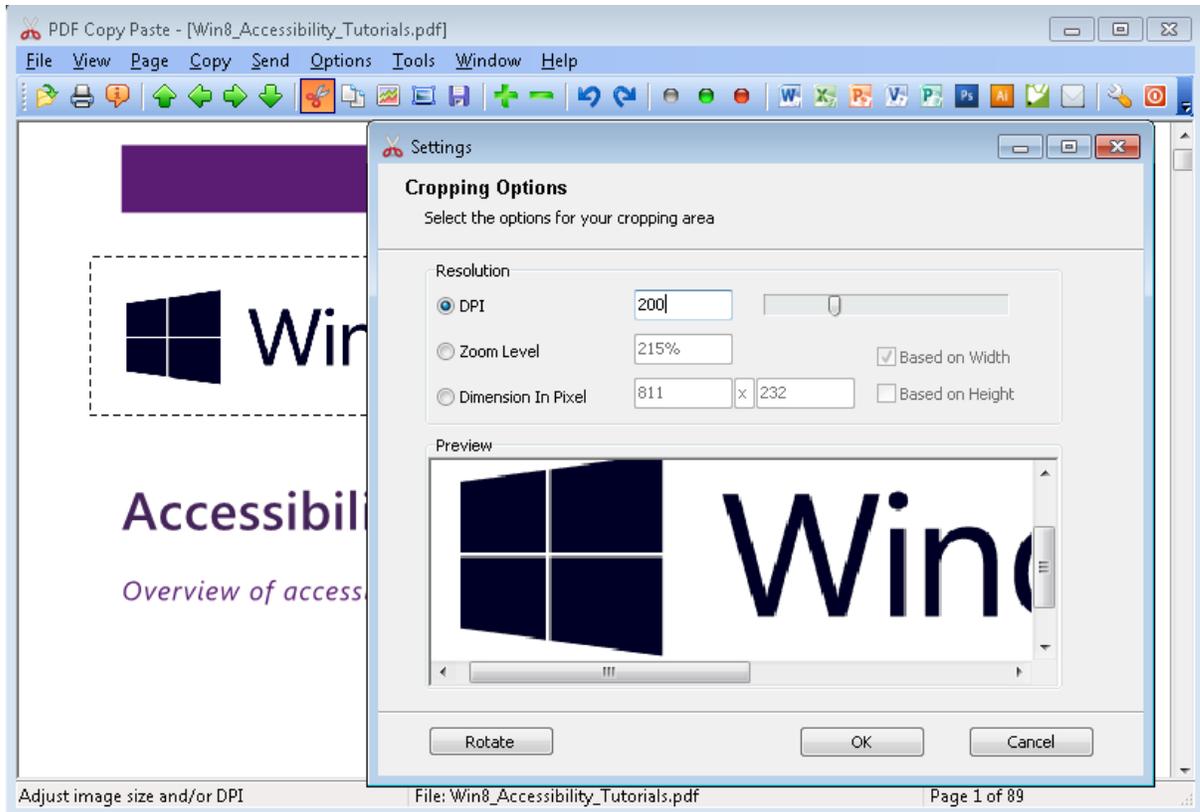
To launch the preview dialog, you can choose any of the following methods,

Method A: Press Ctrl+I

Method B: Click the preview button  on the tool bar

Method C: Go to the menu Copy->Copy as image and adjust size

Method D: Right-click, and choose Copy as image and adjust size in the quick menu.



To adjust image resolution, you can change the value in DPI.

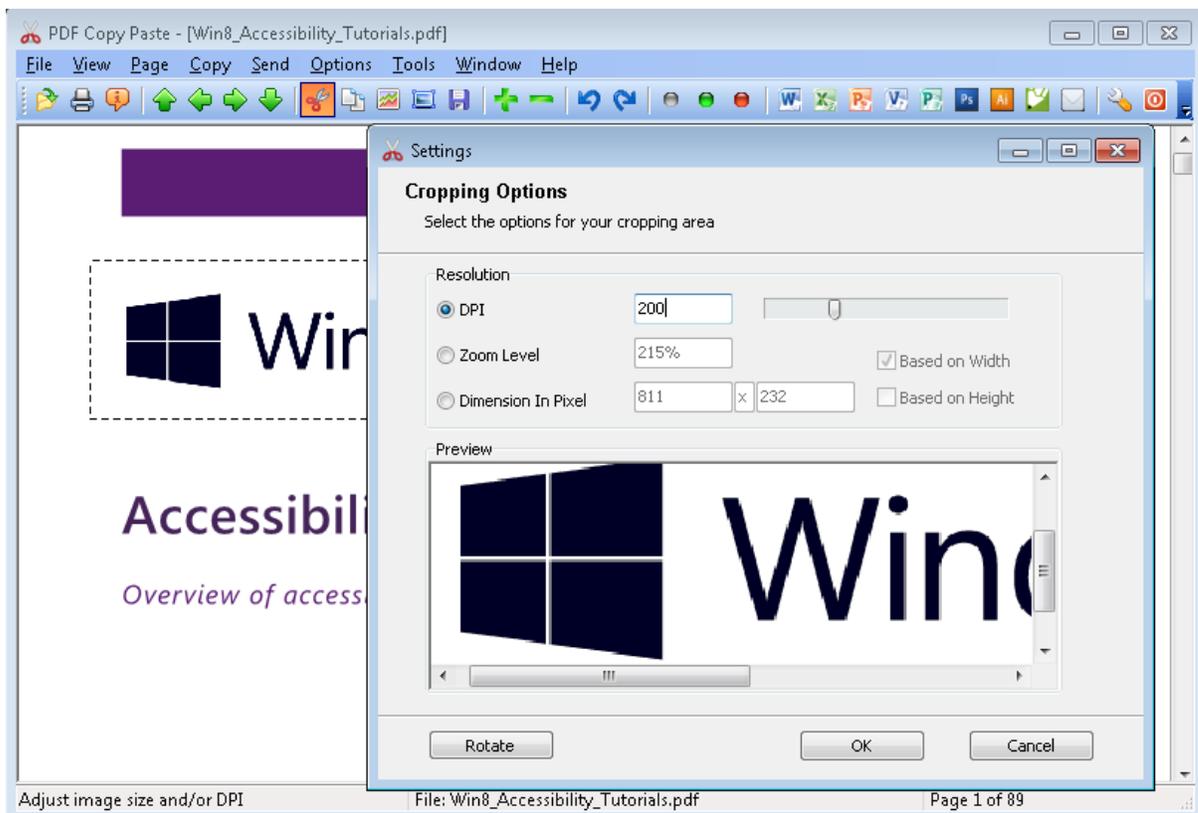
You can click OK button to confirm your enlarged or reduced image, or click Cancel button to leave this dialog.

2.10 Adjust picture size

In the previous topic, we have introduced how to launch the preview dialog, and how to change resolution in DPI.

To adjust image size (i.e. image resolution), you can do any of the followings,

- A) Change resolution by changing DPI value
- B) Change image size by zoom level in percentage
- C) Specify your desired dimension in pixel.



Dimension consists of height and width. You can fix height and alter width (Based on Height) or fix width and alter height (Based on Width).

Note: A track bar is provided to change DPI value, however, we do not suggest you to use it if your computer is slow in speed or the PDF document is complicated. While you drag, the DPI value changes, and the preview pane gets refreshed. It is time-consuming if you drag continuously. Therefore, we suggest you to click either end on the track bar to make the track bar move.

The preview pane offers a decent visual view of what you see is what you get.

If you want to learn more, read the topics on rotation, copy to clipboard, save to file in the preview dialog.

2.11 Save page to file

Up to now we have demonstrated how to copy your desired content to Windows clipboard and paste into other applications such as word processor, graphics processor. Now you will learn how to save your desired content on a PDF page or the whole PDF page to a file on disk.

Which types of file are supported by Save? Text file and image files.

Here is a complete list of supported file types,

Text File (*.txt)
JPEG File (*.jpg)
PNG File (*.png)
TIFF File (*.tif)
GIF File (*.gif)
Windows Bitmap (*.bmp)
Windows Meta File (*.wmf)
Enhanced Windows Meta File (*.emf)
Encapsulated PostScript File (*.eps)

The first type is plain text format, and the rest are image formats.

How to save a portion of a PDF file?

