Learn Acrobat: Export

Adobe

Export

You can save your changes to an Adobe PDF or **PDF Portfolio** in the original PDF or in a copy of the PDF. You can also save individual PDFs to other file formats, including text, XML, HTML, and **Microsoft Word**.

Saving a PDF in text format allows you to use the content with a screen reader, screen magnifier, or other assistive technology.

If you don't have access to the source files that created an **Adobe PDF**, you can still copy images and text from the PDF to use elsewhere. You can also export the PDF to a reusable format, or export images in a PDF to another format.

Adobe Acrobat Reader users can save a copy of a PDF or **PDF Portfolio** if the creator of the document has enabled usage rights. If a document has additional or restricted usage rights, the document message bar under the toolbar area describes the assigned restrictions or privileges.

Save a PDF

Use this method to save PDFs, including **PDF Portfolios**, and PDFs in which you have added comments, form field entries, and digital signatures.

Note:

Saving a digitally signed PDF invalidates the signature.

1. Do one of the following:

     - To save changes, select **Save to computer** from the upper right. Alternatively you can also select the hamburger menu and select **Save**. For macOS, select **File** > **Save**.

     - To save a copy of a PDF in Windows, select the hamburger menu   and then select **Save As**. For macOS, select **File** > **Save As**.

     - **In Acrobat Reader,** for Windows, select the hamburger menu   and then select> **Save As**. For macOS, select **File** > **Save as Text**.

     - To save a copy of a PDF Portfolio, select **File** >**Save**.

Note:

If you are viewing a PDF in a web browser, the Acrobat File menu is not available. Use the Save A Copy button in the Acrobat toolbar to save the PDF.

Recover the last saved version

1. On Windows, choose the hamburger **Menu** > **Undo, Redo & more** > **Revert**.

   On macOS, select the **File** menu > **Revert**.

About the Autosave feature

The Autosave feature guards against losing your work in case of a power failure by incrementally, and at regular intervals, saving file changes to a specified location. The original file is not modified. Instead, Acrobat creates an autosave file of changes, which includes all the changes you made to the open file since the last automatic save. The amount of new information that the autosave file contains depends on how frequently Acrobat saves the autosave file. If you set the autosave interval to 15 minutes, you could lose the last 14 minutes of your work if a problem occurs. Frequent automatic saving prevents loss of data, and is especially useful if you make extensive changes to a document, such as by adding comments.

You can apply autosave changes to the original files when you restart Acrobat. When you close, save manually, or revert to the last-saved version of a file, the autosave file is deleted.

Note:

If you use assistive technology, such as a screen reader, you may want to disable the Autosave feature so that you don't lose your place when the file is reloaded.

The Autosave feature won't work in the following cases:

- A document that has its security changed. You must save the document to re-enable automatic saving of document changes.

- A document created using the **Web Capture** feature or extracted from a larger PDF (**All tools** > **Organize Pages** > **Extract**). You must save the document to enable automatic saving of changes.

- A document displayed in a web browser or incorporated into a container document that supports **Object Linking** and Embedding (OLE). This document appears outside the default file system and cannot support automatic saving.

Recover lost changes

To prevent lost changes after an unexpected interruption, enable the Autosave feature, which is the default setting.

Set up automatic saving

1. In the Preferences dialog box under Categories, select Documents.

2. Select Automatically Save Document Changes To Temporary File Every *xx* Minutes (1-99), and specify the number of minutes.

## Recover lost changes after an unexpected shutdown

1. Start Acrobat or open the file you were working on last.

2. When prompted, click Yes to open the autosave file or files. If multiple files were open, Acrobat opens all of the files for you.

3. Save the file or files with the same names as the files you were originally working on.

To control changes and quality trade-offs, use **PDF Optimizer** in **Acrobat Pro**, which makes more options available. You can also easily convert from other file formats to PDF using our online tools such as [Word to PDF](#) and [Convert PDF](#).

You can easily convert your PDF files into Microsoft Word (DOC or DOCX) using Adobe Acrobat.

