

Gaiiho PDF Driver 4.1

Help & tutorials

Gaiiho



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Welcome to Gaiiho PDF Driver

How to use this guide

This user guide is composed of a series of topics, explaining the different ways you can work on your documents with **Gaiiho PDF Driver** and **Gaiiho PDF Converter**. If you like to know more about each of the many features and how to accomplish specific conversion tasks, follow this guide to start familiarizing yourself with the rich functionalities Gaiiho PDF Driver offers.

What is Gaiiho PDF Driver?

Gaiiho PDF Driver consists of two independent applications- **Gaiiho PDF Driver** and **Gaiiho PDF Converter**.



Gaiiho PDF Driver



Gaiiho PDF Converter



Gaiiho PDF Driver is a professional batch-converter tool that helps create PDFs from a variety of file formats with speed and quality. You can also merge files, apply password, add watermarks and more with this unique application.



Gaiiho PDF Converter is a tool capable of transforming a large number of PDF documents to other file formats, including Text, Word, Excel, and various image formats. As an option, you may also run OCR to make contents of resulting files searchable and editable.

Here are the main topics this guide includes:

[Converting files to PDFs using Gaiiho PDF Driver](#)

[MS Office add-ins & Gaiiho PDF printer](#)

[Convert MS Office files to PDF from MS Office Applications](#)

[Convert with Gaiiho Microsoft Office add-ins](#)

[Print to PDF using Gaiiho PDF Printer \(Driver add-in\)](#)

[Convert PDFs to MS Office, images, and text using Gaiiho PDF Converter](#)

Converting files to PDFs using Gaiho PDF Driver

Gaiho PDF Driver is a batch converter capable of transforming various file formats, including MS Word, Excel, PowerPoint files, and other file formats, to standard-compliant PDFs. The *Gaiho PDF Printer (an Add-In that comes with Driver)* also enables you to print from other formats to PDF documents without leaving the application you are working in.

You may want to make scanned text searchable and editable in the output PDF files so that you can use various tools to review and retype your PDF documents. To do so, check Make Searchable (Run OCR) in the Driver Conversion Settings dialog box to turn text-images into searchable text for further operations.

For more information, see:

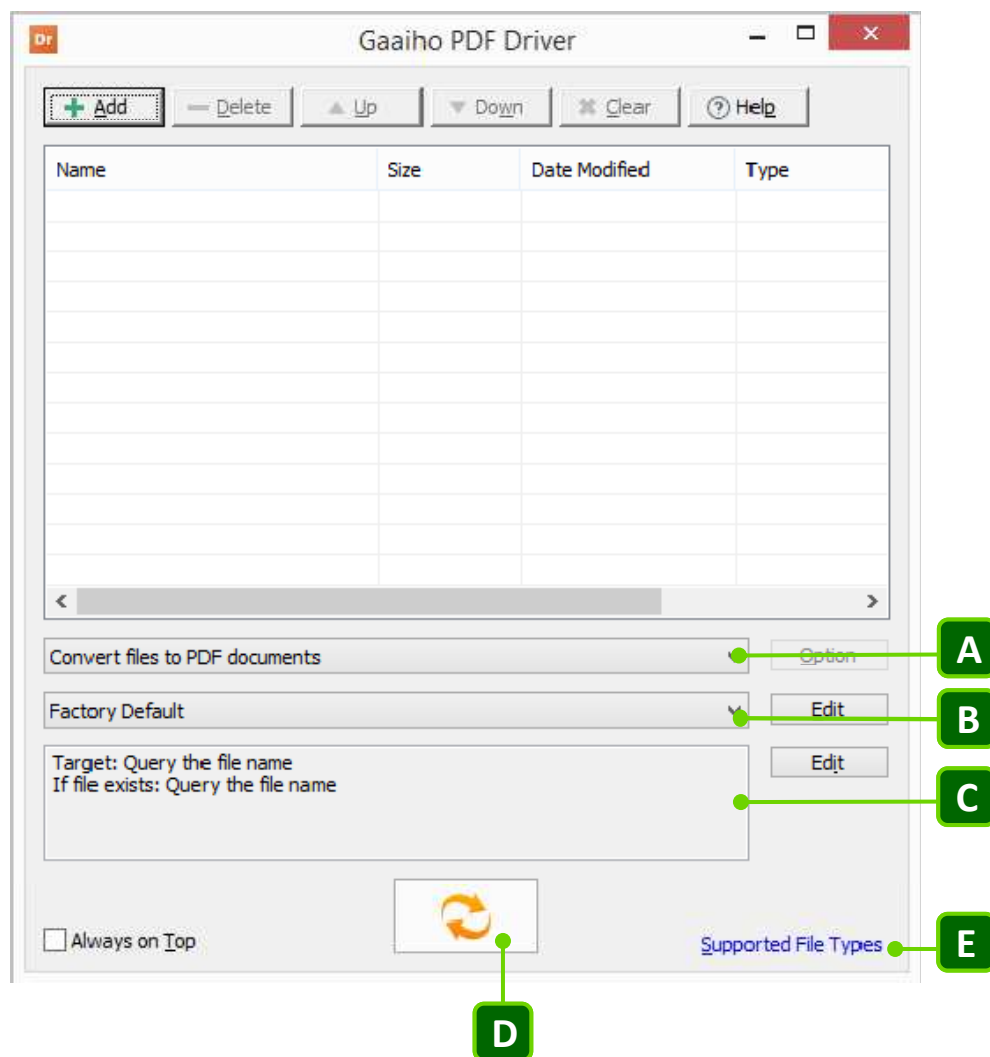
[Gaiho PDF Driver basics](#)

[The Driver window](#)

[Convert and create PDFs using Gaiho PDF Driver](#)



Gaiiho PDF Driver basics







In addition to normal format conversion, *Gaiiho PDF Driver* provides three more *conversion methods*: combining, overlaying, and packaging, which serve to bring different files and images together into one document.

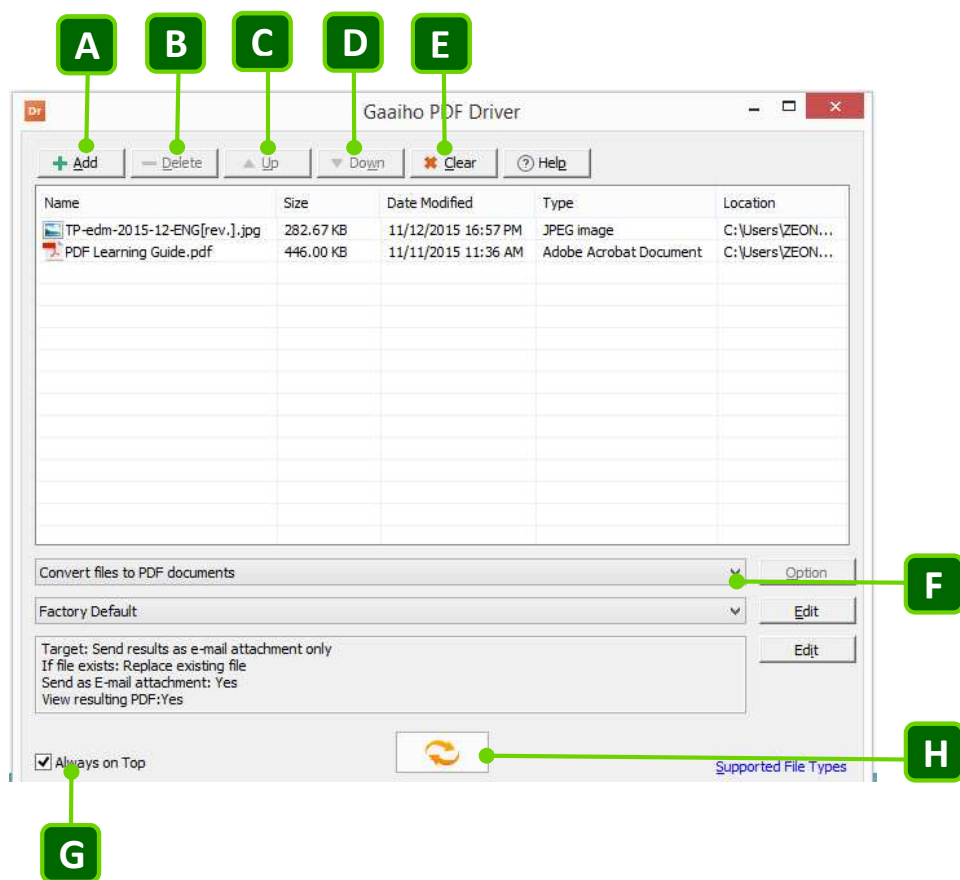


A. Conversion methods drop-down menu **B.** Conversion profiles drop-down menu **C.** Destination setting box **D.** Convert button **E.** Supported File Types

Start and run Gaiiho PDF Driver

- Do one of the following to start Gaiiho PDF Driver:
 - Double-click the **Gaiiho PDF Driver** icon  on your desktop.
 - Click the **Gaiiho PDF Driver** icon  on your taskbar. To stick it to the taskbar, open Driver, right-click on its icon on the taskbar and select **Pin this program to taskbar**.
 - Choose **Start > All Programs > Gaiiho > Gaiiho PDF Suite > Gaiiho PDF Driver**.

2. In *Gaiiho PDF Driver*, do the appropriate actions to add, delete files and rearrange the file sequence:
 - **Add**  (A). **Open file....** Add one or more files to the list. Select **Open file...** from the menu and select the files you want to convert. Click **Open**. You can also drag and drop them into the list.
 - **Delete**  (B). Select one or ctrl-click to select more and click **Delete** to remove the selected files from the list.
 - **Up**  (C) / **Down**  (D). Rearrange the file sequence. Select a file and click the **Up** button to move it forward or the **Down** button to move it backward.
 - **Clear**  (E). Remove all the files from the list.
3. Select a conversion method (F) and change the conversion settings as needed.
4. Check **Always on Top** (G) to make *Gaiiho PDF Driver* always on top of other windows.
5. Click the **Convert** button  (H).



The Driver window

[Driver conversion methods](#)

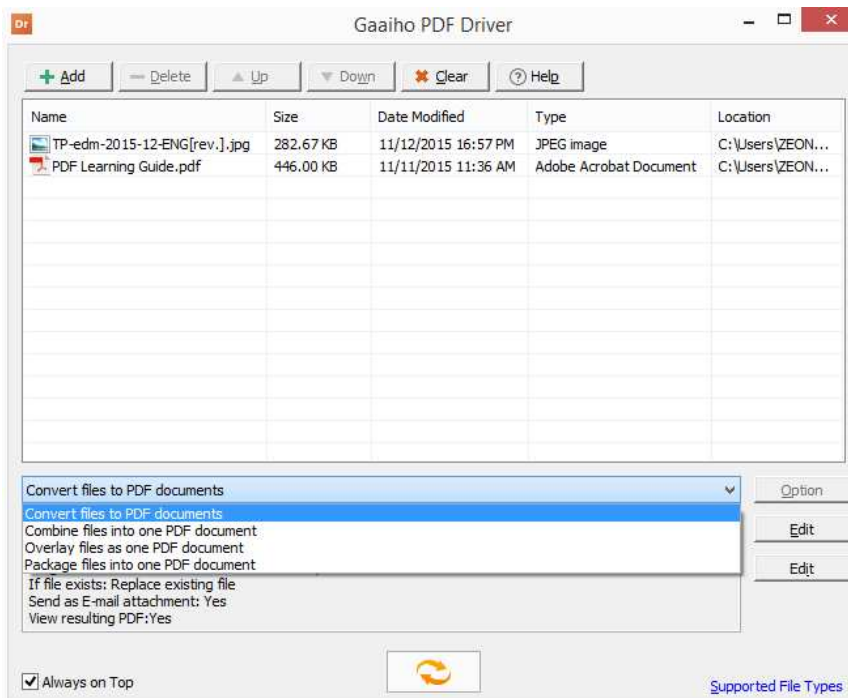
[Driver conversion profiles](#)

