

Creating Custom Manuals

Control4 dealers sometimes want to extract only particular content from a Control4 manual to create a custom user manual for installers or end users. This short guide shows you how.

You can use a few methods for creating custom manuals:

- Extracting only the text, then formatting it yourself
- Converting PDF source to Word, and editing from there
- Extracting sections from PDF source and reassembling them into a new PDF

Extracting text from a PDF

Requirements: Adobe Reader

The quickest way of extracting content from a PDF is to use copy and paste. Formatting and graphics are lost, so quite a bit of cleanup is required.

To copy and paste PDF text content:

- 1 Open the PDF in Adobe Reader, then press **Ctrl+A** (or **Command+A** for Macs) to select all text content. Or, you can click and drag the cursor to select a range of text.
- 2 Open a blank Word document and press Ctrl+V (or Command+V) to paste the content into Word.

To save a file of the PDF's entire text content:

- 1 Open the PDF in Adobe Reader, then click File, Save As Other, then Text.
- 2 Specify a location and filename to save to, then click Save.

Converting PDF source to Word

Requirements: Adobe Acrobat or third-party conversion tool Converting PDF content to Word retains graphics and formatting, but the conversion's page formatting may be unpredictable. While in Word, though, you can continue to reformat the content as you would any other Word document.

To convert a PDF to Word using Acrobat:

- 1 Open the PDF in Adobe Acrobat (the full Acrobat version, not the free Adobe Reader).
- 2 Click File, Save As, Microsoft Word, Word Document.
- 3 Specify a location and filename to save to, then click Save.

Note: There are also many PDF-to-Word converters available for free on the Internet. Search for "PDF to Word converter."

Extracting PDF sections

Requirements: Adobe Acrobat or third-party extraction/merge tools By extracting PDF content as smaller PDF files, the document retains all formatting of the original PDF. You can then combine the extracted files into a single PDF for distribution.

To extract PDF pages using Acrobat:

1 Open the PDF in Adobe Acrobat (the full Acrobat version, not the free Adobe Reader).

2 On the right side of the screen, click **Tools**, **Pages**, **Extract**.

Tools Commo		
ĥ	▼ Pages	
E	🐚 Rotate	
	👔 Delete	
	Extract	
	Replace	

The Extract Pages dialog box opens.

Extract Pages			
Erom: To: To: of 6			
Delete Pages After Extracting			
Extract Pages As Separate Files			
OK Cancel			

3 Specify the page range to extract, then click **OK**. A new PDF file is created that contains only the pages you specified. Repeat for each section you want to extract.

Note: There are also many PDF extraction utilities available for free on the Internet. Search for "PDF extraction" or "PDF extractor."

To combine multiple PDFs into a single file using Acrobat:

1 Open Adobe Acrobat (the full Acrobat version, not the free Adobe Reader), click **Create**, **Combine Files into a Single PDF**, add the files, then click **Combine Files**.

🔁 Create 🐇		
PDF from <u>File</u>	Ctrl+N	
🖷 PDF from Scanner		
🛞 Create PDF from <u>W</u> eb Page	Shift+Ctrl+O	
PDF from <u>Clipboard</u>		
😰 Combine Files into a Single PDF		
😫 PDF F <u>o</u> rm or Online Form		

2 Or, you can open one of the extracted PDFs, then click **Tools**, **Pages**, **Insert from File**, and add files individually.

Tools Comment Share		
II.		
* Pages		
🕞 Rotate		
Delete		
💩 Extract		
Replace		
🚔 Сгор		
Split Document		
Insert Pages		
Insert from File		
Insert page from another file		

Note: There are also many PDF combining utilities available for free on the Internet. Search for "PDF combine" or "PDF merge."

Copyright 2013 Control4. All rights reserved. Control4, the Control4 logo, the Control4 iQ logo and the Control4 certified logo are registered trademarks or trademarks of Control4 Corporation in the United States and/or other countries. All other names and brands may be claimed as the property of their respective owners. DOC-00092, Rev. A 7/16/2013 MS