- 1) Open your PDF file
- 2) Go to the page that contains your desired content
- 3) Use cropping tool to select your desired content
- 4) Press Ctrl+S
- 5) You will be prompted by a Save As dialog, choose the output file type, and specify the file name, finally click Save button to save your desired content.

How to save a certain PDF page?

- 1) Open your PDF document
- 2) Go to the page that contains your desired content
- 3) Press Ctrl+S
- 4) You will be prompted by a Save As dialog, choose the output file type, and specify the file name, finally click Save button to save your desired content.

How to save to text (save as text)?

Choose Text File (*.txt) as the output type. If you want to save to image (save as image), choose JPEG, PNG, TIFF, GIF, or BMP. We don't recommend WMF, EMF, or EPS format if you don't have a specific need for it.

I don't feel like Ctrl+S, is there any other methods to trigger Save?

If you don't feel home with the hotkey Ctrl+S, you can change it to the hotkey of your choice. If you don't like keyboard, use the **Save**  button on the tool bar. The third method is to click **File->Save As...** from the menu.

2.12 Save document

In the previous topic, we introduced how to save your PDF page, your desired elements to text or graphics file. What if you have a need for saving all the pages in your PDF document to a text file or a bunch of graphics files page by page with just one click?

You can use numerous PDF Converter software programs to convert PDF to images or text. PDF Copy Paste offers you such conversion from PDF to other format as well if you go to the menu **File->Save document...** No hotkey is defined or button on tool bar is available for such an operation.

You can convert your PDF document, page by page, all in one click, to the following file formats,

- Text File (*.txt)
- JPEG File (*.jpg)
- PNG File (*.png)
- TIFF File (*.tif)
- GIF File (*.gif)
- Windows Bitmap (*.bmp)
- Windows Meta File (*.wmf)
- Enhanced Windows Meta File (*.emf)
- Encapsulated PostScript File (*.eps)

If Text File is chosen as the output format, generated is a TXT file containing all text on all pages of your PDF file. If the other file formats are selected, one image file is created for each page of your PDF file like,

- PDFFile1.jpg
- PDFFile2.jpg
- PDFFile3.jpg

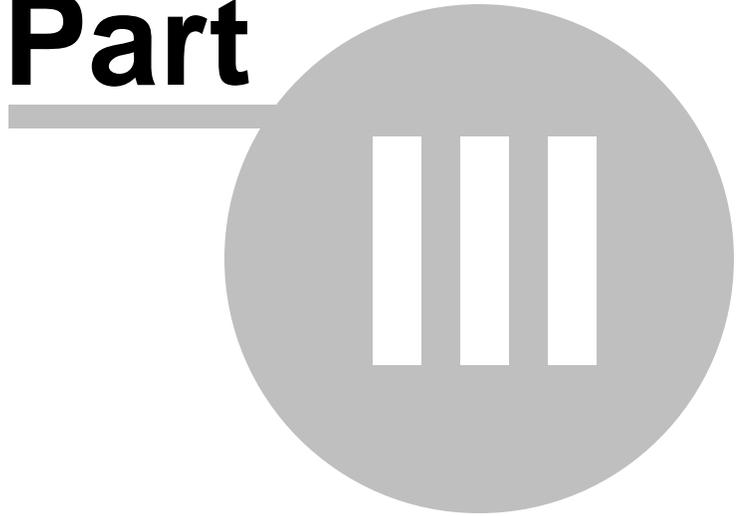
PDFFile1.jpg is the JPG version of page 1 in PDFFile.PDF.

Note: Any rectangle area (i.e. cropping area) is ignored after **File->Save document...** is triggered. Only the full-page images are to be generated.

Top Level Intro

This page is printed before a new
top-level chapter starts

Part



3 Intermediate Usage

Need an image or text from that PDF? Crop it up!

Need for speed? Read the intermediate level topics, which ultimately boost your performance.

PDF Copy Paste is a visual cropping tool to crop out your desired text or graphical elements. You will learn the killer feature Quick Save, and study how to send your desired elements to other Windows applications, such as to send to Email, send to Microsoft Word, send to Microsoft Excel, send to Microsoft PowerPoint, send to Microsoft Visio, send to Microsoft Publisher, send to Adobe Photoshop, send to Adobe Illustrator, send to CorelDRAW.

Later in this chapter, you will understand how to use your mouse cursor for panning, and how to take advantage of the scroll wheel in your three-button mouse to boost your performance in copying and pasting.

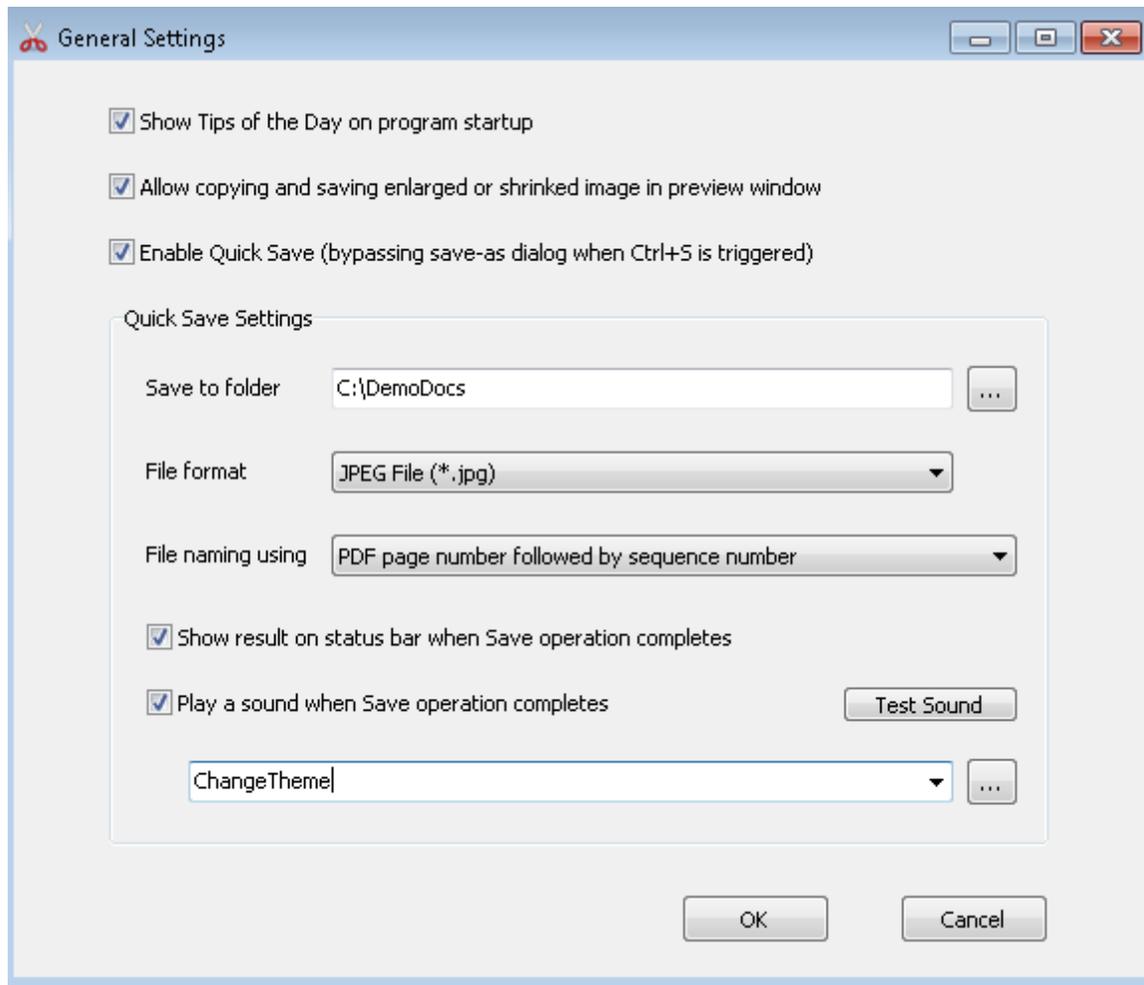
After you complete this chapter, you will be able to crop out your desired elements with just a few clicks, and save PDF page with only one click.

3.1 Quick Save

In the Basic Usage chapter, you learned how to save your desired portion of a PDF file to a text or graphics file. Have you noticed that you have to specify file name and file type for the file each time you save? Have you considered how to bypass the Save As dialog?

Quick Save feature allows you to solve the above problems.