[Destination settings](#)

Driver conversion methods

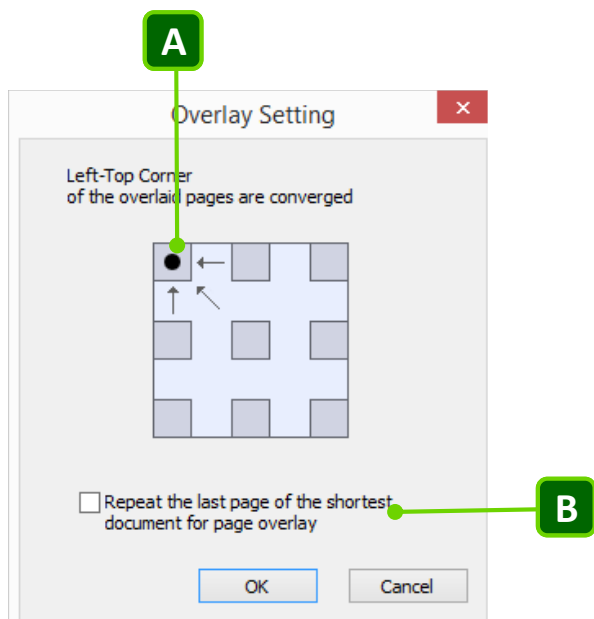
You can create PDFs from other formats within *Gaiiho PDF Driver*, which not only supports converting files to PDFs, but also merging multiple documents in the form of combining or overlaying. Furthermore, you can also package multiple files into one PDF portfolio. For each conversion method (except for *Convert files to PDF documents*), you can click the **Option** button next to the *conversion methods* drop-down menu (A) to further set up its conversion settings.

Gaiiho PDF Driver provides the following four ways to create PDFs:



- **Convert files to PDF documents.** It converts all files on the list to PDF respectively.
- **Combine files into one PDF document.** It converts and combines selected files into one PDF document. The converted files are arranged in the order they are placed in the file queue. The source files remain unchanged. To create bookmarks using file names of the source documents, click **Option**, select **Add file names as Bookmarks**, and then click **OK**.
- **Overlay files as one PDF document.** It overlays contents of at least two selected source files into one PDF

document. Click **Option** to specify where the logo is placed on every page of the generated document (A). Also, In the **Overlay Setting** dialog box, check **Repeat the last page of the shortest document for page overlay** (B) to have all the pages overlaid when you are overlaying multiple files with different number of pages.



A. Specify where the logo is placed in the generate PDF. **B.** Select the option to have all pages overlaid.

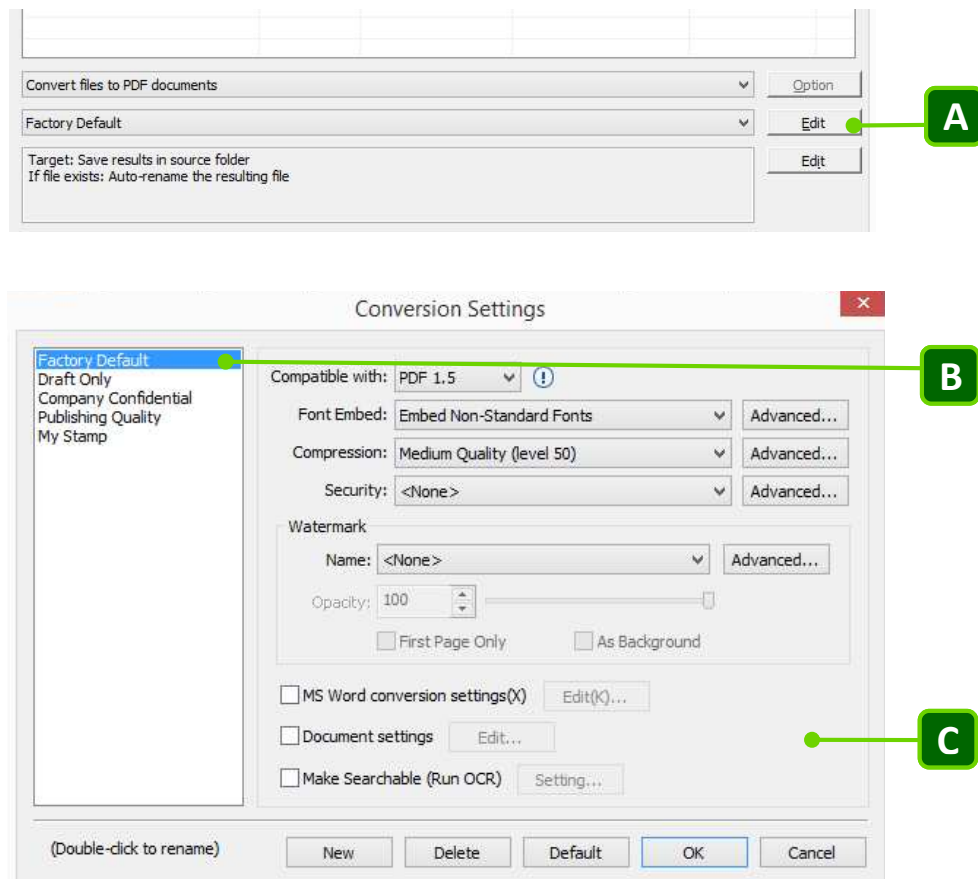
- **Package files into one PDF document.** It converts multiple files and puts them into a PDF portfolio under the name of the first file in the file queue. Click **Option** to adjust cover sheet settings.

Driver conversion profiles

Conversion Profiles offer definable configuration, including *Font Embed*, *Compatibility*, *Compression*, *Security*, and *Watermark*. Here are the five predefined profiles by default:

- **Factory Default**
- **Draft Only**
- **Company Confidential**
- **Publishing Quality**
- **My Stamp**

You can also create new profiles or edit the settings of an existing profile.



A. Click the **Edit** button to open the **Convert Setting** dialog box. **B.** Modify existing **Conversion Profiles** **C.** **Conversion settings**

To modify an existing **Conversion Profile**

1. Start Gaiiho PDF Driver and click **Edit** next to the **conversion profiles** drop-down menu.
2. In the **Convert Setting** dialog box, the existing profiles are displayed in the panel to the left.
3. As needed, make changes to the existing predefined profiles:
 - To create a new profile, select a profile, right-click anywhere on the profile panel and select **New**. In the **New Setting** dialog box, type a name in the **New setting name** box and then click **OK**.
 - To delete a profile, select one, right-click anywhere on the profile panel and select **Delete**. Click **OK**.
 - To rename a profile, you can either double-click one or select one, right-click anywhere on the profile panel and select **Rename**.

Conversion settings

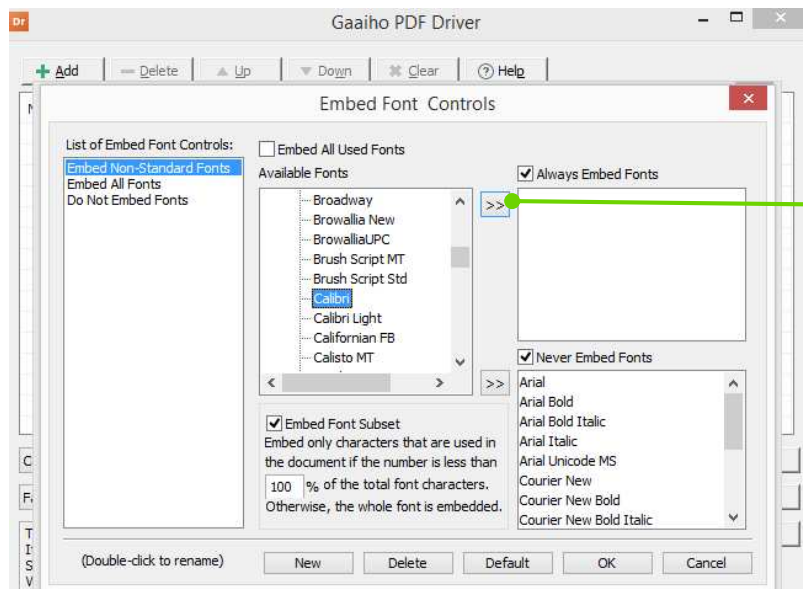
Compatibility controls. Select the PDF version for the generated PDF. You can select among PDF version 1.3, 1.4, 1.5, 1.6, 1.7, or PDF/A. If the output file will be widely distributed, select an earlier version such as PDF 1.4. All PDF

versions are backwards-inclusive, meaning PDF 1.7 supports all the functions of previous versions.

- Select **PDF 1.3** to support such features as Digital Signatures, JavaScript, file attachments, and new annotation types.
- Select **PDF 1.4** to support such features as Transparency, interactive form enhancements, the Forms Data Format (FDF), Tagged PDFs, and 128-bit RC4 encryption.
- Select **PDF 1.5** to support such features as JPEG2000 compression, public-key encryption, and XML Forms Architecture (XFA) 2.02.
- Select **PDF 1.6** to support such features as AES encryption, U3D format support, and XFA 2.2.
- Select **PDF 1.7** to support such features as enhanced 3D support and XFA 2.4-3.0.
- Select **PDF/A** to conform to the PDF Archive standard.

Font Embed controls. Specify which fonts to embed and whether to embed font subset in the PDF. Choose a standard control from the **Font Embed** drop-down menu: *Embed Non-Standard Fonts*, *Embed All Fonts*, or *Do Not Embed Fonts*. To see the settings of each standard control, click the **Advanced...** button to the right of the *Font Embed* drop-down menu to open the **Embed Font Controls** dialog box and select the following options as needed:

- **Embed All Used Fonts.** Select to embed all fonts used in the file. To embed only certain fonts, deselect this option and move the fonts from the **Available Fonts** list to the **Always Embed Fonts** box.
- **Always Embed Fonts.** Specify only certain fonts to embed. This option is available only when **Embed All Used Fonts** is deselected. Select fonts from the list of **Available Fonts** and move them to the **Always Embed Fonts** settings box using the upper **>>** button (A).



- **Embed Font Subset.** Embed only characters that are used less than a certain percent in the document. For example, if you set the threshold at 90%, and there are less than 90% of the characters used, then it embeds only those characters used in the document. Otherwise, the whole font is embedded.
- **Never Embed Fonts.** You can put the fonts you don't want to embed into this list.

Compression controls. Apply compression to color, grayscale, and monochrome images. You can select a compression level to reduce the file size or use your own compression settings. Select a compression level from the **Compression** drop-down menu: *Lossless (level 100)*, *High Quality (level 75)*, *Medium Quality (level 50)*, *Low Quality (level 25)*, *Image Place Holder (level 5)*, or *No Image (level 0)*. To view and edit compression settings of each predefined conversion control, click the **Advanced...** button to open the **Compression Controls** dialog box: From the **List of Compression Controls** to the left, select a compression control and view or edit the settings to the right if needed:

- **Use Auto Settings (Recommended).** Select a compression percentage using the slider. The compression applies to text, line arts, and images in your documents. The smaller the file, the lower the quality.
- **Use Custom Settings.** Define compression, resampling, and resolution settings for color, grayscale, and monochrome images to get better balance between file size and image quality.

Compress Using. Apply compression to color, grayscale, and monochrome images using a specific format. The options are: *JPEG2000*, *JPEG* and *ZIP* for color and grayscale images, and three for monochrome images that are *ZIP*, *CCITT Group*, and *Run Length*. The CCITT (International Coordinating Committee for Telephony and Telegraphy) compression method works best for black-and-white images made by paint programs and 1-bit scanned images. The Run Length produces the best results for images containing large areas of solid white or black.