Convert PDF to DOCX

1. Open the PDF in Acrobat.

2. From the global bar, select **Convert.**

3. From the left pane, Select **DOCX** from the drop-down menu next to **Microsoft Word**. Then select **Convert to DOCX**.
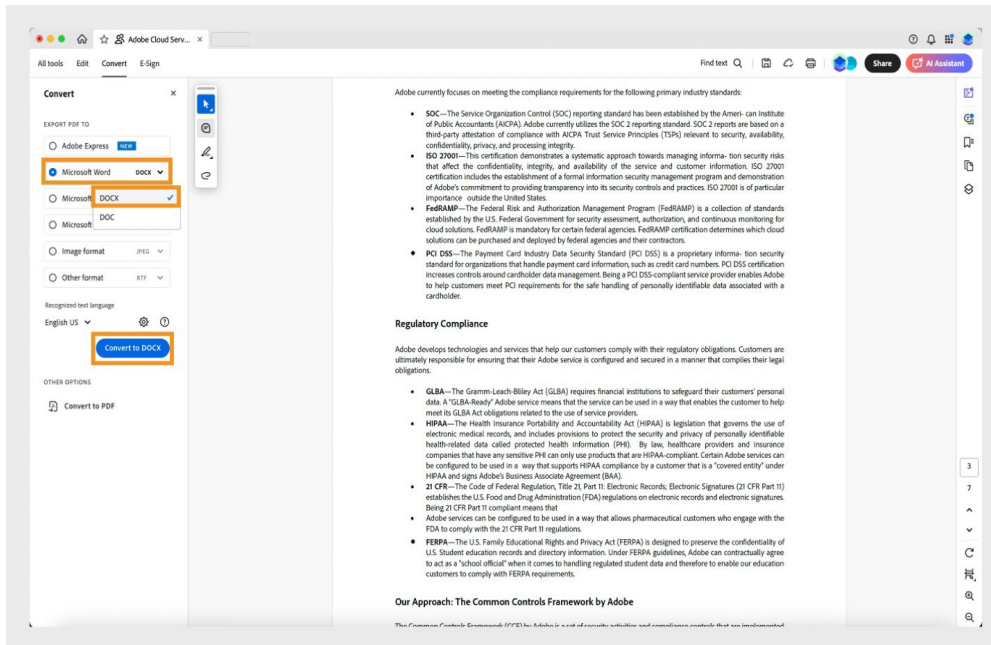
4. In the Save as dialog, select a location where you want to save the file and then select **Save**.

Convert PDF to DOC

1. Open the PDF in Acrobat.

2. From the global bar, select **Convert.**

3. From the left pane, Select **DOC** from the drop-down menu next to **Microsoft Word**. Then select **Convert to DOC**.
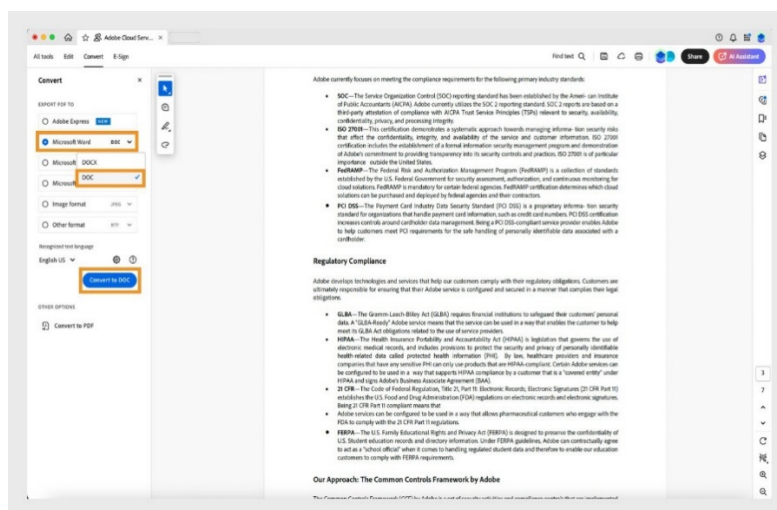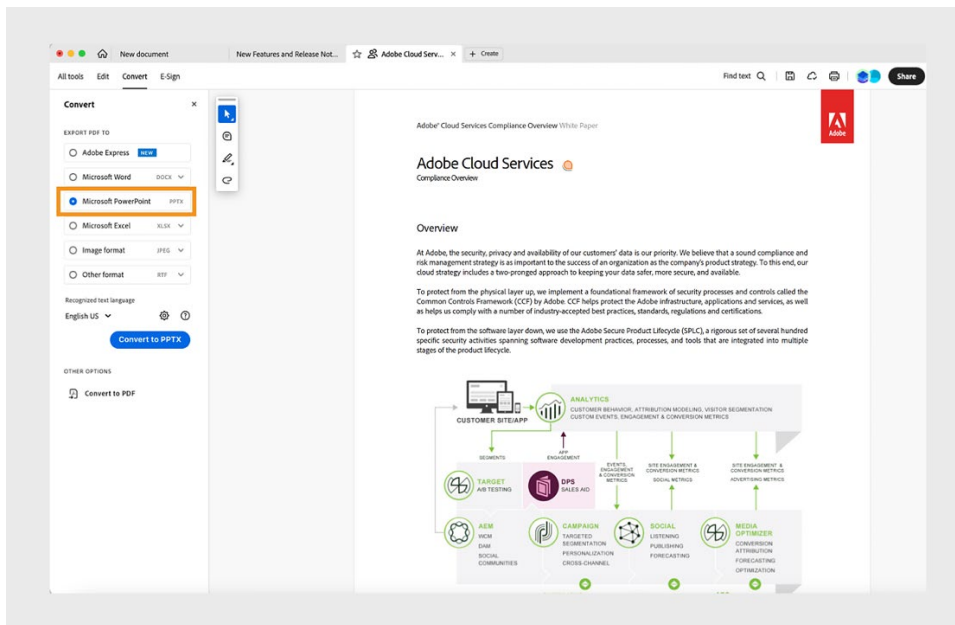