To enable Quick Save feature, you need to go to the menu **Options->General Settings...** or simply click the **General Settings...** icon  on the tool bar. When Quick Save is enabled, you see two striking changes. The menu item **File->Save As...** changes to **File->Quick Save**. The **Save** button  on the tool bar changes to . The two red lines on the save icon indicates that you have activated Quick Save.



Quick Save Settings require you to specify the output folder, file format, file naming convention.

Output folder can be a local or a remote folder.

File format can be any of the following,

- Text File (*.txt)
- JPEG File (*.jpg)
- PNG File (*.png)
- TIFF File (*.tif)
- GIF File (*.gif)
- Windows Bitmap (*.bmp)
- Windows Meta File (*.wmf)
- Enhanced Windows Meta File (*.emf)
- Encapsulated PostScript File (*.eps)

File naming convention determines how you name the output files. For example, you open a PDF file, on Page 22 you need to save two

graphical elements, one is a chart, the other is a logo. In this case, you should tell PDF Copy Paste on the foreground how it should name the two files on the background.

Six methods are available for automatic naming,

- 1) Sequence number
- 2) Crop area coordinates
- 3) Text content in crop area
- 4) PDF page number followed by sequence number
- 5) Date and time
- 6) PDF page number followed by date and time

Let's say your PDF file is named Book, and the six ways to name your two cropped elements will be,

- 1) ABC001.jpg
- 2) ABC__3__(83,95)-(381,287)__DPI_93.jpg
- 3) Table of Contents Introduction.jpg
- 4) ABC__3__001.jpg
- 5) ABC__2013_06_07-09_33_00.jpg
- 6) ABC__3__2013_06_07-09_33_00.jpg

The first method simply appends the 3-digit sequence number to the file name. ABC + 001 = ABC001.

The second method generates the file name using page number + crop area coordinates + DPI value.

The third method uses the recognized text in the crop area to name the file.

The fourth method extends the first method by inserting the page number.

The fifth method appends date and time information to the file name, 2013_06_07 is the date, and 09_33_00 is the time.

The sixth method combined page number and date time information.

Note: If you use Method 3, you might probably encounter conflicts in file naming when you quick save two passages of similar text, you need to increase the length of the output file name to 50 or more to avoid the conflict.

3.2 Send to Email

You would probably repeat the following steps to copy a graphical element, and send it out by email. Have you imagined that you can finish the two steps all in one click?

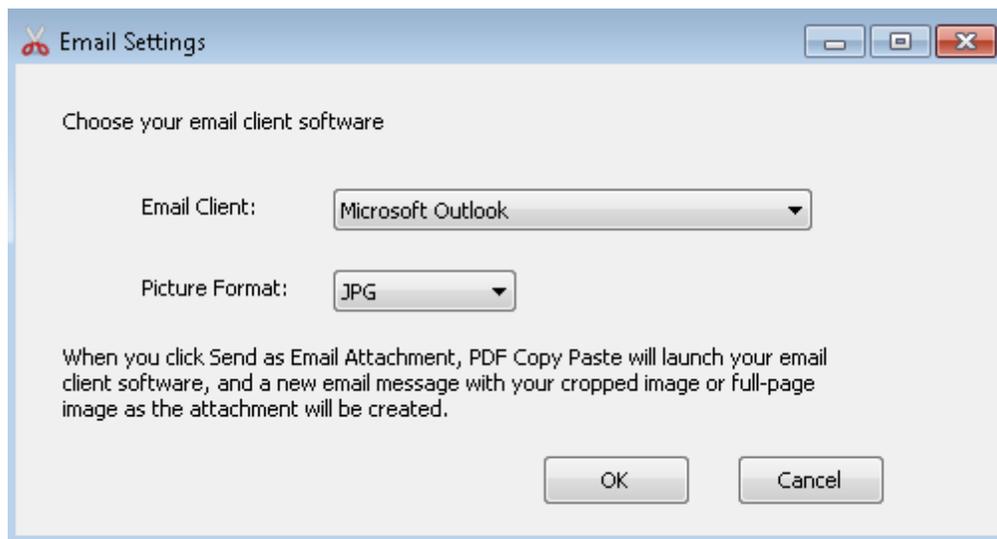
One the tool bar you have a **Send to Email** button  , click this button, and your desired PDF page or your selected portion of your PDF

document will be attached to a new email message ready for delivery.

Let's do it now step by step,

1. Start PDF Copy Paste
2. Use the cropping tool to select your desired content (You can skip this step if your desired content is everything on your current page)
3. Click **Send to Email** button 
4. You will get a new email message with your desired content as the attachment.

The format of the email attachment, by default, is PNG, which can be opened and viewed by a variety of devices across different platforms. You can change it to other formats such as JPG, BMP, GIF, TIFF, WMF, EMF, and EPS.



The email client software will be automatically detected by PDF Copy Paste the first time you start the software. IBM Lotus Notes and Microsoft Outlook are two major supported email clients. If you use other email clients, simply choose 'Other Email Client Software'. Once IBM Lotus Notes is chosen as the email client, the **Send to Email** icon  changes to the Lotus Notes icon . If Microsoft Outlook is specified as the email client, the **Send to Email**  icon changes to the Outlook icon .

Note: Some email client programs, such as *Windows Live Mail*, do not support attachment sent from PDF Copy Paste. You need to copy and paste your desired content to such email client software or save your desired content to a file, which will be attached to your email message later all by yourself.

3.3 Send to Word

In the Basic Usage chapter, you learned how to copy your desired portion of a PDF file to Windows clipboard, and pasted it into other applications. With PDF Copy Paste, you can send virtually anything that arouses your interest in your PDF document to a Microsoft Word window.

Select your desired content, and click the **Send To Word** icon  on the tool bar, or from the menu **Send->Send To Word**. You will see the magic of PDF Copy Paste that transfers your desired content to a new or active Microsoft Word window.

PDF Copy Paste first searches for the active Microsoft Word window, and decides if your desired content can be copied and pasted into the active window; it would otherwise create a new window, and paste the content into the new window.

This feature gets you out of the copy-paste loop, and simplifies the process as one mouse click.

We give two examples.

Example A: Send a portion of a PDF file to Microsoft Word

1. Start PDF Copy Paste
2. Use the cropping tool to select your desired graphical element
3. Click the **Send To Word**  button on the tool bar
4. Wait for a few seconds until the *Connecting to Word...* message disappears from the status bar, and see your selected portion is sent to a Microsoft Word window

Example B: Send a full page to Microsoft Word

1. Start PDF Copy Paste
2. Navigate to the page of your interest
3. Click the **Send To Word**  button on the tool bar
4. Wait for a few seconds until the *Connecting to Word...* message disappears from the status bar, and see your selected portion is sent to a Microsoft Word window

Note: You can only send your selected portion or your PDF page as an image to Microsoft Word. If you want to send your content to Microsoft Word as pure text, you have to copy it as text and paste it into your Microsoft Word window.

3.4 Send to Excel

What if you found an interesting chart on your PDF file, and want to use it in your spreadsheets? Copy and paste? Yes, you can. Why not combine copy and paste to send?

Select your desired chart, illustrations, figures, or other graphical elements, and click the **Send To Excel** icon  on the tool bar, or from the menu **Send->Send To Excel**. That's all.

PDF Copy Paste first searches for an active Microsoft Excel spreadsheet, and decides if your desired content can be copied and pasted into the active window; the software would otherwise create a new spreadsheet, and paste the content into the new spreadsheet.

This feature saves you time that would otherwise spent on copy and paste operations, and simplifies the process as one mouse click.

Here are two examples,

Example A: Send a portion of a PDF file to Microsoft Excel

1. Start PDF Copy Paste
2. Use the cropping tool to select your desired graphical element
3. Click the **Send To Excel**  button on the tool bar
4. Wait for a few seconds until the *Connecting to Excel...* message disappears from the status bar, and see your selected portion is sent to a Microsoft Excel spreadsheet.

Example B: Send a full page to Microsoft Excel

1. Start PDF Copy Paste
2. Navigate to the page of your interest
3. Click the **Send To Excel**  button on the tool bar
4. Wait for a few seconds until the *Connecting to Excel...* message disappears from the status bar, and see your selected portion is sent to a Microsoft Excel spreadsheet.

Note: You can only send your selected portion or your PDF page as an image to Microsoft Excel. If you want to send your content to Microsoft Excel as pure text, you have to copy it as text and paste it into your Microsoft Excel spreadsheet.

