

How to... convert a PDF into a text file with Dolphin EasyConverter

This step-by-step guide will show you how to turn a PDF into a text file.

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Step 1: Start your conversion from here

To start the project choose 'New Project'. This will take you to the first stage of the Conversion Wizard.



Step 2: Project information

Choose a name for your project.

Choose a name for your project.

Project name:

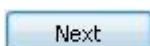
This section shows where the project will be saved. Use the 'Browse' button to change the location.

Select a path to save your project to. Use the "Browse" button to change where the project is saved to.

Project path:

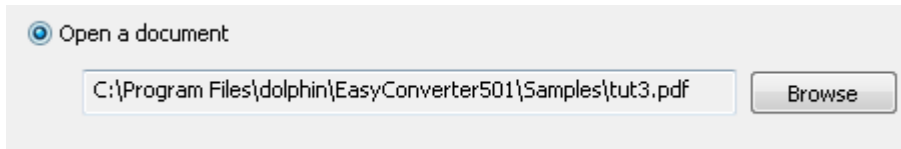
Complete project path:

Choose 'Next' to continue.

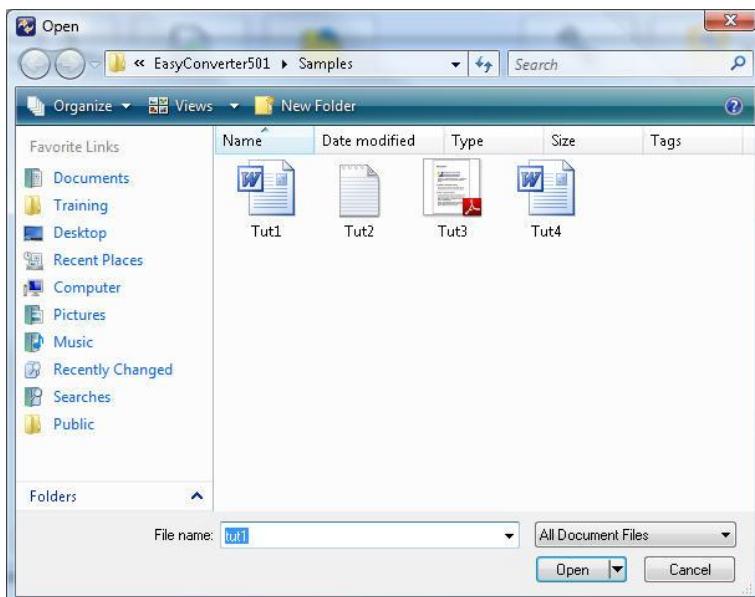


Step 3: Choose your input document

Select 'Open a document' and then 'Browse'.



This will open Windows Explorer where you can select a PDF to use for your conversion.



Choose 'Next' to continue to the next stage of the conversion wizard.



Step 4: Choose your PDF and image document settings

Choose your document language.

Choose your document language.

Document language:

English ▼

Choose 'Yes' if you wish to edit the document using the OCR editor before converting.

Choose whether you would like to use the OCR editor to edit the document before converting.

Use OCR Editor before conversion

Yes

No

Step 5: Document settings

Choose 'Yes' to have EasyConverter automatically detect any headings in your document.

Choose if you want EasyConverter to automatically detect the headings in your document.

Use heading detection during conversion:

Yes

No

In the second set of radio buttons choose 'Yes' if you want to edit your document in Microsoft Word before converting it.

Decide if you want to edit your document in Microsoft Word before converting.

Edit the intermediate document in Microsoft Word during conversion:

Yes

No

Choose 'Next' to move onto the next stage of the conversion wizard.

Next

Step 6: Choose your alternative format

Choose Text from the drop down list box at the top of the screen.

New output type:

Choose the text encoding that you wish to use for your conversion.

Choose the text encoding for your conversion.

Text encoding:

Select 'Next' to move onto the next stage of the conversion wizard.

Step 7: Choose your output name for Text

Choose a name for your conversion. By default, this will be the name of your input document.

Choose a name for your conversion.

New output:

EasyConverter can add extra information to the end of your chosen file name. These differ depending on the output. If converting to text you can choose to add 'Text' or the date the file was created.

Append selected item to the output name

(Text)

(29-10-2009 0931)

The final section on the page shows the location and name of the final output.

Output folder:

Select 'Next' to move onto the next stage of the conversion wizard.

Step 8: Copy your alternative format

Your project will be saved automatically but you can choose to save a second copy to a different folder or send it directly to your printer. These options change depending on what type of output you have chosen.

Copy it to:

The following options will change depending on what option you chose in the previous list box. If you choose 'Printer' then it will give you the option of which printer you would like to use.

Printers:

Select 'Next' to move onto the next stage of the conversion wizard.

Step 9: Start the conversion

Select 'Finish' to begin the conversion.