4. In the Save as dialog, select a location where you want to save the file and then select **Save**.

For PDF to Word conversion settings, go to [File format options for PDF export](#).

You can easily convert your PDF files into Microsoft Powerpoint (PPT/PPTX) using Adobe Acrobat.

Convert PDF to PPTX

1. Open the PDF in Acrobat.

2. Select **Convert** from the globar bar.

3. From the Convert menu in the left pane, select **Microsoft PowerPoint PPTX.**

4. Select **Convert to PPTX**.

5. In the dialog, select the location where you want to save the file and, if necessary, change the file name.

6. Select **Save**.

File format options for PDF export in Acrobat

To convert a PDF to different file formats, select **Convert** from the global bar. Each file format includes unique conversion settings. Alternatively, you can use the **Export a PDF** tool from the **All tools** menu.

Adobe PDF options

You can resave PDFs as optimized PDFs using settings in the **PDF Optimizer** dialog box. The **PDF Optimizer** lets you change the compatibility version of your PDFs so they can be viewed using older versions of Acrobat or Acrobat Reader. When you change the compatibility setting, newer features may be unavailable in the PDF. For an explanation of each compatibility setting, view PDF compatibility levels.

Note:

If you want to use the same settings every time you convert PDFs to a particular format, specify those settings in the **Preferences** dialog box. In the **Convert From PDF** panel, select a file format from the list and select **Edit Settings**. You can select the **Defaults** at the top of the **Save as Settings** dialog box to revert to the default settings.

Image conversion settings

JPEG and JPEG 2000 conversion settings

In Acrobat, select **All tools** > **Export a PDF** and select **Image format**. From the drop-down menu next to **Image format**, select the format you want your image to be. You

get **JPEG** and **JPEG 2000** options. Select the ⚙ settings icon to change the export preferences.

File settings

- **Grayscale/Color:** Specifies a compression setting that balances file size with image quality. The smaller the file, the lesser the image quality.
- **Tile Size:** Divides the image being compressed into tiles of the given size. (If the image height or width is not an even multiple of the tile size, partial tiles are used on the edges.) Image data for each tile is individually compressed and can be individually

decompressed. The default value of 256 is recommended. This option is available only for JPEG 2000 format.

- **Format:** Determines how the file is displayed. Available only in JPEG format. It provides the following options:
    - **Baseline (Standard):** Displays the image when it has fully downloaded. This JPEG format is recognizable to most web browsers.
    - **Baseline (Optimized):** Optimizes color quality of the image and produces smaller file sizes but is not supported by all web browsers.
    - **Progressive (3 scans-5 scans):** Downloads the image first as a low-resolution image, with incremental quality improvements as downloading continues.

Color management

RGB/CMYK/Grayscale

Specifies the type of color management to be applied to the output file and whether to embed an ICC profile.

Note:

If you use the **Export To** or **Export All Images** command on a PDF that contains JPEG and JPEG 2000 images, and export the content to JPEG or JPEG 2000 format, the resulting image may look different when opened in Acrobat. This can happen if the images have a color profile included at the page level but not inside the image data. In this case, Acrobat cannot bring the page-level color profile into the resulting saved image.

Conversion

Colorspace/Resolution

Specifies a color space and resolution for the output file. You can let Acrobat determine these settings automatically. To convert color images in the file to shades of gray, choose Grayscale.

Note:

Higher resolutions, such as 2400 pixels per inch (ppi), are suitable only for small page sizes (up to 6.826 inches or 173.380 millimeters).

PDF to PNG conversion settings

In Acrobat, select **All tools** > **Export a PDF** and select <mark>Image format</mark>. From the drop-down menu next to **Image format**, select **PNG**. Select the ⚙ settings icon to change the export preferences.

PNG format is useful for images that are used on the web.

File settings

Interlace

Specifies if the image is interlaced. None creates an image that displays in a web browser only after downloading is complete. Adam7 creates an image that displays low-resolution versions in a browser while the full image file is downloading. Adam7 can make downloading time seem shorter and assures viewers that downloading is in progress; however, it increases file size.