3.5 Send to PowerPoint

Need to be able to take images or text out of a PDF file and use it in your PowerPoint presentations? Click the **Send to PowerPoint**  button. No more copy-and-paste!

Select your desired photo, chart, illustrations, figures, or other graphical element, and click the **Send To PowerPoint** icon  on the tool bar, or from the menu **Send->Send To PowerPoint**. That's all.

PDF Copy Paste first searches for an active Microsoft PowerPoint window, and decides if your desired content can be copied and pasted into the active window; the software would otherwise create a new slide, and paste the content into the new slide.

This feature saves you time that would otherwise spent on copy and paste operations, and simplifies the process as a mouse click.

Here are two examples,

Example A: Send a portion of a PDF file to Microsoft PowerPoint

1. Start PDF Copy Paste
2. Use the cropping tool to select your desired graphical element
3. Click the **Send To PowerPoint**  button on the tool bar
4. Wait for a few seconds until the *Connecting to PowerPoint...* message disappears from the status bar, and see your selected portion is sent to a Microsoft PowerPoint slide.

Example B: Send a full PDF page to Microsoft PowerPoint

1. Start PDF Copy Paste
2. Navigate to the page of your interest
3. Click the **Send To PowerPoint**  button on the tool bar
4. Wait for a few seconds until the *Connecting to PowerPoint...* message disappears from the status bar, and see your selected portion is sent to a Microsoft PowerPoint slide.

Note: You can only send your selected portion or your PDF page as an image to Microsoft PowerPoint. If you want to send your content to Microsoft PowerPoint as pure text, you have to copy it as text and paste it into your Microsoft PowerPoint window.

3.6 Send to Visio

Need to be able to take images or text out of a PDF file and use it in your Visio drawings? Click the **Send to Visio**  button. No more copy-and-paste!

Select your desired graphical element, and click the **Send To Visio** icon  on the tool bar, or from the menu **Send->Send To Visio**. Done!

PDF Copy Paste first searches for an active Microsoft Visio window, and

decides if your desired content can be copied and pasted into the active window; the software would otherwise create a new drawing, and paste the content into the new drawing.

This feature saves you a lot of time that would otherwise spent on copy and paste operations, and simplifies the process to one mouse click.

Here are two examples,

Example A: Send a portion of a PDF file to Microsoft Visio

1. Start PDF Copy Paste
2. Use the cropping tool to select your desired graphical element
3. Click the **Send To Visio**  button on the tool bar
4. Wait for a few seconds until the *Connecting to Visio...* message disappears from the status bar, and see your selected portion is sent to a Microsoft Visio drawing.

Example B: Send a full page to Microsoft Visio

1. Start PDF Copy Paste
2. Navigate to the page of your interest
3. Click the **Send To Visio**  button on the tool bar
4. Wait for a few seconds until the *Connecting to Visio...* message disappears from the status bar, and see your selected portion is sent to a Microsoft Visio drawing.

Note: You can only send your selected portion or your PDF page as an image to Microsoft Visio. If you wish to send your content to Microsoft Visio as vector text, you have to copy it as text and paste it into your Microsoft Visio drawing.

3.7 Send to Publisher

Need to be able to take images or text out of a PDF file and use it in your Publisher document? Click the **Send to Publisher**  button. No more copy-and-paste!

Select your desired graphical element, and click the **Send To Publisher** icon  on the tool bar, or from the menu **Send->Send To Publisher**. Done!

PDF Copy Paste first searches for an active Microsoft Publisher window, and decides if your desired content can be copied and pasted into the active window; the software would otherwise create a new Publisher document, and paste the content into the new document.

This feature saves your time and effort that would otherwise spent on

the routine copy and paste operations. All are simplified to one mouse click.

Here are two examples,

Example A: Send a portion of a PDF file to Microsoft Publisher

1. Start PDF Copy Paste
2. Use the cropping tool to select your desired graphical element
3. Click the **Send To Publisher**  button on the tool bar
4. Wait for a few seconds until the *Connecting to Publisher...* message disappears from the status bar, and see your selected portion is sent to a Microsoft Publisher window.

Example B: Send a full page to Microsoft Publisher

1. Start PDF Copy Paste
2. Navigate to the page of your interest
3. Click the **Send To Publisher**  button on the tool bar
4. Wait for a few seconds until the *Connecting to Publisher...* message disappears from the status bar, and see your selected portion is sent to a Microsoft Publisher window.

Note: You can only send your selected portion or your PDF page as an image to Microsoft Publisher. If you wish to send your content to Microsoft Publisher as searchable text, you have to copy it as text and paste it into your Microsoft Publisher document.

3.8 Send to Photoshop

You can use any PDF Converter to convert PDF to images and edit it in Adobe Photoshop. But what if you just want to convert a portion of a PDF to an image? Well, here's a cool cropping trick to help you out.

Click the **Send to Photoshop**  button. No more copy-and-paste!

Select your desired graphical element, and click the **Send To Photoshop** icon  on the tool bar, or from the menu **Send->Send To Photoshop**. Done!

PDF Copy Paste first searches for an active Adobe Photoshop window, and decides if your desired content can be copied and pasted into the active window; the software would otherwise create a new Photoshop window, and paste the content into the new window.

This feature saves you time and effort that would otherwise spent on the dreary copy-and-paste operations. All are streamlined to one mouse click.

Here are two examples,

Example A: Send a portion of a PDF file to Adobe Photoshop

1. Start PDF Copy Paste
2. Use the cropping tool to select your desired graphical element
3. Click the **Send To Photoshop**  button on the tool bar
4. Wait for a few seconds until the *Connecting to Photoshop...* message disappears from the status bar, and see your selected portion is sent to an Adobe Photoshop window.

Example B: Send a full page to Adobe Photoshop

1. Start PDF Copy Paste
2. Navigate to the page of your interest
3. Click the **Send To Photoshop**  button on the tool bar
4. Wait for a few seconds until the *Connecting to Photoshop...* message disappears from the status bar, and see your selected portion is sent to an Adobe Photoshop window.

Note: You can only send your selected portion or your PDF page as an image to Adobe Photoshop. If you wish to send your content to Adobe Photoshop as searchable text, you have to copy it as text and paste it to text tool area in Adobe Photoshop document.

3.9 Send to Illustrator

Do you want to crop images or text out of a PDF file and use it in your desktop publisher software like Adobe Illustrator? PDF Copy Paste helps you a lot.

Click the **Send to Illustrator**  button. No copy-and-paste any more!

Select your desired graphical element, and click the **Send To Illustrator** icon  on the tool bar, or from the menu Send->Send To Illustrator. Done!

PDF Copy Paste first searches for an active Adobe Illustrator window, and decides if your desired content can be copied and pasted into the active window; the software would otherwise create a new Illustrator document, and paste the content into the new document.

This feature saves your efforts that you would otherwise spend on the boring operations, copy and paste. All are combined to one mouse click.

Here are two examples,

Example A: Send a portion of a PDF file to Adobe Illustrator

1. Start PDF Copy Paste
2. Use the cropping tool to select your desired graphical element
3. Click the **Send To Illustrator**  button on the tool bar
4. Wait for a few seconds until the *Connecting to Illustrator...* message disappears from the status bar, and see your selected portion is sent to an Adobe Illustrator window.

Example B: Send a full page to Adobe Illustrator

1. Start PDF Copy Paste
2. Navigate to the page of your interest
3. Click the **Send To Illustrator**  button on the tool bar
4. Wait for a few seconds until the *Connecting to Illustrator...* message disappears from the status bar, and see your selected portion is sent to an Adobe Illustrator window.

Note: You can only send your selected portion or your PDF page as an image to Adobe Illustrator. If you wish to send your content to Adobe Illustrator as searchable text, you have to copy it as text and paste it to the text area in Adobe Illustrator document.

3.10 Send to CoreIDRAW

If you plan to extract images or text out of a PDF file and use it in your desktop publishing software like CoreIDRAW, PDF Copy Paste might help you do it all in one click.

Click the **Send to CoreIDRAW**  button. No copy-and-paste any more!

Select your desired graphical element, and click the **Send To CoreIDRAW** icon  on the tool bar, or from the menu **Send->Send To CoreIDRAW**. That's all.

PDF Copy Paste first searches for an active CoreIDRAW window, and decides if your desired content can be copied and pasted into the active window; the software would otherwise create a new CoreIDRAW document, and paste the content into the new document.

