

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

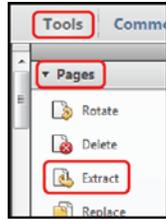
By extracting PDF content as smaller PDF files, the document retains all formatting of the original PDF. You can then combine the extracted files into a single PDF for distribution.

To extract PDF pages using Acrobat:

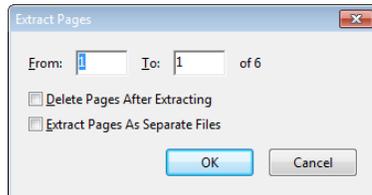
- 1 Open the PDF in Adobe Acrobat (the full Acrobat version, not the free Adobe Reader).

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



The *Extract Pages* dialog box opens.

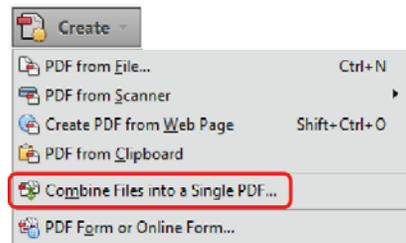


- 3 Specify the page range to extract, then click **OK**. A new PDF file is created that contains only the pages you specified. Repeat for each section you want to extract.

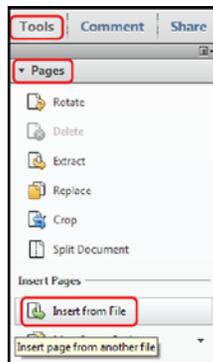
Note: There are also many PDF extraction utilities available for free on the Internet. Search for “PDF extraction” or “PDF extractor.”

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**.



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



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