Quality. There are five predefined image quality options to choose from for color and grayscale images: *High*, *Medium-High*, *Medium*, *Medium-Low*, and *Low*.

Resolution. Specify a resolution for *downsampling* or *subsampling*.

Resample. It changes the pixel dimensions for the images. **DownSample** decreases the number of pixels in the image by combining pixels in a sample area of the image to make one larger pixel. **SubSample** replaces an entire area with the pixel selected from that sample area at the specified resolution.

Security controls. Choose a security method to protect your output PDF documents. Select a security control from the **Security** drop-down menu: *No Printing*, *No Copying*, *No Annotating*, *No Modifying*, *Form Fill-in Only*,

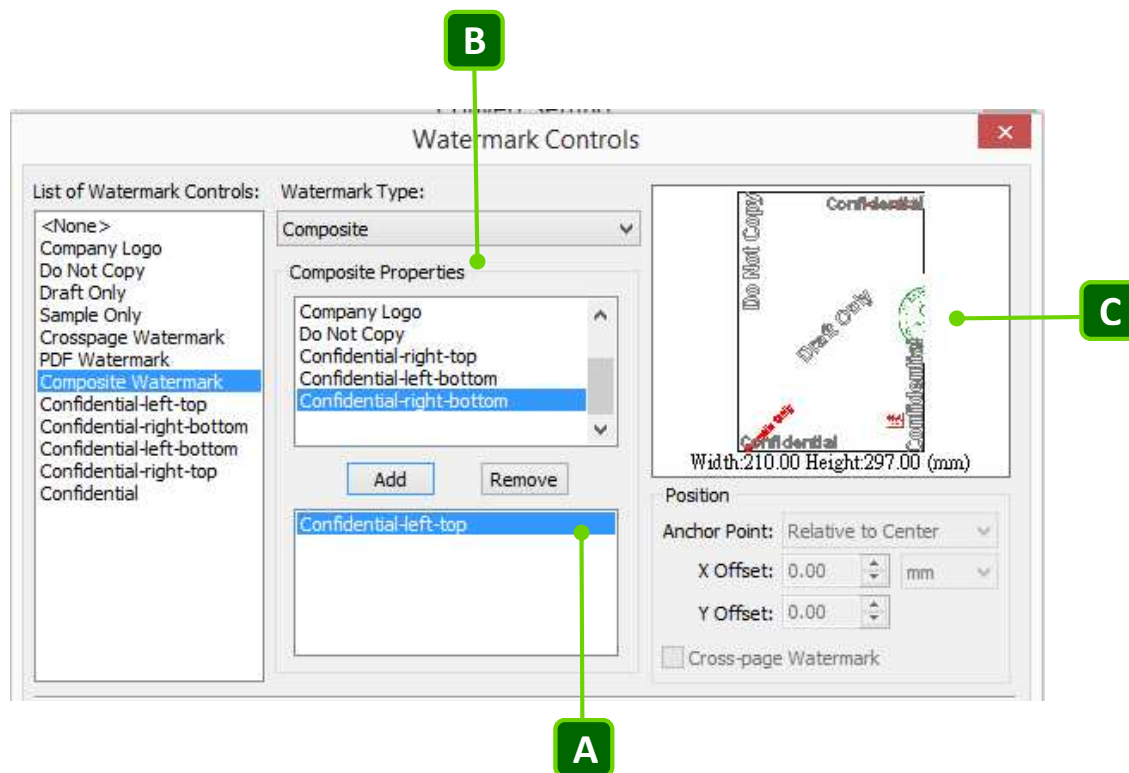
Comments/Form Fill-in Only, or *Low Resolution Print Only*. You can then click **Advanced...** to view or edit security settings of the security control you choose.

In the **Security Controls** dialog box, select an encryption level from the **Encryption Strength** drop-down menu and specify the type of encryption to secure the output PDF documents. Click **OK** and confirm passwords:

- **Require password to open the document.** The output PDF documents require a correct open password to open. Only the people who have the correct open password can open and view the PDF file.
- **Use a password to restrict printing, editing and modifying security settings of the document.** Select to restrict certain functions, such as printing, copying or extracting content, annotating, editing, modifying, and more. However, this password does not restrict opening the PDF. Only the people who have the correct permissions password can change the restriction settings.

Watermark controls. Select the type of watermark to use according to your requirement and set its properties and position as needed. Select a watermark control from the **Watermark** drop-down menu and then click **Advanced...** to view or edit settings of the selected type of watermark. In the **Watermark Controls** dialog box, select the following options and you can see the preview (C) on the right:

- **Watermark Type.** Choose a watermark type that consists of text, an image or composite, or a combination of existing watermarks. If you select *text*, enter the text to appear and adjust text properties such as font, size, color, style and displayed angle. If you select *Image/PDF*, click **Browse** and choose an image or a PDF file to be used as a watermark. If you select *Composite*, you create a new watermark using the existing ones. In the *Composite Properties* section, select watermarks from the list of existing watermarks (A) and click **Add** to add them to the list of displayed watermarks above (B).

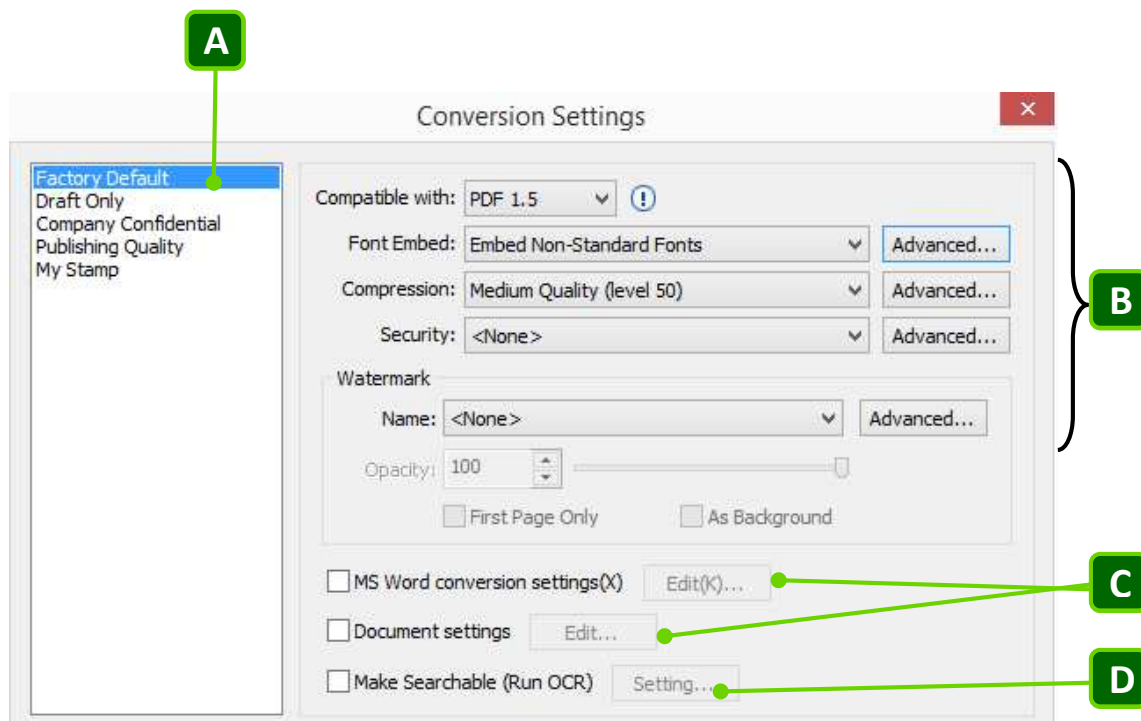


Make a composite watermark (B) from existing watermarks (A). Preview how it looks on the right (C).

Note: secured PDF files cannot be used as watermarks.

To Edit Profile Setting

1. Start *Gaiiho PDF Driver* and click **Edit** next to the **conversion profiles** drop-down menu.
2. Select a profile and change its settings if needed.
3. To apply **MS Word conversion settings** and/or **Document settings** to your generated PDFs, select their respective or both checkboxes and then click **Edit** next to the two checkboxes to configure settings. You can also check **Make Searchable (Run OCR)** to make the text searchable in the output PDF files. You may also click **Edit** next to the checkbox to configure settings.
4. Specify Word, Document and/or OCR settings following the on-screen instructions. Click **OK**.



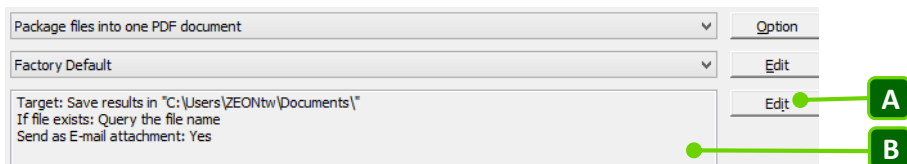
A. Existing profiles **B.** Profile settings **C.** Check to apply MS Word conversion and/or Document settings to generated PDFs. **D.** Run OCR to make document content searchable in the output PDF files.

Destination settings

Specify "Target" location

The Destination settings make it possible to choose a save path for generated PDF files. You can save results in source folder, in specified folder, as email attachment, or save to DMS. If you select **Query the file name**, you will be prompted to designate a file name each time a PDF is generated.

1. In *Driver*, click **Edit** (A) next to the **Destination setting** box (B).



2. In the **Destination Setting** dialog box, click **Target**, select a destination from the drop-down menu, and then

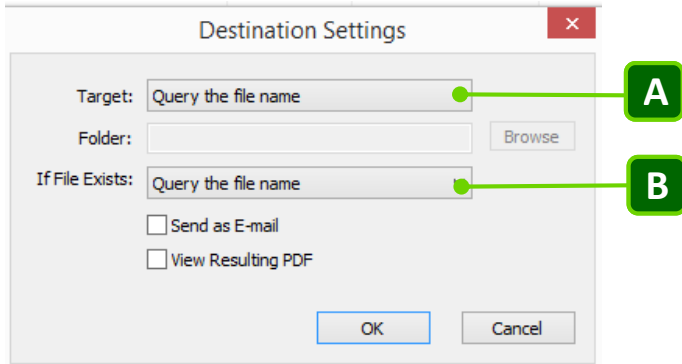
click **OK** :

- **Query the file name.** You will be prompted to designate a file name each time a PDF is created.
- **Save results in source folder.** The generated PDFs will be saved to the folder that contains the source files.
- **Save results in specified folder.** The generated PDFs will be saved in the folder you specify. Click **Browse** next to the **Folder** field and specify a folder to which you want to save the generated PDFs. Click **OK**.
- **Send results as email attachment only.** The generated PDFs will become attachments in a new email opened by your default email client. If needed, check **View Resulting PDF** to open and view the generated PDFs after conversion is over.
- **Save to DMS.** Save files to a Document Management System, such as SharePoint.
- **Send as Email.** If selected, the generated PDFs are sent as email attachments by your default email client and also saved to the location you specify.
- **View Resulting PDF.** It automatically opens the generated PDF files after conversion.

Define "If File Exists"

You can also define what happens if there is a file with the same name in the specified location. The default setting is **Query the file name**, meaning that you will be prompted to rename the file if it happens.

1. In *Driver*, click **Edit** next to the **Destination** setting box.
2. In the **Destination Setting** dialog box, click **Target** (A) and select a destination from the drop-down menu.
3. In **If File Exists** (B), select one of the following options from the menu. This field is greyed out if **Send results as email attachment only** is selected in the *Target* drop-down menu.
 - **Query the file name.** You will be prompted to rename the resulting PDF if there is a file with the same name in the specified path.
 - **Replace existing file.** If selected, the file with the same name will be replaced with the resulting PDF.
 - **Auto-rename the resulting file.** The resulting PDF will be automatically renamed if there is a file with the same name.