Filter: Lets you select a filtering algorithm.

- **None**: Compresses the image without a filter. Recommended for indexed-color and Bitmap-mode images.
- **Sub:** Optimizes the compression of images with even horizontal patterns or blends.
- **Up:** Optimizes the compression of images with even vertical patterns.
- **Average:** Optimizes the compression of low-level noise by averaging the color values of adjacent pixels.
- **Paeth**: Optimizes the compression of low-level noise by reassigning adjacent color values.
- **Adaptive:** Applies the filtering algorithm—Sub, Up, Average, or Paeth—best suited for the image. Select Adaptive if you are unsure of which filter to use.

Color management

RGB/Grayscale

Specifies the type of color management for the output file and whether to embed an ICC profile.

Conversion

Colorspace/Resolution

Specifies a color space and resolution for the output file. You can let Acrobat determine these settings automatically. To convert color images in the file to shades of gray, choose Grayscale.

Note:

Higher resolutions, such as 2400 ppi, are suitable only for small page sizes (up to 6.826 inches or 173.380 millimeters).

PDF to TIFF conversion settings

In Acrobat, select **All tools** > **Export a PDF** and select **Image format**. From the drop-down menu next to **Image format**, select **TIFF**. Select the ⚙ settings icon to change the export preferences.

TIFF is a flexible bitmap image format supported by virtually all paint, image-editing, and page-layout applications. Resolution is determined automatically.

File settings

Monochrome

Specifies a compression format. CCITTG4 is the default and generally produces the smallest file size. ZIP compression also produces a small file.

Note:

Some applications cannot open TIFF files that are saved with JPEG or ZIP compression. In these cases, LZW compression is recommended.

Color management

RGB/CMYK/Grayscale/Other

Specifies the type of color management for the output file.

Conversion

Colorspace/Resolution

Specifies a color space and resolution for the output file. You can let Acrobat determine these settings automatically. To convert color images in the file to shades of gray, choose Grayscale.

Note:

Higher resolutions, such as 2400 ppi, are suitable only for small page sizes (up to 6.826 inches or 173.380 millimeters).

PDF to Microsoft Word conversion settings

In Acrobat, select **All tools** > **Export a PDF** and select <mark>**Microsoft Word.**</mark> From the drop-down menu next to **Microsoft Word**, select the format you want your document to be in**.** You get **DOC** and **DOCX** options. Select the ⚙ settings icon to change the export preferences.

Layout Settings

- **Retain Flowing Text:** Specifies that text flow must be retained.
- **Retain Page Layout:** Specifies that page layout must be retained.

Comments Settings

- **Include Comments:** Exports comments to the output file.

Image Settings

- **Include Images:** Exports images to the output file.

Text Recognition Settings

- **Recognize Text If Needed:** Recognizes text if the PDF contains images that contain text.
- **Set Language:** Specifies the language setting for OCR.

Convert PDF to RTF

1. Open the PDF in Acrobat.

2. From the global bar, select **Convert.**

3. Under **EXPORT PDF TO**, select the drop-down menu next to **Other format**. Then select **RTF**.
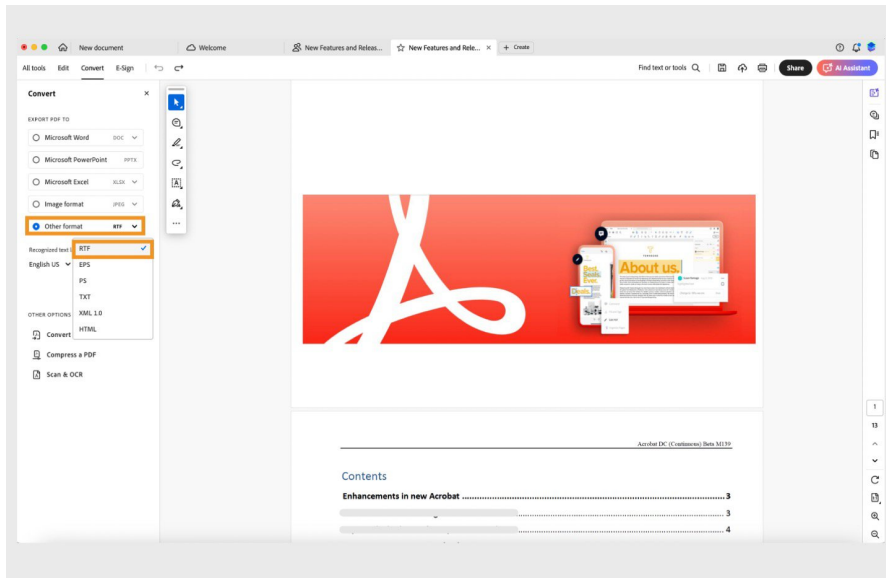
4. Select **Convert to RTF**.