This feature saves you time and efforts that you would otherwise spend on the dreary operations, such as copy, cut, and paste. All are combined to one mouse click.

Here are two examples,

Example A: Send a portion of a PDF file to CoreIDRAW

1. Start PDF Copy Paste
2. Use the cropping tool to select your desired graphical element
3. Click the **Send To CoreIDRAW**  button on the tool bar
4. Wait for a few seconds until the *Connecting to CoreIDRAW...* message disappears from the status bar, and see your selected portion is sent to a CoreIDRAW window.

Example B: Send a full page to CoreIDRAW

1. Start PDF Copy Paste
2. Navigate to the page of your interest
3. Click the **Send To CoreIDRAW**  button on the tool bar
4. Wait for a few seconds until the *Connecting to CoreIDRAW...* message disappears from the status bar, and see your selected portion is sent to a CoreIDRAW window.

Note: You can only send your selected portion or your PDF page as an image to CoreIDRAW. If you wish to send your content to CoreIDRAW as searchable text, you have to copy it as text and paste it into the CoreIDRAW document.

3.11 Mouse panning

When the dimension of your PDF page exceeds the dimension of the PDF Copy Paste window, you are suggested to use mouse panning to better view your PDF page.

What is mouse panning?

- 1) Click Zoom In  button twice so as to make your PDF page large enough for panning.
- 2) Move your mouse cursor to the center of your PDF document, and press down the left button on your mouse. Move your mouse to the left or to the right, up or down, while keeping the left button down.
- 3) Release the left button on your mouse.

If mouse panning does not work right for you, check the following,

- 1) Is your PDF page magnified as large as needed?
- 2) When you move your mouse cursor holding the left button on your mouse down, is the move far enough?

3.12 Mouse scroll wheel

PDF Copy Paste is most efficient when used with a three-button, scroll wheel, mouse.

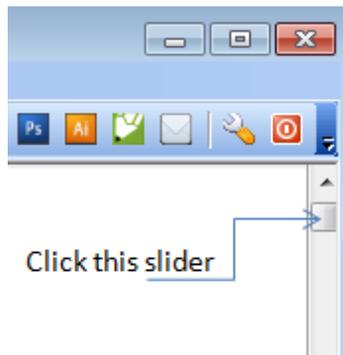
The scroll wheel, a notably different form of mouse-button, consists of a small wheel that the user can rotate to provide immediate one-dimensional input. Usually, this input translates into scrolling up or down within the active window. The wheel is often engineered with a detent to turn in short steps, rather than continuously, to allow the operator to more easily intuit how far they are scrolling.

The scroll wheel can provide convenience, especially when navigating a long document.

After you open a multi-page PDF document, you drag the slider of the scroll bar on the right side of the main window to page up and page down. In fact, you can do so with the scroll wheel on your mouse for better reading experiences.

Here are the steps,

- 1) Open a multi-page PDF file
- 2) Click the slider of the scroll bar on the right side of the main window to activate the scroll wheel



- 3) Scroll down the scroll wheel on your mouse

You will see that you can navigate to the bottom of the current page and go to the top of the next page if you scroll further.

If your scroll wheel does not work for you, check the following,

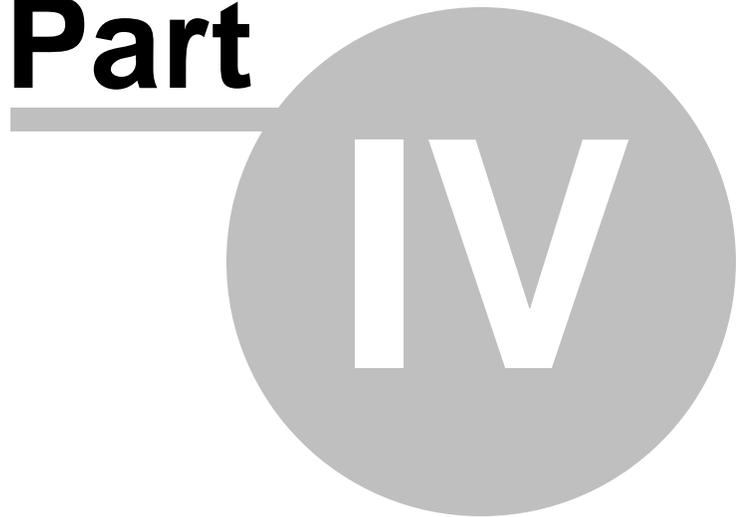
- 1) Does the software lose focus after you click the slider?
- 2) Did you scroll your scroll wheel once or more than once?

3) Is your PDF file a multiple-page PDF file? Multiple-page PDF file consists of at least two pages.

Top Level Intro

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top-level chapter starts

Part



4 Advanced Usage

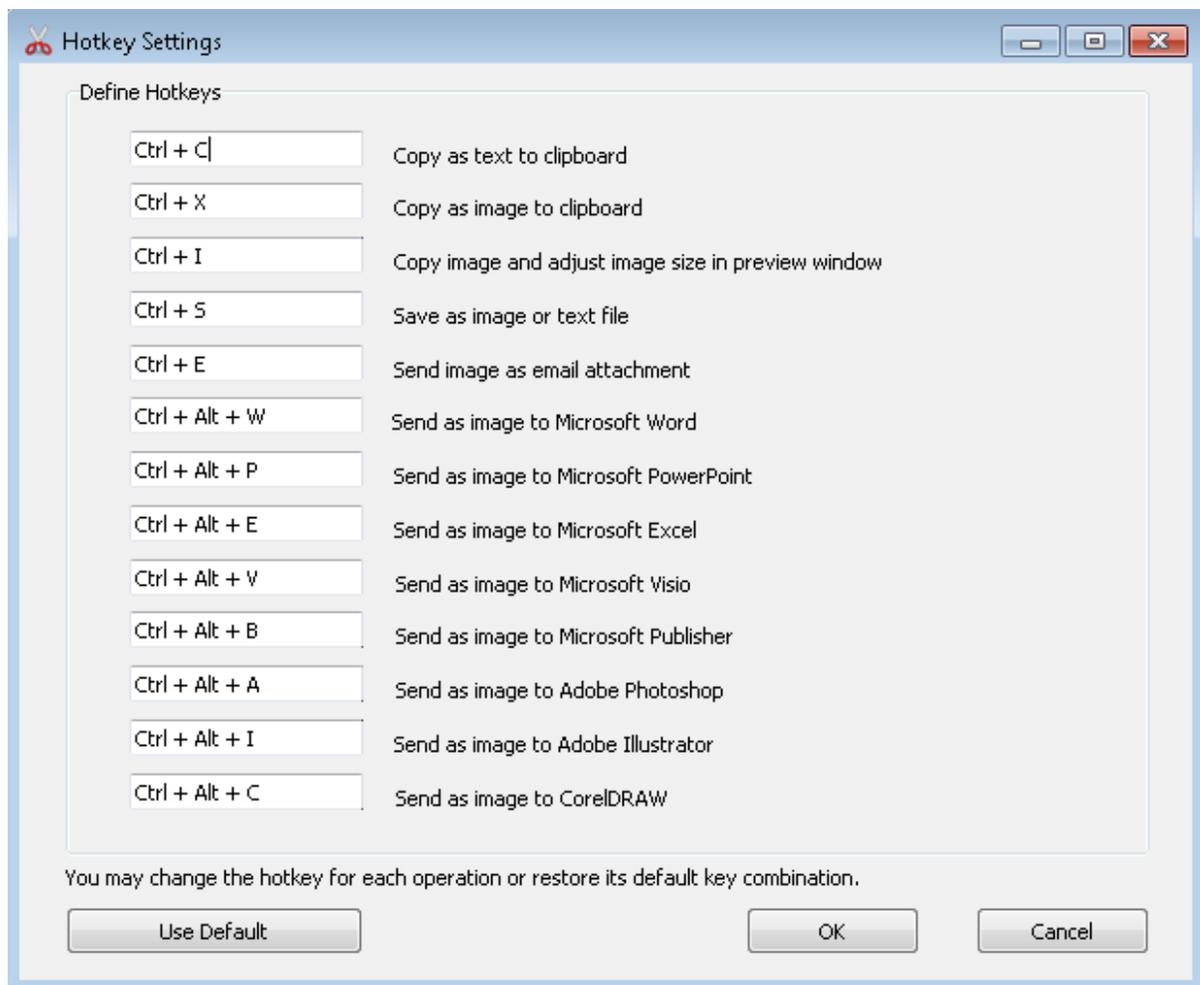
Need an image or text from that PDF? Crop it up!