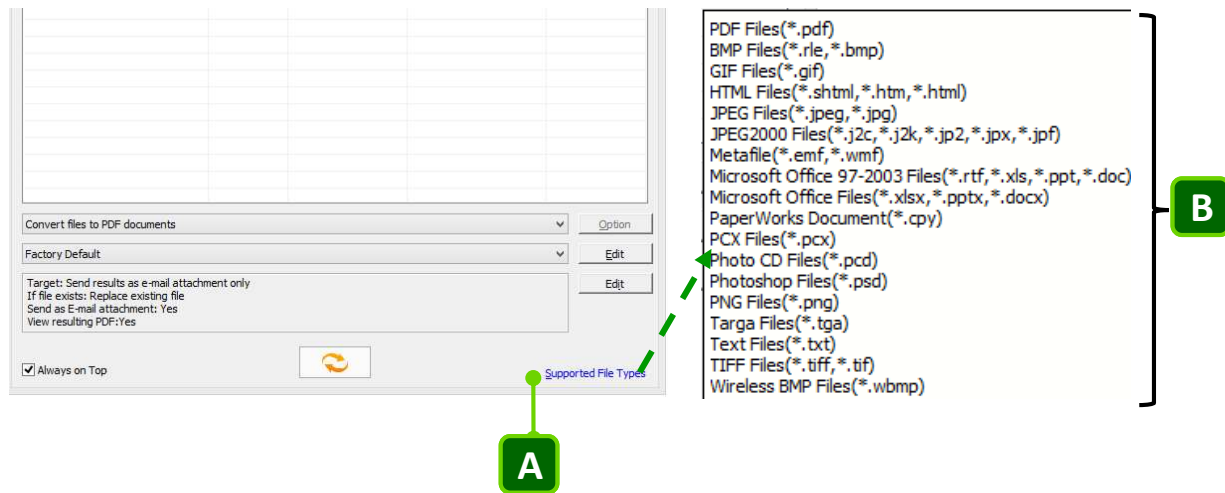


A. Select a path to save generated PDFs. **B.** Define what happens if a file with the same name already exists in target location.




Convert and create PDFs using Gaiiho PDF Driver

Convert files to PDF documents

You can create PDFs from a variety of supported file types in one operation. This method is especially useful when converting a large number of files to PDFs. To see the full list of supported file types, click the **Supported File Types** link in the bottom right corner of the application.




Click the **Supported File Types** link (A) so display all supported file types (B) on this computer.

- Do one of the following to start Gaiiho PDF Driver:
 - Double-click the **Gaiiho PDF Driver** icon  on your desktop.
 - Click the **Gaiiho PDF Driver** icon  on your taskbar.
 - Choose **Start > All Programs > Gaiiho > Gaiiho PDF Suite > Gaiiho PDF Driver**.
- Click **Add** and select **Open files....** from the menu. Select the files to be converted to PDFs. Click **Open**.
- As needed, do the following actions to delete, remove all, and/or arrange the order of selected files:
 - Delete.** Remove selected files from the file list. Click on one file or hold down **Ctrl** to select multiple files and then click **Delete** to delete them all.
 - Up/Down.** Rearrange the file order in the list. Click on one or hold down **Ctrl** to select multiple files and then click either **Up** or **Down** to move them forward or backward.
 - Clear.** Click **Clear** to remove all files from the list.
- Select **Convert files to PDF documents** from the *conversion methods* drop-down menu.
- Choose a conversion profile and set up destination settings as needed.
- Click the **Convert** button .
- Decide a location to save the resulting PDF file, name it and click **Save**.

Combine and Package files into one PDF document

Combine multiple files into one PDF


Gaiiho enables combining multiple files of different formats into one PDF document, with page order mirroring the order they are placed in the file list. There must be at least two files to perform **Combine**.

1. Do one of the following to start Gaiiho PDF Driver:
 - Double-click the **Gaiiho PDF Driver** icon on your desktop.
 - Click the **Gaiiho PDF Driver** icon on your taskbar.
 - Choose **Start > All Programs > Gaiiho PDF Driver**.
2. Click **Add** and select **Open files....** from the menu. Select the files to be converted and combined into one PDF file. Click **Open**.
3. As needed, do the following actions to delete, remove all, and/or arrange the order of selected files:
 - **Delete**. Remove selected files from the file list. Click on one file or hold down **Ctrl** to select multiple files and then click **Delete** to delete them all.
 - **Up/Down**. Rearrange the file order in the list. Click on one or hold down **Ctrl** to select multiple files and then click either **Up** or **Down** to move them forward or backward. The source files will be put together in the generated PDF document in the order you set.
 - **Clear**. Click **Clear** to remove all files from the list.
4. Select **Combine files into one PDF document** from the *conversion methods* drop-down menu.
5. Adjust the profiles and saving settings as you need.
6. Click the **Convert** button .
7. Name the file and select a location to save it. Click **Save**.
8. Click **Close** to finish.

Package files into a PDF portfolio

This option enables you to package multiple files into a PDF portfolio named by the first file you place in the file queue. In PDF portfolio, files are stored separately rather than merged into one PDF document.

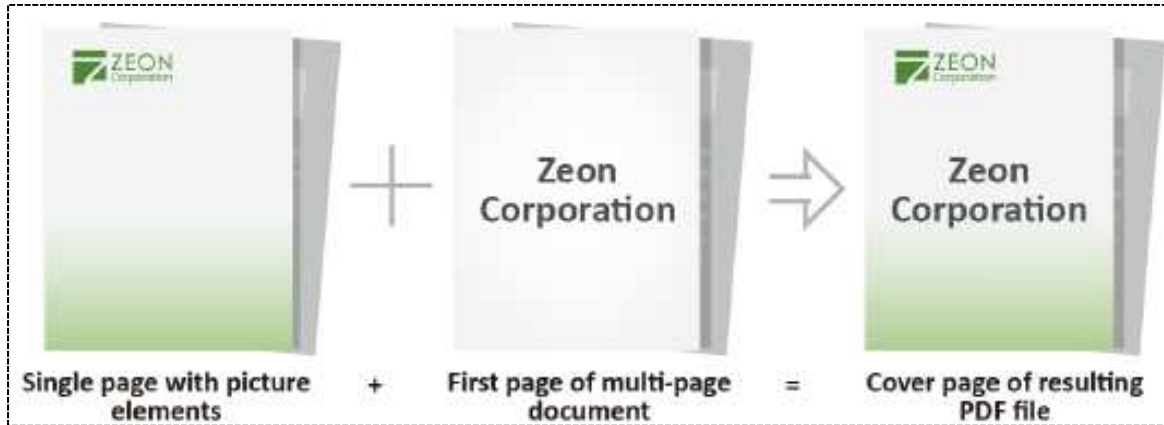
1. Do one of the following to start *Gaiiho PDF Driver*:
 - Double-click the **Gaiiho PDF Driver** icon on your desktop.
 - Click the **Gaiiho PDF Driver** icon on your taskbar.
 - Choose **Start > All Programs > Gaiiho PDF Driver**.

2. Click **Add** and select **Open files....** from the menu. Locate and select files to be converted to PDFs. Click **Open**. Repeat the step to add more to the list.
3. As needed, do the following actions to delete, remove all, and/or reposition selected files:
 - **Delete**. Remove selected files from the file list. Click on one file or hold down **Ctrl** to select multiple files and then click **Delete** to delete them all.
 - **Up/Down**. Rearrange the file order in the list. Click on one or hold down **Ctrl** to select multiple files and then click either **Up** or **Down** to move them forward or backward. The source files will be displayed in the generated PDF portfolio in the order you set.
 - **Clear**. Click **Clear** to remove all files from the list.
4. Select **Package files into one PDF document** from the *conversion methods* drop-down menu.
5. Click **Option** next to the *conversion methods* drop-down menu, specify a type of cover sheet and then click **OK**:
 - **Use Gaiiho template**. The default template is set as the cover sheet of the generated PDF Portfolio.
 - **Use the first file**. The first file in the file queue is set as the cover sheet of the generated PDF Portfolio.
6. Adjust conversion profiles and destination settings as needed.
7. Click the **Convert** button .
8. Name the file and select a location to save it. Click **Save**.
9. Click **Close** to finish. The created PDF Portfolio contains all the selected files with the type of cover sheet you specify.

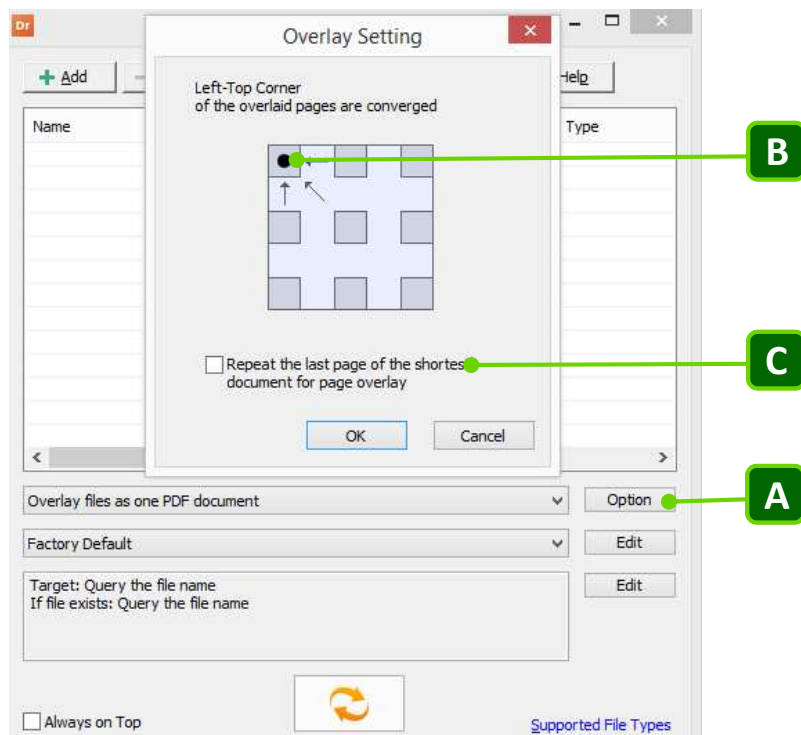
Note: to **Combine**, **Overlay**, or **Package** files, you must add at least two files to the file queue.

Overlay files as one PDF document


This feature overlays contents of two or more files as one PDF document. For instance, through overlaying a logo image and a document, the logo will be placed in the specified position on every page of the output PDF document. Please see the steps below:



1. Do one of the following to start *Gaiho PDF Driver*:
 - Double-click the **Gaiho PDF Driver** icon on your desktop.
 - Click the **Gaiho PDF Driver** icon on your taskbar.
 - Choose **Start > All Programs > Gaiho > Gaiho PDF Suite > Gaiho PDF Driver**.
2. Click **Add** and select **Open files....** from the menu. Locate and select files to be converted and overlaid as one PDF file. Click **Open**. Repeat the step to add more to the list.
3. As needed, do the following actions to delete, remove all, and/or reposition selected files:
 - **Delete.** Remove selected files from the file list. Click on one file or hold down **Ctrl** to select multiple files and then click **Delete** to delete them all.
 - **Up/Down.** Rearrange the file order in the list. Click on one or hold down **Ctrl** to select multiple files and then click either **Up** or **Down** to move them forward or backward.
 - **Clear.** Click **Clear** to remove all files from the list.
4. Select **Overlay files as one PDF document** from the *conversion methods* drop-down menu.
5. To place the selected image in a desired position, click **Option**. In the **Overlay Setting** dialog box, select a position, for example, the **top-left corner**. To overlay multiple files with different number of pages, select **Repeat the last page of the shortest document for page overlay** to have all the pages overlaid (see Note) and then click **OK**.