5. In the Save as dialog, select a location where you want to save the file and then select **Save**.

PDF to RTF conversion settings

In Acrobat, select **All tools** > **Export a PDF** and select **Other format.** From the drop-down menu next to **Other format**, select **RTF**. Select the ⚙ settings icon to change the export preferences.

Layout Settings

- **Retain Flowing Text:** Specifies that text flow must be retained.
- **Retain Page Layout:** Specifies that page layout must be retained.

Comments Settings

- **Include Comments:** Exports comments to the output file.

Image Settings

- **Include Images:** Exports images to the output file.

Text Recognition Settings

- **Recognize Text If Needed:** Recognizes text if the PDF contains images that contain text.
- **Set Language:** Specifies the language setting for OCR.

Convert PDF to HTML Web Page

1. Open the PDF in Acrobat.

2. From the global bar, select **Convert.**

3. Select the drop-down menu next to **Other format**, Select **HTML**.

4. Select Convert to **HTML.**
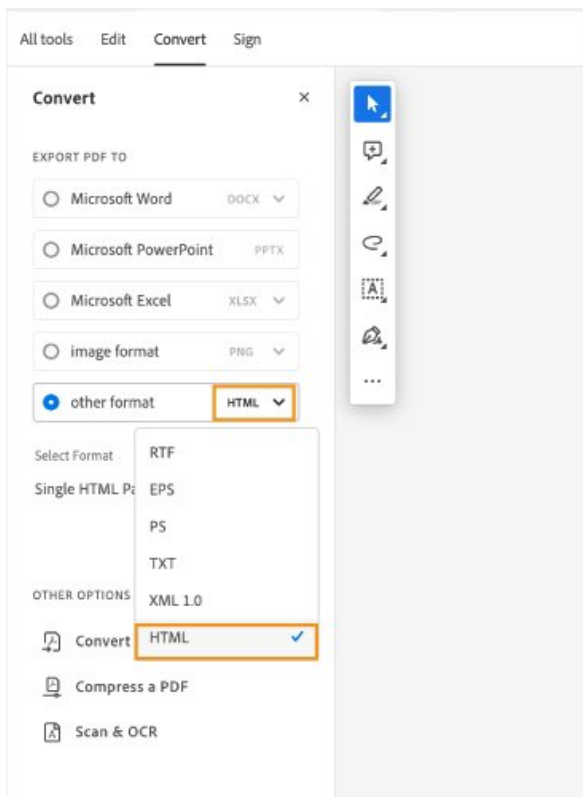
5. In the Save as dialog, select a location where you want to save the file and then select **Save**.

PDF to HTML conversion settings

In Acrobat, select **All tools** > **Export a PDF** and select Other format. From the drop-down menu next to **Other format**, select HTML. Select the ⚙ settings icon to change the export preferences.

FILE AND NAVIGATION PANE SETTINGS

Single html page

Specifies that a single HTML file is created when you export to HTML. To add a navigation pane, enable the following:

- Add Headings-based Navigation Frame
- Add Bookmarks-based Navigation Frame

Multiple html pages

Specifies that multiple HTML files are created when you export to HTML. Choose one of the criteria to split the document into multiple HTML files.

- Split by Document Headings
- Split by Document Bookmarks

Content settings

Include Images

Specifies if images are exported when you export a PDF as HTML.

Detect and Remove Headers and Footers

Specifies if header and footer content in the PDF should be deleted and removed from the HTML files.