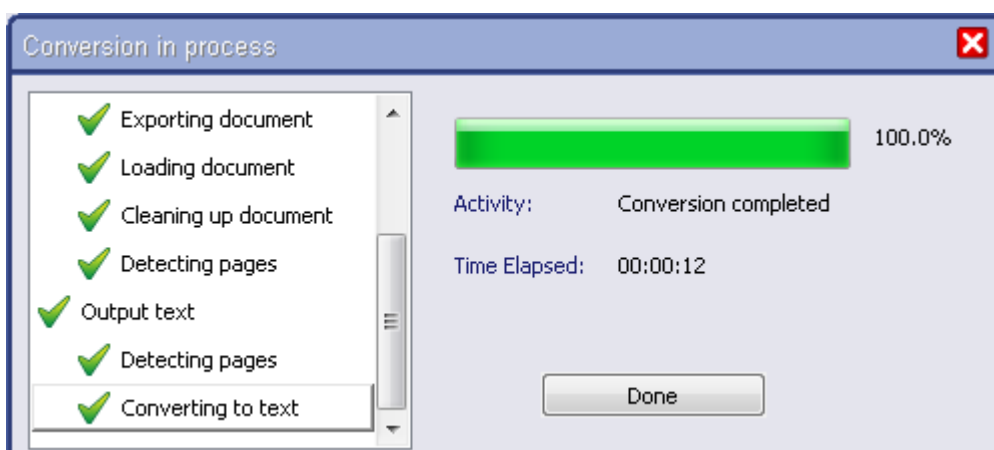


Step 10: Intermediate document editor

If you chose to edit the document before converting then this is the when the intermediate document editor will open and your document will be opened in Microsoft Word.



After making any changes necessary select 'Save and return' to continue with the conversion. The 'Conversion in process' window will then appear. When it has reached 100% select 'Done' to complete the conversion and return to the EasyConverter main screen.

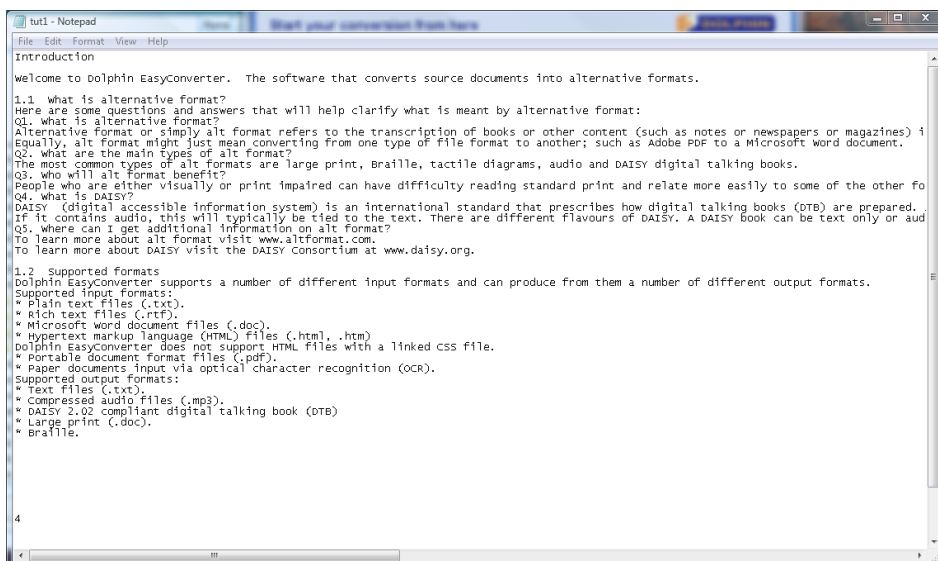


Step 11: Resulting alternative formats

Choose 'View output' to view your conversion. How this opens will differ depending on what the format is. A DTB will open in Dolphin EasyReader; a large print document will open in Microsoft Word.



A document that has been converted to Text will open in Windows Notepad.

A screenshot of a Windows Notepad window titled "url1 - Notepad". The window contains the following text:

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Introduction
Welcome to Dolphin EasyConverter. The software that converts source documents into alternative formats.

1.1. what is alternative format?
Here are some questions and answers that will help clarify what is meant by alternative format:
Q1. what is alternative format?
Alternative format or simply alt format refers to the transcription of books or other content (such as notes or newspapers or magazines)
Equally, alt format might just mean converting from one type of file format to another; such as Adobe PDF to a Microsoft word document.
Q2. what are the main types of alt format?
The most common types of alt formats are large print, Braille, tactile diagrams, audio and DAISY digital talking books.
Q3. who will alt format benefit?
People who are either visually or print impaired can have difficulty reading standard print and relate more easily to some of the other fo
Q4. what is DAISY?
DAISY (digital accessible information system) is an international standard that prescribes how digital talking books (DTB) are prepared.
if it contains audio, this will typically be tied to the text. There are different Flavours of DAISY. A DAISY book can be text only or aud
Q5. where can I get additional information on alt format?
To learn more about alt format visit www.altformat.com.
To learn more about DAISY visit the DAISY Consortium at www.daisy.org.

1.2. supported formats
Dolphin EasyConverter supports a number of different input formats and can produce from them a number of different output formats.
Supported input formats:
* Plain text files (.txt).
* Rich text files (.rtf).
* Microsoft word document files (.doc).
* Hypertext markup language (HTML) files (.html, .htm)
Dolphin EasyConverter does not support HTML files with a linked CSS file.
* Portable document format files (.pdf).
* Paper documents input via optical character recognition (OCR).
Supported output formats:
* Text files (.txt).
* Compressed audio files (.mp3).
* DAISY 2.02 compliant digital talking book (DTB)
* Large print (.doc).
* Braille.
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