A. Click the **Option** button to enter the Overlay Setting dialog box. **B.** Select to put an image in the top-left corner. **C.** Select to have all pages overlaid.

6. Adjust the profiles and saving settings as you need.
7. Click the **Convert** button . Select a location to save and click **Save**.
8. Click **Close** to finish. The selected logo is placed in the top-left corner (the desired position you specify) on every page of the generated PDF file.

Note: if you are overlaying two files (file A has two pages and file B has four pages), page 3 and 4 of file B will be overlaid with the last page (page 2) of file A.

MS Office add-ins & Gaiho PDF printer

Gaiho MS Office add-ins and virtual printer provide a quick way to convert files to PDFs while working in other applications.

- In Microsoft Office applications, the *Gaiho Office Addin* and *Gaiho PDF printer* are tools you can use to directly convert your MS Office files to PDF within the applications.
- With the *Gaiho PDF virtual printer*, you can convert every file type of PDF as long as there is an application that can print it. Not only can you choose to convert all pages or just selected pages, but also add headers and footers, change the orientation and size, or set margin for the resulting PDF.

Convert MS Office files to PDF from MS Office Applications

[Convert with Gaiho Office Addin](#)

[Print to PDF using Gaiho PDF Printer \(Driver add-in\)](#)

Convert with Gaiho Microsoft Office add-ins

Available by clicking the Gaiho tab in the MS Office ribbon, Gaiho Office Addin let you directly convert files to PDFs with various options such as inserting bookmarks and hyperlinks, converting comments, creating PDF tags, embedding metadata, and more.

See details:

[Convert Microsoft Word file to PDF](#)

[Convert Microsoft Excel file to PDF](#)

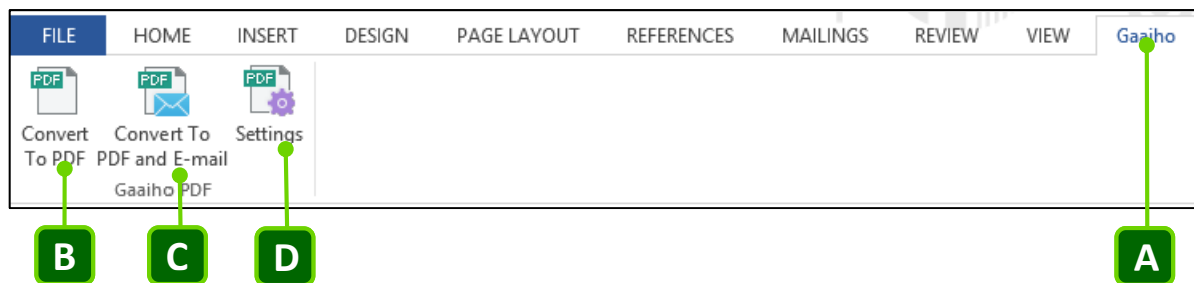
[Convert Microsoft PowerPoint file to PDF](#)

Convert Microsoft Word file to PDF

The Gaiiho MS Office add-in appears as a tab in the Word ribbon, making it quick and easy to create PDF files and change conversion settings.

To create a PDF

1. Open a file to be converted to PDF in MS Word.
2. Among Word ribbon tabs, choose **Gaiiho** (A) > **Gaiiho PDF**.
3. Select either **Convert To PDF** (B) or **Convert To PDF and Email** (C):
 - Select **Convert To PDF**. It directly converts the current file to a PDF document and saves it in a specified location.
 - Select **Convert To PDF and Email**. Select this if you want to send the PDF as an email attachment. Your default mail client appears right after the conversion progress is done. Then you can enter recipients, a subject, and send the attached PDF document.
4. (Optional) You can change PDF conversion settings by clicking **Settings** (D).



To change PDF conversion settings

Adjust Word conversion settings and decide whether to generate bookmarks, links, comments and tags in the resulting PDF file.

1. Choose **Gaiiho** > **Gaiiho PDF** > **Settings**.
2. In the **Gaiiho PDF Word** dialog box, set the conversion settings as needed and then click **OK**:
Generate Bookmarks, Links, Comments and Tags in resulting PDF file. Check to make all changed settings take effect.

Bookmarks. It displays all the Word headings and styles the current document contains. You can choose the styles to be converted to bookmarks by selecting checkboxes in the *Bookmark* column. Then you can decide a bookmark level for each style (the default level is 1). Click on the level number to modify it.

Links. Almost all Word document links can be converted to PDF links, including footnote and endnote links, cross-document links, Internet links, and cross reference links.

- **Foot & Endnote Links.** Select to convert Word's footnotes and endnotes to PDF links.
- **Cross-document Links.** Cross-document links let you access other documents. Select to convert Word's cross-document links to PDF links. Then you can decide how to address the destination documents:
 - Full Path Name.** Set to address destination documents with full paths that includes the driver letter. Note that links will be broken if you move the files.
 - Relative Path Name.** Set to address destination documents with relative paths. You are allowed to move links without affecting their availability.
 - Always change target document extensions to *.pdf.** Check to give all destination files of the cross-document links the PDF file extension. For instance, if you create a link to an Excel file named "xxx.xls", PDF links will change the name to "xxx.pdf" in the resulting PDF link.
- **Internet Links.** Select to convert all Internet URL addresses to PDF links automatically.
- **Cross Reference Links.** Cross Reference Links let you jump to a specific place within the current document. Select to convert these links to PDF links.
- **Type/Style/Color.** Select a desired link rectangle type and color, and decide whether the border line should be solid or dashed.



- **How to highlight link region.** Decide how links behave when users click them in the generated PDF file. Select *None* for no highlighting or *Outline*, *Invert*, or *Inset* to highlight links.
- **How to fit target page to window.** Specify a way the target page fits to the window.

Comments. It displays the authors of the comments added to the current document. You can decide whose comments will be transferred to the generated PDF document by selecting the checkbox next to the author. Then you can select a desired color and the display state for the transferred comments from a specific author.

- **Convert Word comments to PDF comments.** Select to let comments from the specified author appear in the generated PDF file. Comments transferred to the PDF file are all displayed in the *Comments* panel.
- **Comment/ Author Name/ Status/ Color.** In the **Comment** column, specify the authors whose comments are going to be converted by individually checking the checkboxes. In the **Status** column, decide how the comments should be displayed when the generated PDF is opened. Click the *Status* value and select either **Closed** or **Open** from the drop-down menu. **Open** means displaying comment pop-up notes open and **Closed** means displaying comment icons only.
- **Convert Word Linked Text Boxes to PDF Articles.** *Linked text boxes* created in Word define the reading order of documents with complex page layout, and so do *Articles* in PDFs. Select this option to convert the defined reading order to the generated PDF so that you can read through contents across pages in the order you want.

Tags. Create a tagged PDF file from the current Word document.

- **Tag PDF/A content when PDF/A is selected in Advanced Settings.** If you select any PDF/A options from the **Compatible with** drop-down menu, (choose Advanced Settings > Advanced Settings (Gaiho PDF) > PDF Settings > Compatible with), contents of PDF/A documents will be tagged.
- **Create PDF Tags.** Select to create tagged PDFs.
 - **Create tags from textboxes.** Select to tag text boxes.
 - **Create tags from shapes.** Select to tag shape objects.
 - **Create tags from in-line shapes.** Select to include inline shapes, such as charts or clip arts in the tag structure of the generated PDF.

Advanced Settings. Check **Embed Metadata** to include metadata, such as author, title, and more in the resulting PDF file, making it possible for recipients to access the data via *PDF Document Properties*. To view and edit advanced settings, click **Advanced Settings (Gaiho PDF)** and select the following options as needed:

- **General.** You have full control over paper size, page layout, resolution, printing in grayscale, and whether to view the output file after conversion.

Page Size. Select **Standard** and choose a page size from the drop-down menu. You can click **Add...** and in the Custom Page Settings dialog box, click Add... again to define a new page size and add it to the list, or edit an existing size. Alternatively, select Custom and define the page dimensions.

Orientation. Choose between Portrait and Landscape.

Resolution. It affects character spacing, line breaks, and image quality. Select a resolution level from the drop-down menu: *Screen (72 dpi)*, *Low (150 dpi)*, *Medium (300 dpi)*, *High (600 dpi)*, *1200 dpi*, or *2400 dpi*. The higher the resolution, the larger the file size. While lower resolution is usually used for

screen viewing, you can choose at least 600 dpi to print high-quality hard copies or gain better precision over character positioning.

Color. Select the color scheme used to print the resulting PDF. (Color, Grayscale, or Black & White)

Scale. Determine whether to reduce or enlarge the document. The scale ranges from 1 to 1000 percent. To reduce the size of the text and images on the page, enter a value less than 100; otherwise, enter a value greater than 100.

View Resulting PDF. It opens the resulting PDF file right after the conversion is over.

PDF Settings. It provides controls over Compatibility, Font Embed, Compression, Security, Watermark, Destination, Document Settings, and Multiple pages per sheet. See [The Driver window](#). Click **Advanced...** next to a control to further view or edit its settings.

Notes: you will be prompted to determine what if a file with the same name is already in the location you specify.

Convert Microsoft Excel file to PDF

The Gaiiho MS Office add-in appears as a tab in the Excel ribbon, making it quick and easy to create PDF files and change conversion settings. You can choose to convert the entire workbook or just few worksheets, depending on your preferences.

To create a PDF

1. Open an Excel file to be converted to PDF.
2. Among Excel ribbon tabs, choose **Gaiiho** > **Gaiiho PDF**.
3. Select either **Convert To PDF** or **Convert To PDF and Email**:

Select **Convert To PDF**.

- In the **Convert to PDF** dialog box, you can choose to convert the entire workbook or just the selected worksheets.
Entire Workbook. Convert the entire workbook.
Sheet(s). Convert the selected worksheets. Use **Ctrl** on your keyboard to select multiple worksheets and click **Add>** to add them to the list of **Sheets in PDF**. To add all sheets to the list, click **Add All>>**.
• Click **Convert**. Name the resulting PDF and specify a location to save it.

Select **Convert To PDF and Email**.

- Select this if you want to convert and send the Excel file as an email attachment. Specify sheets to be converted and click **Convert**. Name the resulting PDF and specify a location to save it.
- Your default email client appears right after the conversion progress is done. Then you can enter recipients, a subject, and send the attached PDF documents with the email.

To change PDF conversion settings

1. Choose **Gaiiho** > **Gaiiho PDF** > **Settings**.
2. In the **Gaiiho PDF Excel** dialog box, set the conversion settings as needed:
Settings. Decide whether to add bookmarks, comments, and/or links to the resulting PDF file and the way the destination documents should be addressed and then click **OK**:
 - **Add Bookmarks to PDF.** Add bookmarks from your Excel file.
 - **Add Comments to PDF.** Add comments from your Excel file.
 - **Add Links to PDF.** Add links from your Excel file.
 - **Full Path Name.** Set to address destination documents with full paths that includes the driver letter. Note that links will be broken if you move the files.

- **Relative Path Name.** Set to address destination documents with relative paths. You are allowed to move links without affecting their availability.
- **Always change target document extensions to *.pdf.** Check to give all destination files the PDF file extension. For instance, if you create a link to a Word file named "xxx.docx", PDF links will change the name to "xxx.pdf" in the resulting PDF link.
- **Convert Entire Workbook.** Select to have all sheets converted and combined into one PDF document. If this option is deselected, you will be asked to specify which sheets to convert as you click **Convert to PDF**.

Advanced Settings. Check **Embed Metadata** to include metadata, such as author, title, and more in the resulting PDF file, making it possible for recipients to access the data via *PDF Document Properties*. To view and edit advanced settings, click **Advanced Settings (Gaiho PDF)** and select the following options as needed:

General. You have full control over paper size, page layout, resolution, printing in grayscale, and whether to view the output file after conversion.