Text recognition settings

Recognize Text If Needed

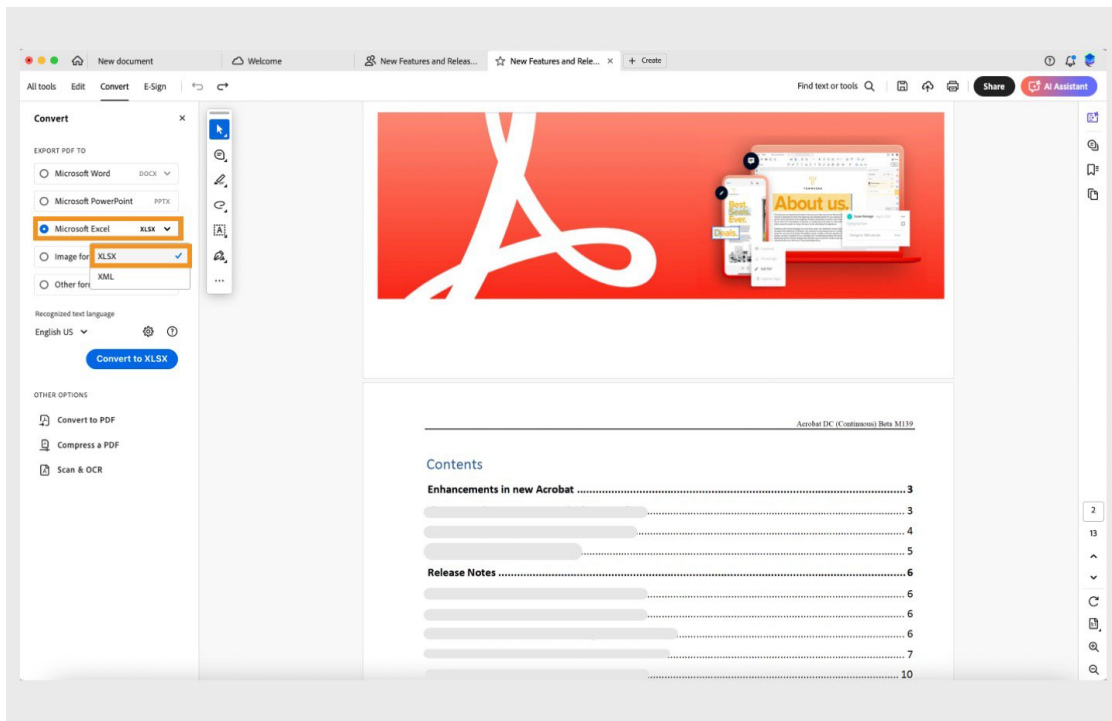Recognizes text if the PDF contains images that contain text.

Set Language

Specifies the language setting for OCR.

Convert PDF to Microsoft Excel

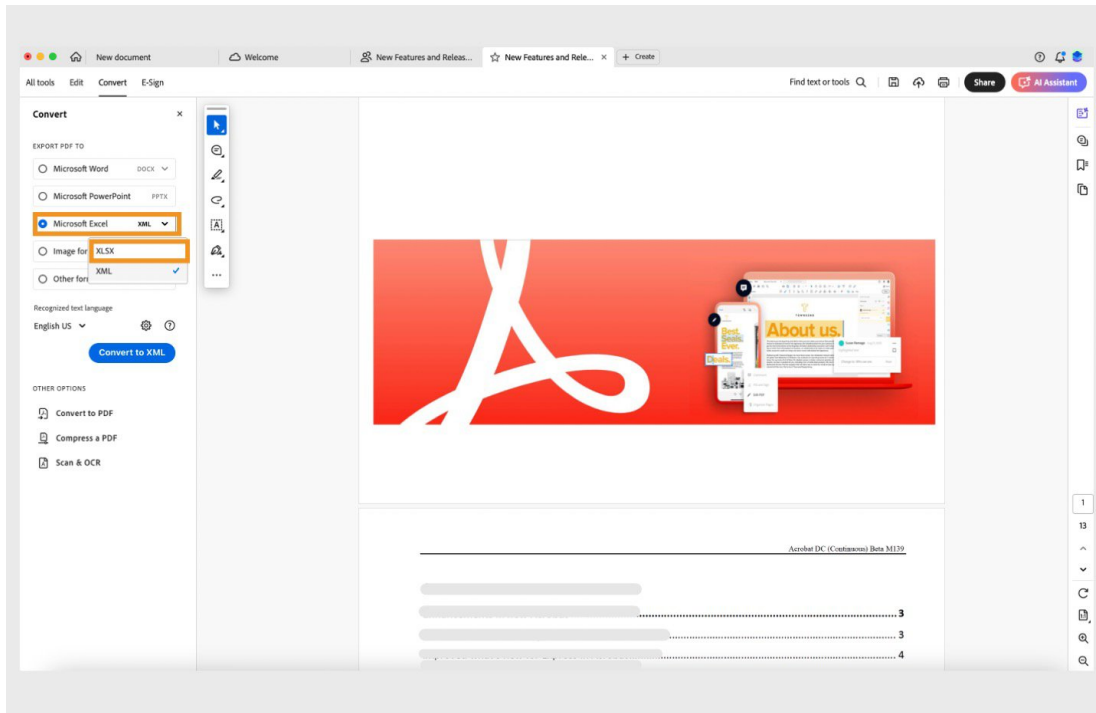## *Convert PDF to Microsoft Excel (XLSX)*

1. Open the PDF in Acrobat.

2. From the global bar, select **Convert.**

3. **From the Microsoft Excel** drop-down menu, select **XLSX**.