Need to be an expert in manipulating PDF if you are a heavy user of PDF. Read the advanced level topics, which ultimately improve your skills.

Several topics are prepared ranging from changing hotkey to batch extraction of text and graphics.

4.1 Change hotkey

The default hotkey definitions are designed for English speakers. For example, Ctrl+C means copy as text, Ctrl+X means copy as graphics, Ctrl+I means preview image before copy, Ctrl+E means send to email, Ctrl+S means save or Quick Save.



The default hot key can be changed if you go to the menu **Options-**

>Hotkey Settings...

You can change the hot key to any key combination of your choice as long as it does not conflict with the following predefined hot keys. Here are all the predefined hot keys,

CTRL+O: Open PDF document

CTRL+P: Print PDF document

CTRL+G: Go to page

CTRL+T: Zoom to ratio

SPACE: Go to the next page

BACKSPACE: Go to the previous page

HOME: Go to the first page

END: Go to the last page

ESC: Close window

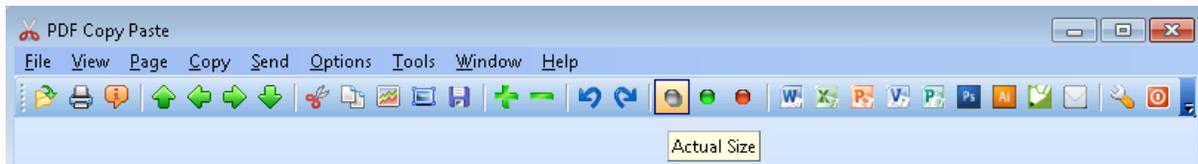
INSERT: Zoom in

DELETE: Zoom out

4.2 Rotation

PDF Copy Paste offers rotation functionalities both in the main window and in the preview window. However, they are different.

The two rotation buttons (Rotate clockwise and counterclockwise) on the tool bar rotate your PDF page in view. When you save, the rotated view will not be saved, instead, the original view (not rotated view) is saved.

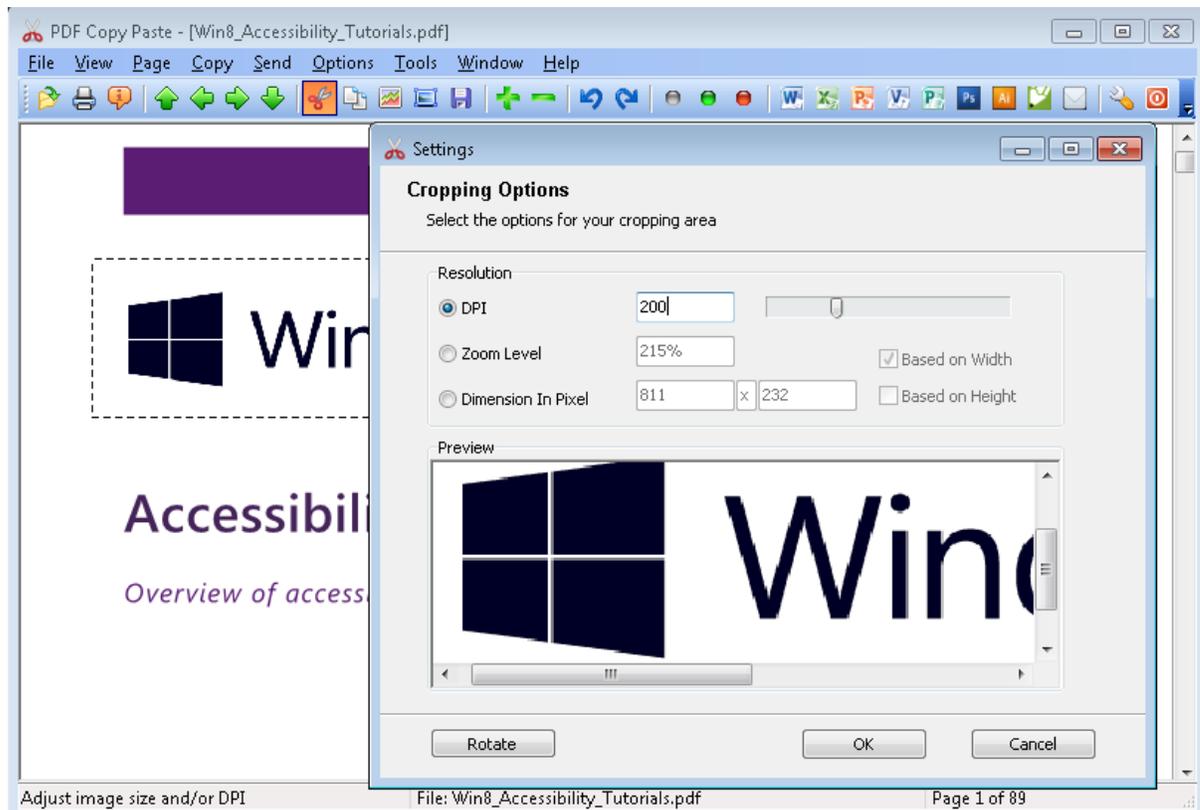


What if you want to **save a rotated PDF page** in view? You need to use the **Rotate** button in the preview dialog.

The preview dialog (i.e. the preview window) provides only one **Rotate** button. Each time you click the **Rotate** button, your PDF page rotate 90 degrees counterclockwise. In the preview pane, you can right-click, and choose to copy the rotated page to Windows clipboard or save it to a graphics file. In this way you save your rotated PDF page.

As we have already introduced how to save a rotated page, we will now advance to the topic on how to **rotate a cropping area**.

First you need to select an area using the cropping tool. Second, you click the **Preview** button  on the tool bar or from the menu **Copy->Copy as image and adjust size** to invoke the preview dialog. Third, rotate your cropped-out. Last, click OK button to confirm so that your rotated cropped-out will be copied to Windows clipboard or you can right-click the preview pane, and choose '**Save to File**' if you want the rotated cropped-out to be saved to an image file.



In this example, Windows 8 logo is selected, and magnified to 200 DPI in the preview dialog. You can click the Rotate button to rotate the logo.

4.3 Silent Mode

When error occurs, you will get a popup message box. When operation completes, you also get the message box. A message box consists of three elements, title, message, and an OK button for you to click. If high-performance is what you seek after, you would have the slightest interest on any message box.

The Silent Mode switch is offered as a checkable option on the menu

Options->Silent Mode to enable or disable all message boxes.

4.4 Expand view area

The main window of PDF Copy Paste consists of menu bar, tool bar, PDF view area, status bar. You can remove the bar you don't like to expand your view area.

The menu item **Options->Menu Bar**, **Options->Tool Bar**, **Options->Status Bar** are all checkable options. You can enable or disable any bar.

If you want even larger view area, maximize your main window in **Options->Maximize Main Window**. Make it checked/enabled so that next time you launch PDF Copy Paste, the software maximizes its main window automatically.

Note: If you disable Menu Bar, the next time you start PDF Copy Paste, and the menu bar remains on the UI. This is by design.

4.5 Preview convenience

To preview before copying is a feature long sought after by users who want to enlarge or reduce the size of their desired content. The content can be a full-page image or desired graphics/text.

However, the preview window is maximized by default. Users have to maximize the window each time they preview their content. A simple solution is to go to the menu item **Window->Maximize Preview Window**, and make this menu item enabled/checked.

The same method can be applied to maximize the main window if you go to the menu item **Window->Maximize Main Window**.

4.6 Extract graphics

In the topic Save page to file and Save document, you learned how to convert a PDF page or a multi-page PDF document to text or full-page images. What if you want to extract graphics/images from a PDF page or a multi-page PDF document and leverage the extraction in your word processor or graphics processor?

You have to use PDF Ripper, a third-party software that allows you to extract graphical elements out of a PDF document. Your license for PDF Copy Paste does not cover PDF Ripper, therefore, you need to purchase the software separately.

Once you have purchased the software, you go to the menu item **Tools->Extract Document...**, and you will notice PDF Ripper is starting.

4.7 Batch extraction

In the previous topic you have learned how to extract graphics from a PDF file. What if you have a dozen of, hundreds of, millions of, or even gigabytes of PDF files that need to be extracted? The answer is batch extraction.