- **Page Size.** Select **Standard** and choose a page size from the drop-down menu. You can click **Add...** to define a new size or edit an existing size. Alternatively, select **Custom** and define the page dimensions.
- **Orientation.** Choose between *Portrait* and *Landscape*.
- **Resolution.** It affects character spacing, line breaks, and image quality. Select a resolution level from the drop-down menu: *Screen (72 dpi)*, *Low (150 dpi)*, *Medium (300 dpi)*, *High (600 dpi)*, *1200 dpi*, or *2400 dpi*. The higher the resolution, the larger the file size. While lower resolution is usually used for screen viewing, you can choose at least 600 dpi to print high-quality hard copies or gain better precision over character positioning.
- **Scale.** Determine whether to reduce or enlarge the document. The scale ranges from 1 to 1000 percent. To reduce the size of the text and images on the page, enter a value less than 100; otherwise, enter a value greater than 100.
- **Grayscale Print.** Select to make the resulting PDF file grayscale.
- **View Resulting PDF.** It opens the resulting PDF file right after the conversion is over.

PDF Settings. It provides controls over *Compatibility*, *Font Embed*, *Compression*, *Security*, *Watermark*, *Destination*, *Document Settings*, and *Multiple pages per sheet*. See [The Driver window](#). Click **Advanced...** next to a control to further view or edit its settings.

Convert Microsoft PowerPoint file to PDF

The Gaiiho MS Office add-in appears as a tab in the PowerPoint ribbon, making it quick and easy to create PDF files and change conversion settings.

To create a PDF

1. Open a PowerPoint file to be converted to PDF.
2. Among the PowerPoint ribbon tabs, choose **Gaiiho > Gaiiho PDF**.
3. Select either **Convert To PDF** or **Convert To PDF and Email**:
 - Select **Convert To PDF**. It directly converts the current PowerPoint file to a PDF document and saves it in a specified location.
 - Select **Convert To PDF and Email**. Select this if you want to convert and send the PowerPoint file as an email attachment. Your default mail client appears right after the conversion progress is done. Then you can enter recipients, a subject, and send the attached PDF document with the email.

To change PDF conversion settings

1. Choose **Gaiiho > Gaiiho PDF > Settings**.
2. In the **Gaiiho PDF PowerPoint** dialog box, you can set the conversion settings as needed to and then click **OK**:

Settings. Decide whether to add bookmarks, comments, and/or links to the resulting PDF file and the way the destination documents should be addressed, and then click **OK**:

 - **Add Bookmarks to PDF.** It automatically turns all the titles within the PowerPoint file into bookmarks in the resulting PDF.
 - **Add Comments to PDF.** Add comments from your PowerPoint file to the resulting PDF document.
 - **Add Links to PDF.** It converts all links in the PowerPoint file to hyperlinks in the resulting PDF.
 - **Full Path Name.** Set to address destination documents with full paths that indicates the driver letter. Note that links will be broken if you move the files.
 - **Relative Path Name.** Set to address destination documents with relative paths. You are allowed to move links without affecting their availability.
 - **Always change target document extensions to *.pdf.** Check to give all destination files the PDF file extension. For instance, if you insert a Word file named "xxx.docx", the PDF link will open the file in PDF format.

Advanced Settings. Check **Embed Metadata** to include metadata, such as author, title, and more in the resulting PDF file, making it possible for recipients to access the data via *PDF Document Properties*. To view and edit advanced settings, click **Advanced Settings (Gaiiho PDF)** and select the following options as needed:

General. You have full control over paper size, page layout, resolution, printing in grayscale, and whether to view the output file after conversion.

- **Page Size.** Select **Standard** and choose a page size from the drop-down menu. You can click **Add...** to define a new size or edit an existing size. Alternatively, select **Custom** and define the page dimensions.
- **Orientation.** Choose between Portrait and Landscape.
- **Resolution.** It affects character spacing, line breaks, and image quality. Select a resolution level from the drop-down menu: *Screen (72 dpi)*, *Low (150 dpi)*, *Medium (300 dpi)*, *High (600 dpi)*, *1200 dpi*, or *2400 dpi*. The higher the resolution, the larger the file size. While lower resolution is usually used for screen viewing, you can choose at least 600 dpi to print high-quality hard copies or gain better precision over character positioning.
- **Scale.** Determine whether to reduce or enlarge the document. The scale ranges from 1 to 1000 percent. To reduce the size of the text and images on the page, enter a value less than 100; otherwise, enter a value greater than 100.
- **Grayscale Print.** Select to make the resulting PDF file grayscale.
- **View Resulting PDF.** It opens the resulting PDF file right after the conversion is over.

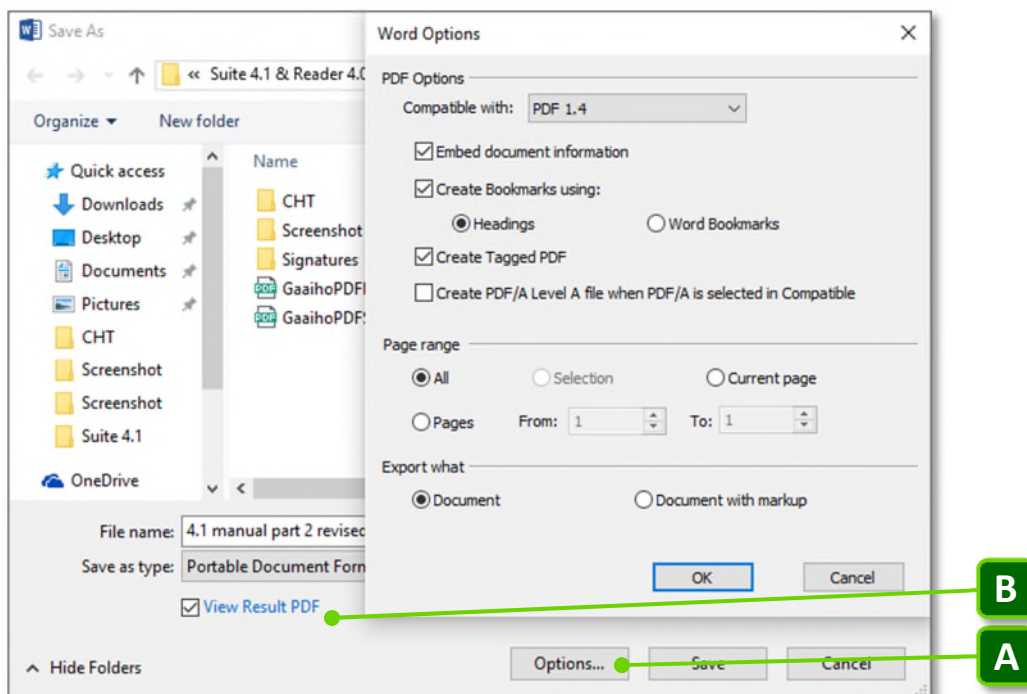
PDF Settings. It provides controls over *Compatibility*, *Font Embed*, *Compression*, *Security*, *Watermark*, *Destination*, *Document Settings*, and *Multiple pages per sheet*. See [The Driver window](#). Click **Advanced...** next to a control to further view or edit its settings.

Print to PDF using Gaiiho PDF Printer (Driver add-in)

Use Gaiiho PDF printer to directly print supported file types to PDF. You can change PDF settings in the Printer Properties dialog box and apply the changes to the generated PDFs.


Save as Gaiiho PDF

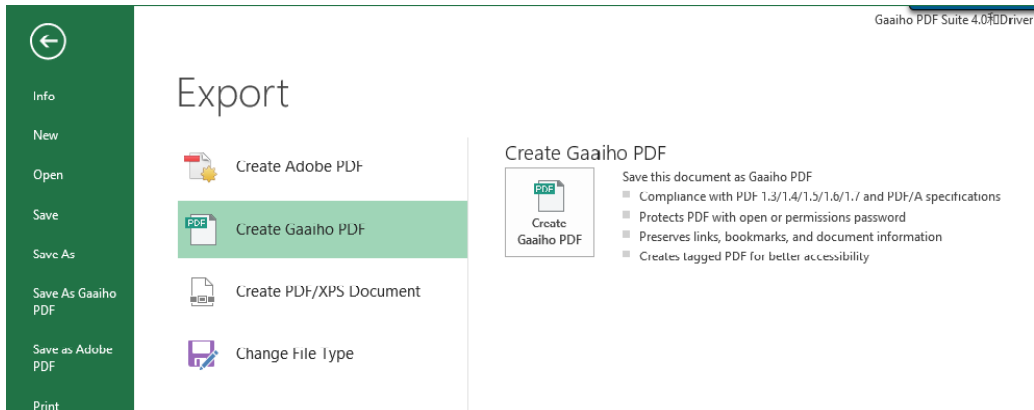
1. Open a MS Office file in its MS Office application and choose **File > Save As Gaiiho PDF**.
2. In the **Save As** dialog box, name it and select a place to save the generated PDF file.
3. Click **Options... (A)** and further configure conversion settings.
4. Click **Save...** and the resulting PDF will appear automatically after converting as long as the option **View Result PDF (B)** is checked.



Save As Gaiiho PDF in the MS Office file menu (Left). Click the Options... (A) button and configure conversion settings in the dialog box (Right).

Print to PDF with MS Office exporter

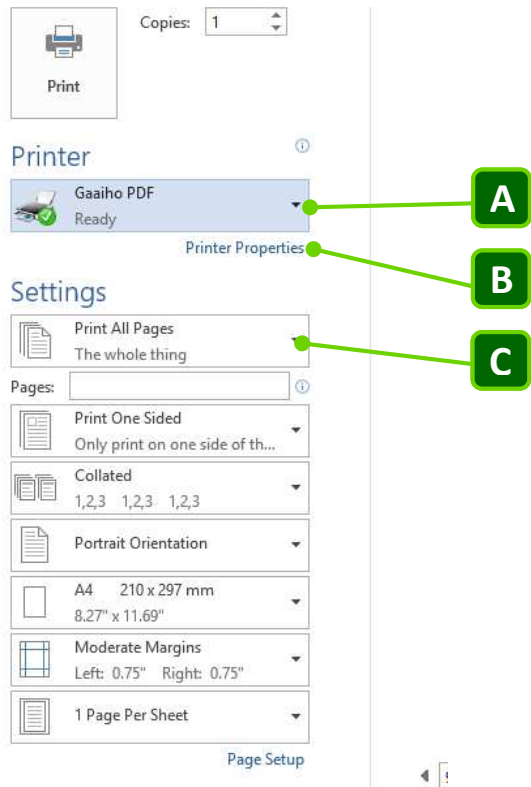
1. Open a MS Office file in its MS Office application and choose **File > Export** (MS Office 2013 & 2016 users only). For MS Office 2010 users, please choose **File > Save & Send**. For MS Office 2007 & 2003 users, directly use **Save As Gaiiho PDF** instead. See [Save As Gaiiho PDF](#) above for details.
2. Select **Create Gaiiho PDF** and click on the **Create Gaiiho PDF** button .
3. In the **Save As** dialog box, name it and select a place to save the generated PDF file.
4. Click **Options...** and further configure conversion settings.
5. Click **Save...** and the resulting PDF will appear automatically after conversion as long as the option **View Result PDF** is checked.



Print Word files to PDF

1. Open a Word file. Choose **File > Print**.
2. In the **Printer** section, select **Gaiiho PDF (A)** from the drop-down menu.
3. Click **Printer Properties (B)** and change PDF settings in the **Gaiiho PDF Properties** dialog box.
4. In the **Settings** section (C), specify a page range. You can choose to print all, the current page, or certain pages.