4. Select **Convert to XLSX**.

5. In the Save as dialog, select a location where you want to save the file and then select **Save**.

Convert PDF to XML

1. Open the PDF in Acrobat.

2. From the global bar, select **Convert.**

3. From the **Microsoft Excel** drop-down menu, select **XML**.

4. Select **Convert to XML**.

5. In the Save as dialog, select a location where you want to save the file and then select **Save**.

PDF to Microsoft Excel (XLSX or XML) conversion settings

In Acrobat, select **All tools** > **Export a PDF** and select **Microsoft Excel**. From the drop down menu next to Microsoft Excel, select the format you want your Excel to be. You

get **XLSX** and **XML** options. Select the ⚙ settings icon to change the export preferences.

Excel Workbook Settings

Specifies whether to create a Worksheet for each table or page, or the entire document.

Numeric Settings

Specifies the decimal and thousands separators for numeric data. Select one of the following:

- **Detect decimal and thousands separators using regional settings**

- **Treat the following as decimal and thousands separators**. Then enter or selecct separators in the respective fields.

Text recognition settings

Recognize Text If Needed

Recognizes text if the PDF contains images that contain text.

Set Language

Specifies the language setting for OCR.

Convert PDF to PostScript or Encapsulated PostScript (EPS)

You can export a PDF to PostScript for printing and prepress applications. The PostScript file includes full DSC (Document Structuring Conventions) comments and other advanced information preserved by Adobe Acrobat Distiller. You can also create an EPS file from any PDF for placement or opening in other applications. The options available depend on whether you're converting a document to PostScript or EPS. To convert PDF to PS or EPS format:

1. Open the PDF in Acrobat.

2. From the global bar, select **Convert.**

3. Select the drop-down menu next to **Other format**, as required, select **EPS** or **PS**.
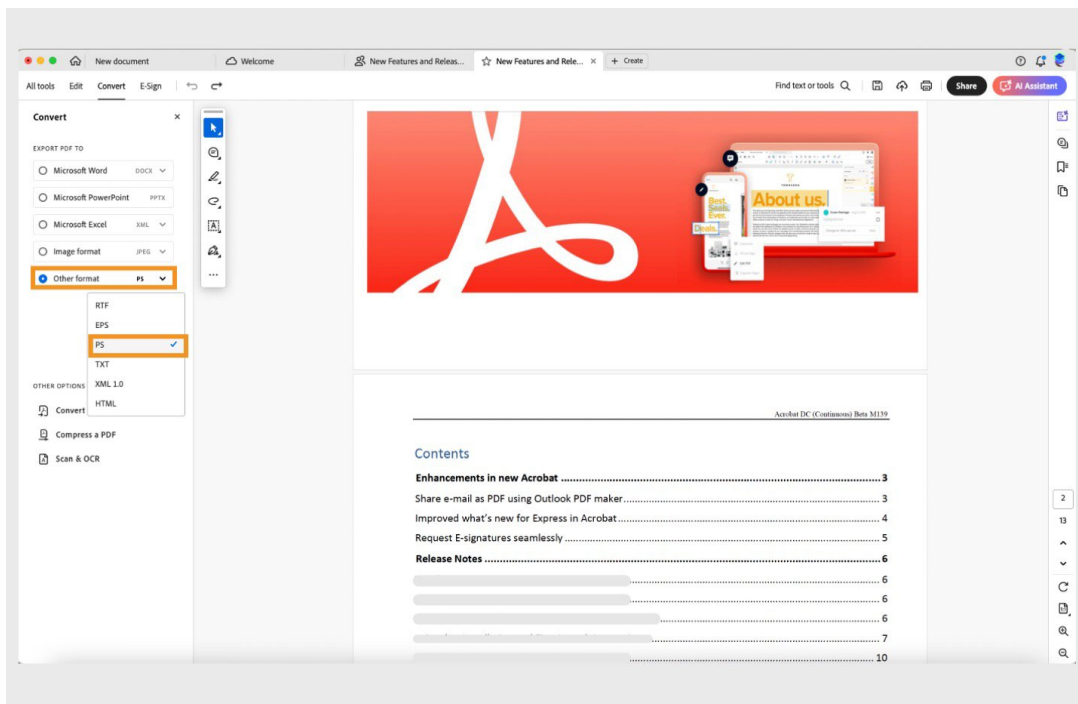
4. Select **Convert to EPS** or **Convert to PS**. The options will be displayed based on your choice in the previous step.

5. In the Save as dialog, select a location where you want to save the file and then select **Save**.

Note:

If you create EPS files for separations in Acrobat Pro, all image color spaces should be CMYK.

PDF to PS and EPS conversion settings

In Acrobat, select **All tools** > **Export a PDF** and select <mark>**Other format.**</mark> From the drop-down menu next to **Other format**, select **PS** or **EPS**. Select the ⚙ settings icon to change the export preferences.