When you click the menu item **Tools->Batch Extraction Wizard...**, you will be redirected to the following website,

<http://www.win8pdf.com/pdf-converter.html>

This is our business partner's website that offers a PDF Converter program that extracts text and graphics out of PDF files in batch. If you have already purchased a license for the PDF Converter, you will be able to launch the software from within PDF Copy Paste.

4.8 Split and merge

A PDF file might have multiple pages. If you want to cut a certain page from the PDF file, you need a split tool that lets you break PDF document pages into smaller pages.

PDF Split & Merge is such a tool that allows you to do the trick.

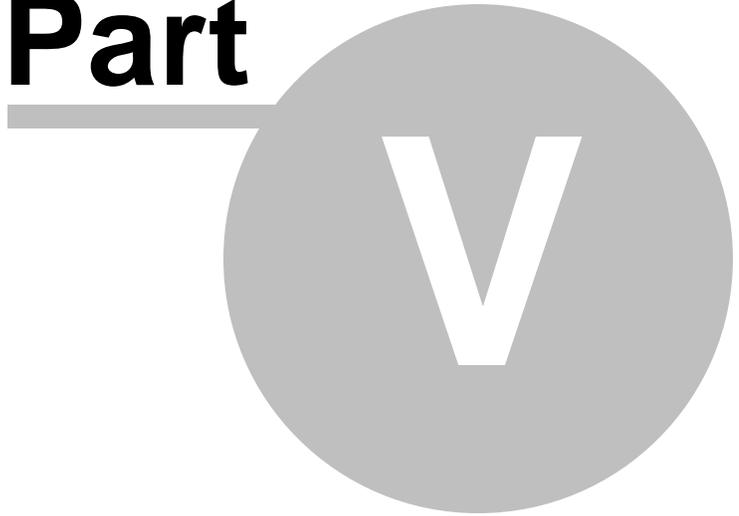
Your license for PDF Copy Paste does not cover PDF Split & Merge, therefore, you need to purchase a license for the PDF Split & Merge software separately.

Once you have purchased the software and click the menu item **Tools->Split & Merge PDF...**, you will notice PDF Split & Merge is loading.

Top Level Intro

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5 Useful Tips

Need an image or text from that PDF? Crop it up!

Need for tips? Read this chapter.

5.1 Slide show

Portable Document Format (PDF) allows document creators to distribute fixed-layout, non-editable content on a wide range of operating systems and platforms. PDF files can be viewed and printed in precisely the format the author intended. PDF Copy Paste has a helpful feature that lets users display the contents of any PDF file as a slide show. Enabling the setting is quick once you know where to look.

Here it is, from the menu,

Tools->Slide Show

5.2 Presentation

For presentation, you can slide show your PDF document, or send your PDF document to Microsoft PowerPoint page by page as slides.

To start a presentation, you might as well follow the steps,

1. Run the PDF Copy Paste software from the command line,
PDFCopyPaste.exe "C:\Demo Docs\ABC Report.pdf"
2. Go to the menu item **Tools->Slide Show**

5.3 Print PDF file

To print your PDF document to your printer is easy, simply click the menu item **File->Print**.

5.4 Longer filename

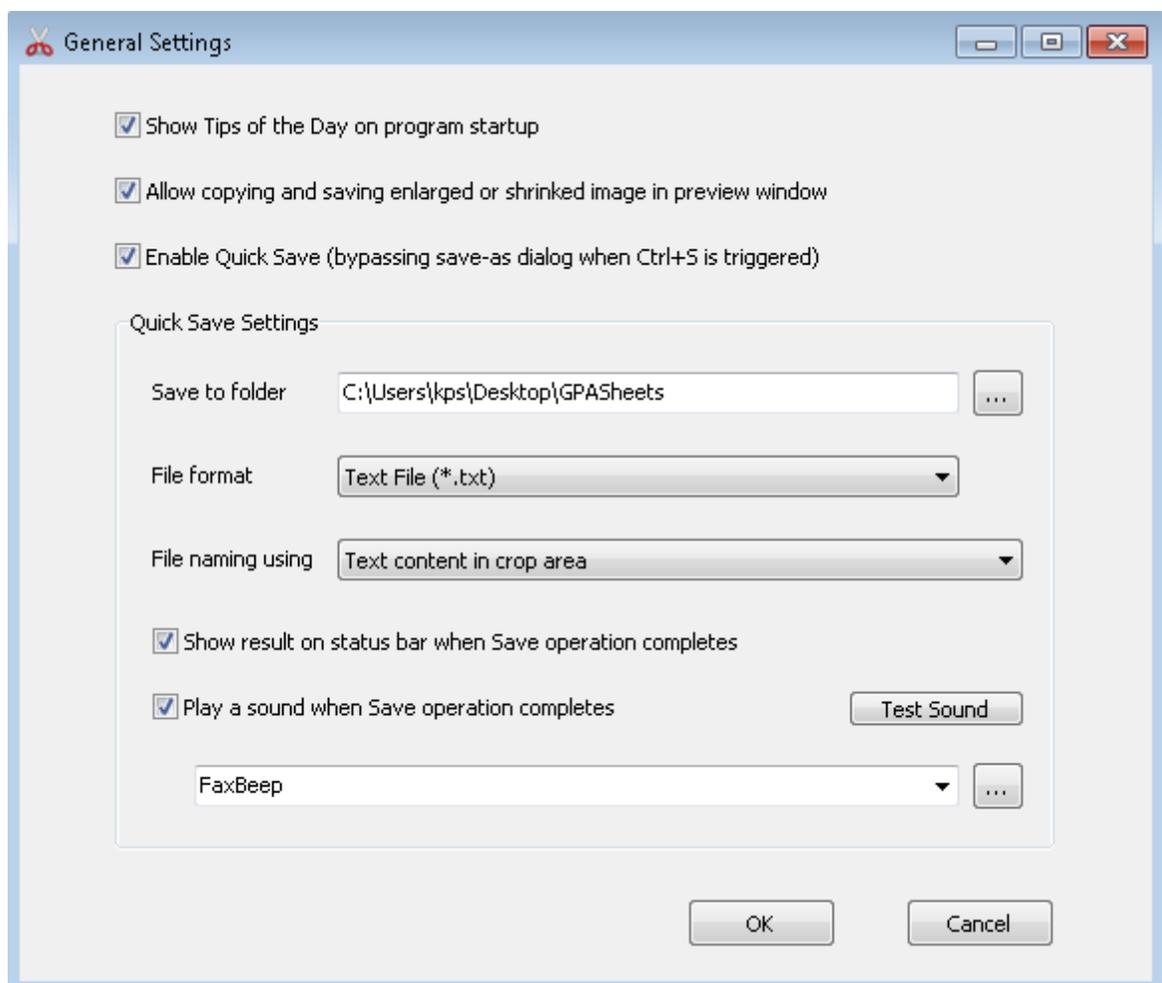
After you enabled Quick Save, and chosen Method 3 (Text content in crop area) to name output file, you might probably encounter conflicts in file naming when you quick save two passages beginning with similar text.

For example, if you have cropped two paragraphs both beginning with '*Microsoft Windows 8 Technical Preview Conference*', and the default length of output file name, by design, is 20 characters, and your second saving will overwrite your first saving when you Quick Save them one by

one. In this case, you need to increase the length to 50 or more to avoid the conflict.

To adjust the length of the output file name, follow the steps,

1. Start PDF Copy Paste
2. Go to the menu **Options->General Settings...** or click the **General Settings** button  on the tool bar
3. Enable Quick Save (bypassing save-as dialog when Ctrl+S is triggered)
4. Set the file naming convention to 'Text content in crop area'
5. Double-click the 'File naming using' label
6. You will be prompted to set the new length of the output file name



7. Click OK to close the Set Length window
8. Click OK to close the General Settings dialog to apply your changes.

5.5 Maximize window

Some users prefer to work in a maximized window after launching PDF Copy Paste. The easiest way is to go the menu item **Window->Maximize Main Window**, and click it so that it is enabled/checked.

5.6 Default PDF reader

PDF Copy Paste can be used as a PDF reader to open and view PDF files. You can set it as your default PDF reader if you prefer.

To set the software as your default PDF reader, simply click the menu item,

Tools->Associate PDF extension

If you encounter the following error message,

Not enough privilege to complete this operation.

You can close the PDF Copy Paste program, and right-click the icon of this program on your Desktop, and then choose '**Run As Administrator**' to launch the program with **elevated privilege**, and you will be able to set this program as your default PDF reader.