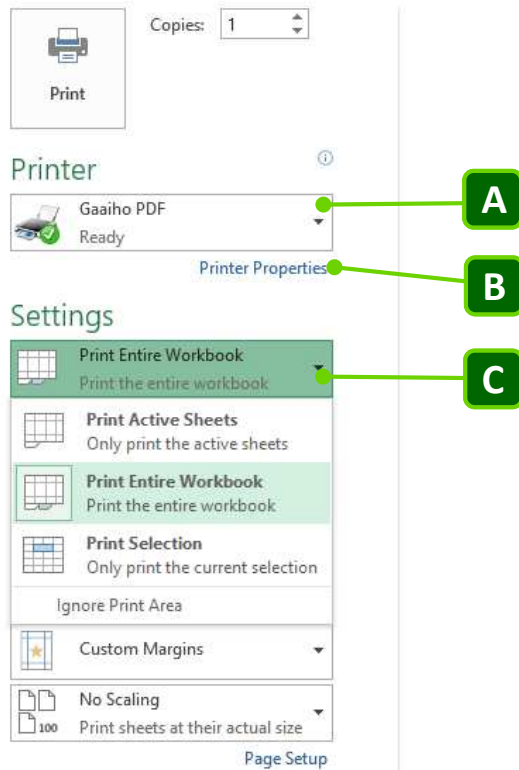
Print



Print Excel files to PDF

1. Open an Excel file. Choose **File > Print**.
2. In the **Printer** section (A), select **Gaiiho PDF** from the drop-down menu.
3. Click the **Printer Properties** button (B) and change PDF settings in the **Gaiiho PDF Properties** dialog box.
4. In the **Settings** section (C), specify which sheets to print. You can choose to print active worksheets, the entire workbook or the current selection.

Print



Print PowerPoint files to PDF

1. Open a PowerPoint file. Choose **File > Print**.
2. In the **Printer** section (A), select **Gaiho PDF** from the drop-down menu.
3. Click the **Printer Properties** button (B) and change PDF settings in the **Gaiho PDF Properties** dialog box.
4. In the **Settings** section (C), specify the slides to print. You can choose to print all, the selected part, the current slide, or the slides you specify.

Print

The screenshot shows the 'Print' dialog box. At the top left is a 'Print' button with a printer icon. To its right is a 'Copies' field with the number '1' and up/down arrows. Below this is the 'Printer' section, which shows 'Gaiho PDF' as the selected printer, with 'Ready' below it. A 'Printer Properties' link is visible below the printer name. To the right of this section are three green callout boxes labeled 'A', 'B', and 'C'. Callout 'A' points to the printer name 'Gaiho PDF', callout 'B' points to the 'Printer Properties' link, and callout 'C' points to the 'Print All Slides' option in the 'Settings' section. The 'Settings' section is expanded, showing a list of options: 'Print All Slides' (Print entire presentation), 'Print Selection' (Only print the selected slides), 'Print Current Slide' (Only print the current slide), and 'Custom Range' (Enter specific slides to print). At the bottom of the settings list is a link for 'Print Hidden Slides'.

Convert web pages to PDF in IE, Google Chrome, and Firefox

Upon successful installation, Gaiiho automatically adds Gaiiho PDF printer to your list of printers, making it easy to convert web pages to PDF. You can choose to convert all pages, specified pages, or custom range. There are also options such as adding headers and footers, changing the orientation and size, or setting margins for the resulting PDF.

Convert a web page to PDF

To convert a web page to PDF, do the following (the names and functions vary from browser to browser. Here we take Chrome as an example):

1. Open a web page with a browser.
2. To access the *Print* window, do one of the following:
 - Right-click on the web page and select **Print**.
 - Press **Ctrl+ P** on your keyboard to call out the **Print** window.
3. The preview of the resulting PDF document is available on the right side of the Print window.
4. Select **Gaiiho PDF** as the printer from the **Destination** drop-down menu.
5. Change conversion settings via the options below. Click the **Show more settings** button to see additional options:
 - **Pages.** Choose to print *all* or specify *a range of pages* to print.
 - **Page Layout.** Set page orientation of the resulting PDF to **Landscape** or **Portrait**.
 - **Page size.** The default page size is set to A4. Select a preset page size from the options.
 - **Margins.** Select a predefined margin or define a new margin.
 - **Quality.** Change print quality.
 - **Options.** Check **Headers and footers** to add date and subject as headers and web address and page number as footers. Check **Background graphics** to display page background in the resulting PDF.
6. Click **Print**.

Convert part of a web page to PDF

You are able to convert a specific part of a web page to PDF.

1. Drag the pointer to select text and images on a web page and do one of the following:
 - Right-click on the selected content and select **Print**.
 - Press **Ctrl+P** on your keyboard to call out the Print window.
2. Set conversion settings such as page size, orientation, margin, and quality as needed. Click the **More settings** button to see additional options:
 - In **Options**, *Selection only* is checked by default. You can uncheck it to print the entire web page.

Convert PDFs to MS Office, images, and text using Gaiho PDF Converter

Besides converting within *Gaiho Doc*, you can use **Gaiho PDF Converter** to convert a large number of PDF documents to other formats, including *Text*, *Word*, *Excel*, and various image formats. *Gaiho PDF Converter* is an application within Gaiho PDF Suite and Gaiho PDF Driver (as an option during installation) that serves to batch-convert PDF files to Word, Excel documents and images.

As an option, you may also run OCR to make contents of resulting files searchable and editable.

For more information, see:

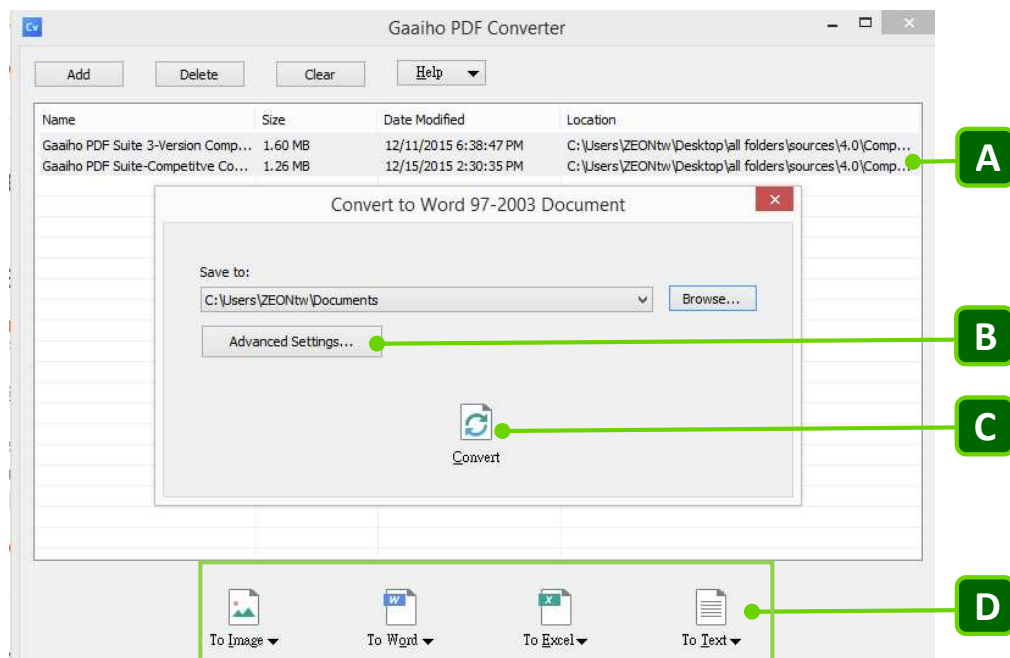
[**Gaiho PDF Converter basics**](#)

[**Advanced conversion settings**](#)

[**Convert PDFs to other file formats**](#)




Gaiiho PDF Converter basics

The *Gaiiho PDF Converter window* offers options that enable you to select files you want to convert, specify the type of output, and to configure advanced conversion settings for the resulting files.

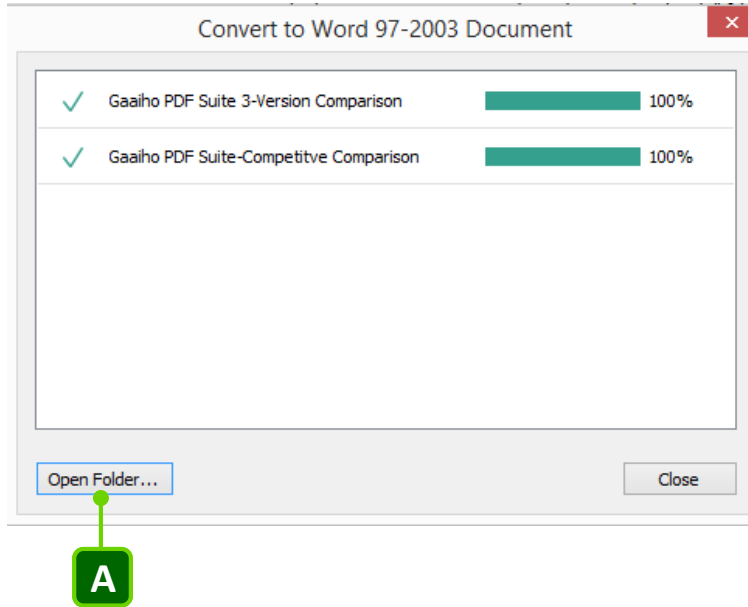


A. Files to convert **B** Advanced conversion settings **C.** The Convert button **D.** Supported file types

Start and run Gaiiho PDF Converter

- Do one of the following to start Gaiiho PDF Converter:
 - Double-click the **Gaiiho PDF Converter** icon  on your desktop.
 - Click the **Gaiiho PDF Converter** icon  on your taskbar.
 - Choose **Start > All Programs > Gaiiho PDF Converter**.
- In **Gaiiho PDF Converter** window, do either of the following to add files and then repeat the step to add more files to the list:
 - Click **Add** and select one or more PDF files. Click **Open**.
 - Click-drag and drop files to the file list.
- If needed, do the following actions to remove selected files or all files from the list:
 - Delete.** It removes a highlighted file from the file queue. Select one or Ctrl-click to select more and then click the **Delete** button to remove the selected files from the list.
 - Clear.** It removes all files from the list.
- Click on a file format and then select a version from the menu.
- Specify where to save the resulting files and configure advanced conversion settings if needed. Click **Convert**  .

- Click **OK** when the conversion is over and then click **Close**. You can also click **Open Folder...** (A) to open the folder where the resulting files are saved.



Advanced conversion settings

Before you click the **Convert** button, you may go to **Advanced Settings** to change settings and apply them to the generated *images*, *Word*, *Excel* or *Text* documents. To make output files searchable, you can choose to run OCR by checking the **Make Searchable (Run OCR)** option in the settings dialog box. See the following for details.

To access Advanced Settings

1. In *Gaiiho PDF Converter*, add files and specify the type of output you want.
2. In the **Convert to [type of output]** dialog box, click **Advanced Settings...** (A).

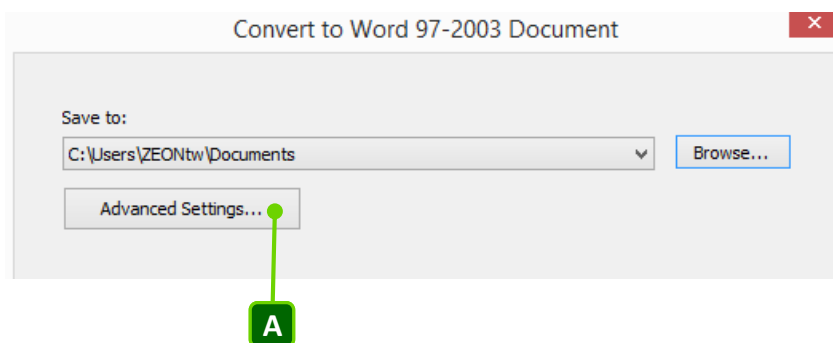


Image settings

In the **JPEG/JPEG2000/PNG/TIFF Settings** dialog box, set up **File Settings** and **Compression Settings** and then click **OK** or click **Default** to restore options to default settings:

- **File Settings.** Specify a color space and resolution for the output file. You can select **Determine Automatically** to let Gaiiho automatically determine these settings for you.
- **Compression Settings.** From the **Grayscale** and **Color** menus, specify compression settings that suit your need. The smaller the file, the lesser the image quality.

Word settings

In the **Doc/Docx Settings** dialog box, select options as needed and then click **OK** or click **Default** to restore options to default settings:

Image Settings

- **Convert Images.** It converts images within the file to a specific image type.
- **Image Type.** Choose PNG or JPEG.
- **Clip Images so they look the same as in PDF.** Convert files without changing the position of each image.

Path Settings

- **Convert path objects to Drawing Objects.** Check this box to convert path objects (e.g. Clip Art images) to corresponding image objects.

- **Group huge numbers of path objects together and convert to images to reduce file size.** To reduce files size, check this box to group huge numbers of path objects together and convert those to images.

Font Settings

- **Use similar fonts to replace fonts not installed on your system.** Check this box to allow Converter to replace fonts not installed in your system with other similar fonts.

Layout Settings

- **Identify Tables in PDF.** Check this box to ensure the tables in the PDF file will also show up in Word.
- **Use TextBoxes to keep layout consistent.** Inaccuracies may occur during the conversion process. Check this box to let Converter create text boxes for you to keep all the words and images in the intended places in Word.
- **Identify Paragraphs in PDF.** Check this box to ensure paragraphs in PDF files will also show up in Word.
- **Use this option to apply vertical text flow to all texts, no matter if the document includes vertical font.** Check this box to apply vertical text flow to all text in Word.

OCR Settings

- **Make Searchable (Run OCR).** Convert the listed PDF files to Word and make contents searchable in the resulting Word files.

Excel settings

In the **Excel Settings** dialog box, select options as needed and then click **OK** or click **Default** to restore options to default settings:

Page Handling

- **Convert all pages on a sheet.** Convert all pages and merge them into one Excel worksheet.
- **Split each page on a sheet.** Convert each PDF page into separate Excel worksheet.

Image Settings

- **Convert without images.** If you check this box, images in the PDF file will not be converted into the Excel document.
- **Make white parts transparent.** To convert images with their white background removed, make **Convert without images** deselected and select this option. Or, deselect this option to let white background remain visible in the output files.

Border

- **Split sparse cell.** Check this box to keep sparse text in the same format as in a PDF file. If this box is not checked, words in cells may be misaligned based on settings, such as aligning to top, center, left, right, and bottom.
- **Try building border-less table.** Check to better recognize tables with no borders in PDF.

OCR Settings

- **Make Searchable (Run OCR).** Convert the listed PDF files to Excel and make contents searchable in the resulting Excel files.

Text settings

OCR Settings

- **Make Searchable (Run OCR).** Convert the listed PDF files to Text and make contents searchable in the resulting text files. Then, click the **Settings...** button to further configure OCR language and resolution settings in the *OCR Text Recognition – Settings* dialog box.

Convert PDFs to other file formats

Using *Gaiiho PDF Converter*, you can convert multiple PDF files to other file formats. After adding files to the file list, specify the file format and version, including Images (*.jpg, *.jpeg, *.tiff, *.png), Word (*.doc, *.docx), Excel (*.xls, *.xlsx), and Text (*.txt).

Supported file formats

PDFs to Image

Converter supports JPEG、JPEG2000、PNG、TIFF image formats. Each page of the source documents will be converted to separate images saved in a folder automatically created by *Converter*, under the name of the source files.

PDFs to Word

With Converter, PDF documents can be converted to Word format (*.doc, *.docx). The generated Word document shares the name with its source file.

PDFs to Excel


Converter turns PDF documents into Excel format (*.xls, *.xlsx). The generated Excel document shares the name with its source file.

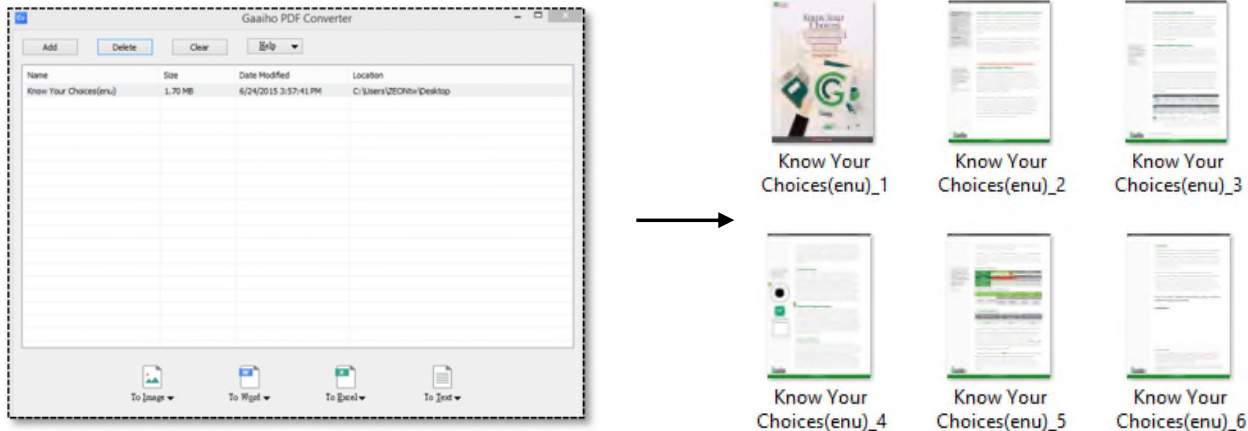
PDFs to Text

Converter also supports text encoding (Simple or Unicode).

PDFs to Image


Gaiiho PDF Converter supports various image formats, including JPEG, JPEG 2000, PNG, and TIFF. Each resulting page of the source documents is saved as separate files and gathered in a newly created folder under the name of the source files.

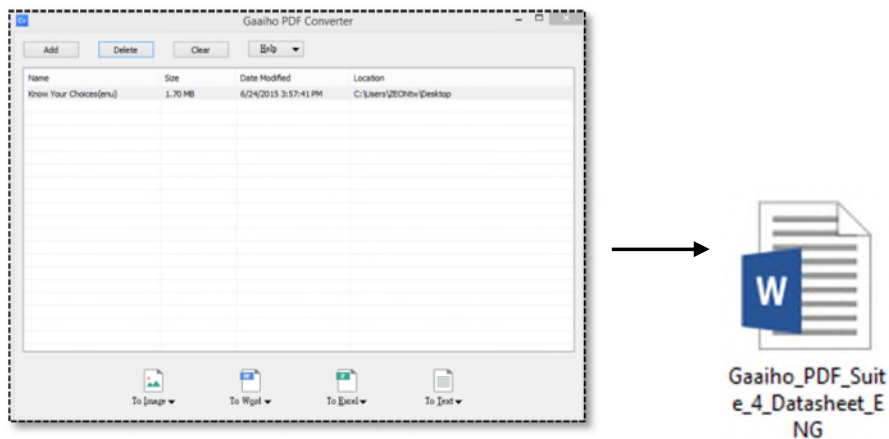
1. Add the files you want to convert to the file list.
2. Click **To Image**  and select a format from the menu.
3. In the **Convert to JPEG/JPEG2000/PNG/TIFF** dialog box, specify the path to save the resulting files and configure advanced conversion settings if needed.
4. Click **Convert**.
5. Click **OK** when the conversion is over and then click **Close**. You can also click **Open Folder...** to open the folder where the resulting files are saved.



PDFs to Word


Each PDF file is converted to a separate Word document saved in the location you specify.

1. Add the files you want to convert to the file list.
2. Click **To Word**  and select a version from the menu.
3. In the **Convert to Word 97-2003 Document/Word Document** dialog box, specify a path to save the resulting files and configure advanced conversion settings if needed.
4. Click **Convert**.
5. Click **OK** when the conversion is over and then click **Close**. You can also click **Open Folder...** to open the folder where the resulting files are saved.

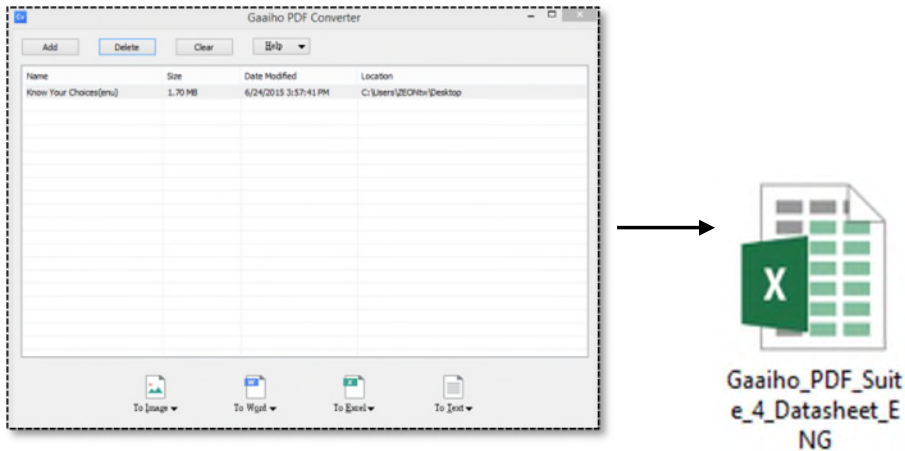


PDFs to Excel

Each PDF file is converted to a separate Excel document saved in the location you specify.

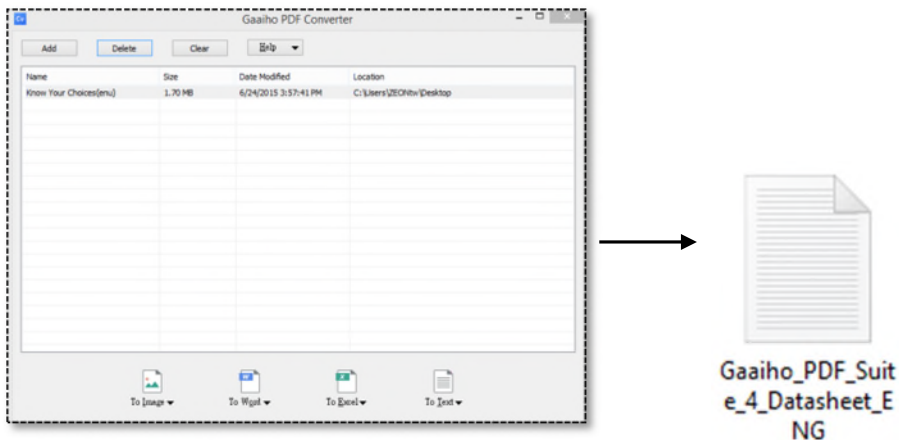
1. Add the files you want to convert to the file list.
2. Click **To Excel**  and select a version from the menu.

3. In the **Convert to Excel 97-2003 Workbook/Excel Workbook** dialog box, specify a path to save the resulting files and configure advanced conversion settings if needed.
4. Click **Convert**.
5. Click **OK** when the conversion is over and then click **Close**. You can also click **Open Folder...** to open the folder where the resulting files are saved.



PDFs to Text

1. Add the files you want to convert to the file list.
2. Click **To Text** and select an encoding (Simple/Unicode) from the menu.
3. In the **Convert to Simple Text/Unicode Text** dialog box, specify a path to save the resulting files and configure advanced conversion settings if needed.
4. Click **Convert**.
5. Click **OK** when the conversion is over and then click **Close**. You can also click **Open Folder...** to open the folder where the resulting files are saved.



Contact us

Thank you for choosing Gaiiho. Should you have any inquiry or problem, feel free to contact us using the information below.

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