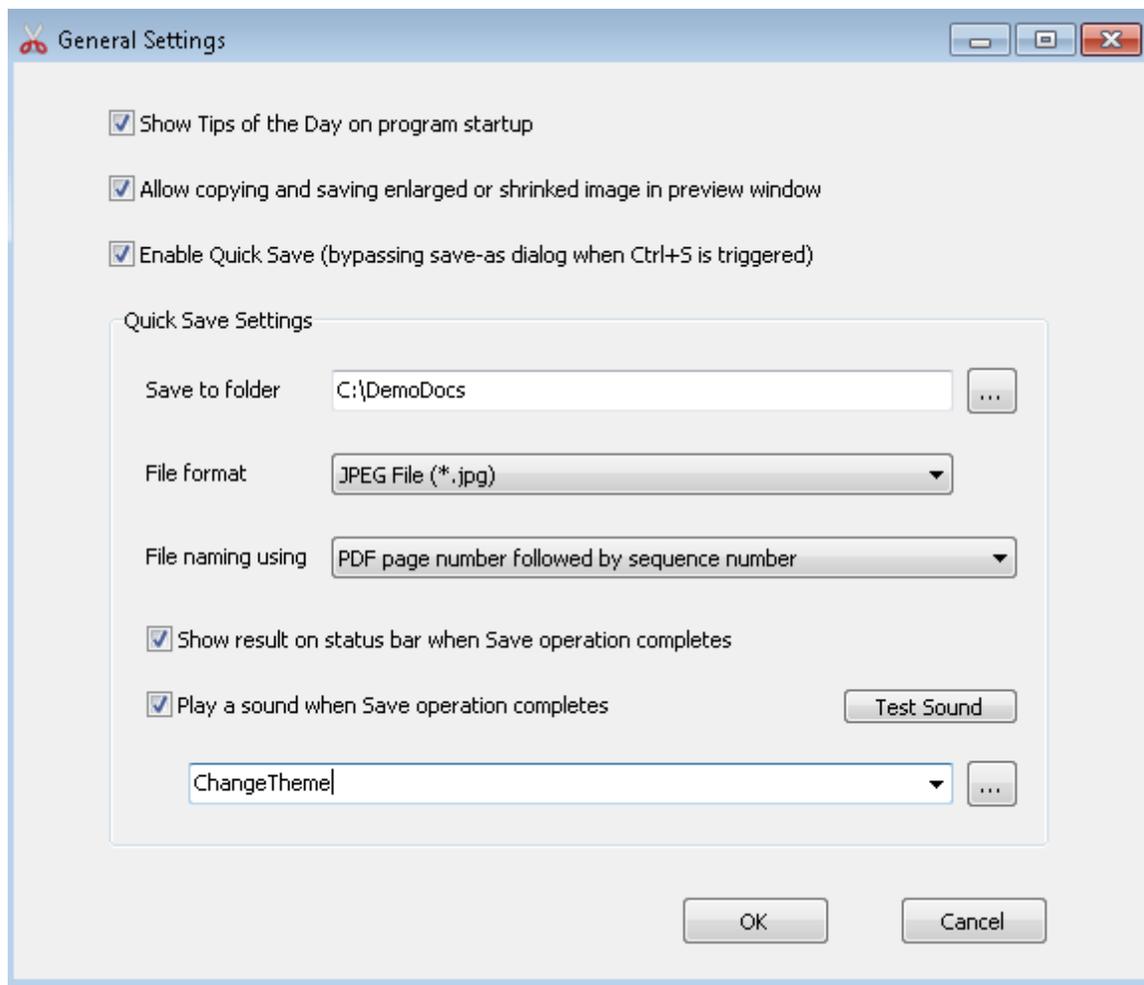
5.7 Tips of the Day

When you start PDF Copy Paste, you get a tip of the day, which is a piece of advice given daily.

In total 31 tips are provided in an effort to boost your performance. You can turn off the Tip Show feature at any time.

To disable Tip Show feature in the General Settings dialog, you need to click the menu item **Options->General Settings...** or simply click the **General Settings...** icon  on the tool bar.

Remove the tick before 'Show Tips of the Day on program startup'. Click OK button to confirm your change.



Top Level Intro

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6 Register

PDF Copy Paste is Shareware. If you continue using it beyond a trial period of 10 days, you are encouraged to pay a registration fee. Once you register, you will receive your registration code that converts the trial version into full version.

6.1 Why register

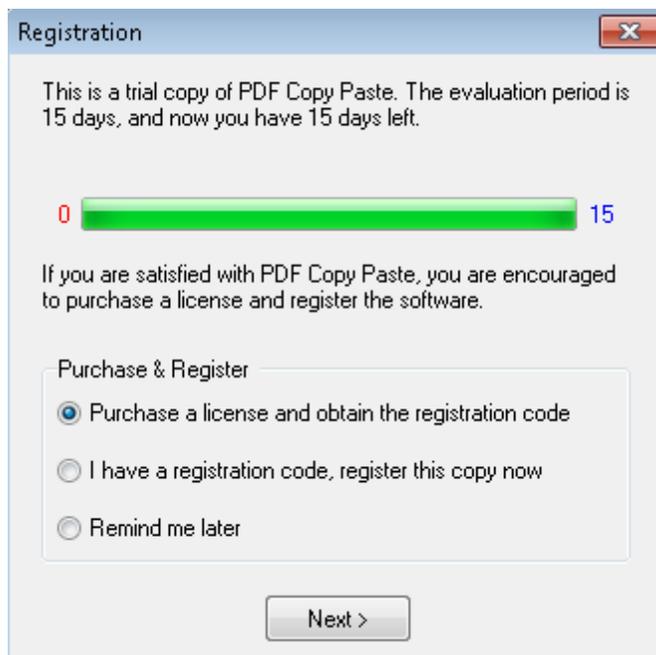
PDF Copy Paste allows you to evaluate the software for 10 days. After the evaluation period you are suggested to register the software and get a license.

The benefits of registration include,

- * Full version product without Evaluation Reminder
- * Unlimited premium technical support by email and by phone
- * Free product upgrade service for 10 years
- * Discount coupons to purchase other PDF products such as PDF Ripper, PDF Converter, PDF Split & Merge.

6.2 How to register

To register the PDF Copy Paste software is easy, simply click the menu item **Help->Register...**, and you will see,



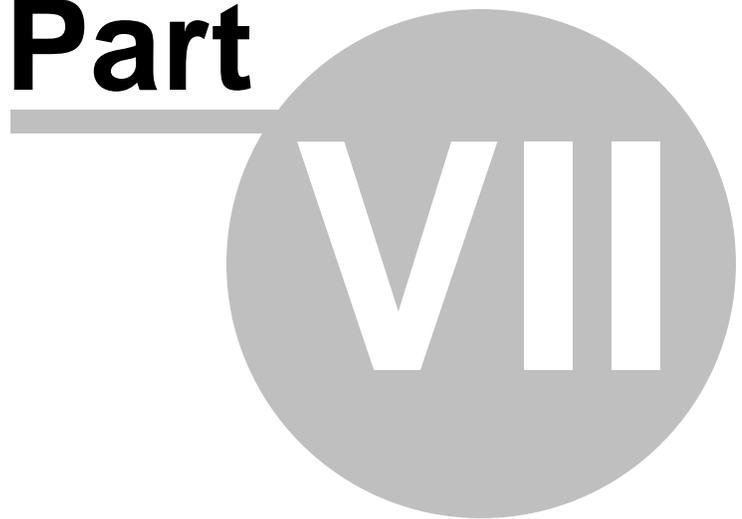
Once you select '**Purchase a license and obtain the registration code**' and click **Next** button, you will be redirected to a secure order form. Fill out the secure order form, make your payment, and you will receive your registration code by email within 3 hours.

After you obtain your registration code, choose '**I have a registration code, register this copy now**' and click **Next** button, you will be prompted to enter your registration name and registration code to complete the registration process and activate your copy of the software.

Top Level Intro

This page is printed before a new
top-level chapter starts

Part



7 Support

It is our mission to help you quickly solve your problems. Feel free to contact us by email.

Sales Questions: sales@PDFCopyPaste.com

Technical Questions: support@PDFCopyPaste.com

General Issues: info@PDFCopyPaste.com

Our support team will respond to your questions within 8 hours.

Support Website: <http://www.PDFCopyPaste.com/support.html>

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