Printer Description File

The PostScript Printer Description (PPD) provides the necessary information to format a PostScript file correctly for a particular output device. Device Independent creates only composite (not color-separated) PostScript or EPS files. Acrobat Default provides a starting point and reference for creating all types of PostScript and restores all default settings for the conversion. Adobe PDF 7.0 is compatible with most devices. This option is available only in PostScript (PS) format.

ASCII or Binary

Specifies the output format of image data. Binary output yields smaller files, but not all workflows can accommodate binary output.

PostScript

Specifies the level of PostScript compatibility. Use **Language Level 3** only if the target output device supports it. **Language Level 2** is suitable for EPS files placed in another document and color-separated as part of that document. Use **Language Level 2** for EPS files that you import into Microsoft applications.

Font Inclusion

Specifies the fonts to be included in the PostScript. Embedded fonts are taken from the PDF; the referenced fonts are taken from the computer.

Include Comments

Preserves the appearance of comments in the resulting PostScript file.

Convert True Type to Type 1

Converts TrueType fonts to Type 1 fonts in the resulting PostScript file.

Include Preview

Specifies if a TIFF preview is created for the resulting EPS file. This option isn't available when saving as PostScript.

Page Range

Specifies the pages you want to export. When you export files to EPS output, each page in the range is saved as a separate EPS file.
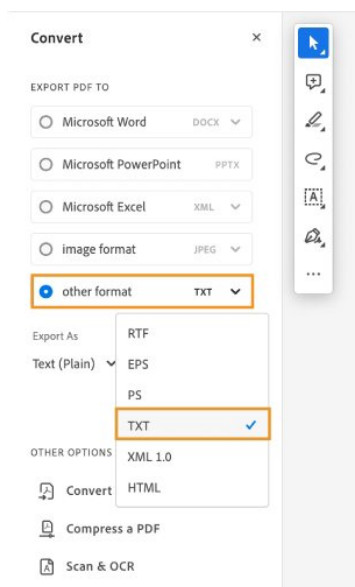
Convert PDF to Text and XML 1.0

Convert PDF to XML 1.0

To export a file in XML format, go to **All Tools** > **Export a PDF**. Select other format, then the drop-down next to other format, and then select **XML 1.0**.

Convert PDF to text

To export a file in text format, go to **All Tools** > **Export a PDF**. Select **other format**, then the drop-down next to **other format**, and then select **TXT**.

PDF to Text and XML 1.0 conversion settings

In Acrobat, select **All tools** > **Export a PDF** and select Other format. From the drop-down menu next to **Other format**, select TXT or **XML 1.0**. Select the ⚙ settings icon to change the export preferences.

Output file settings

Encoding

Refers to the binary values, based on international standards, used to represent the text characters. **UTF-8** is a Unicode representation of characters using one or more 8-bit bytes per character. **UTF-16** represents characters using 16-bit bytes. ISO-Latin-1 is an 8-bit representation of characters that is a superset of ASCII. UCS-4 is a Universal Character Set coded in four octets. HTML/ASCII is a 7-bit representation of characters developed by ANSI.

Use mapping table default uses the default character encoding defined in mapping tables, which appear in the Plug-ins/SaveAsXML/MappingTables folder. These mapping tables specify many characteristics of how the data is output, including the following default character encodings: **UTF-8** (Save as XML or HTML 4.0.1) and HTML/ASCII (Save as HTML 3.2).

Generate Bookmarks

Generates bookmark links to content for HTML or XML documents. Links are placed at the beginning of the resulting HTML or XML document.

Generate Tags For Untagged Files

Generates tags for files not already tagged, such as PDFs created using Acrobat 4.0 or earlier. If this option isn't selected, untagged files are not converted.

Note:

Tags are applied only as part of the conversion process and are discarded after the conversion. This is not a method for creating tagged PDFs from legacy files

Image file settings

Generate Images

Controls how images are converted. Converted image files are referenced from within XML and HTML documents.

Use Sub-Folder

Specifies the folder in which to store generated images. The default is Images.

Use Prefix

Specifies the prefix added to the image filenames if you have several versions of the same image file. Filenames assigned to images have the format filename_img_#.

Output Format

Specifies the final format of images. The default is JPG.

Downsample To

Downsamples image files to the specified resolution. If you don't select this option, image files have the same resolution as the source file. Image files are never upsampled.

You can easily [convert PDF files to JPEG](#) images using Adobe Acrobat. You can also convert your PDF files into PNG or TIFF file formats using Acrobat.

Convert PDF to JPEG or JPEG 2000

1. Open the PDF in Acrobat.

2. Select **Convert** from the global bar.

3. From the **Convert** menu in the left pane, select **Image format**, and then from the drop-down menu, select **JPEG** or **JPEG 2000**.
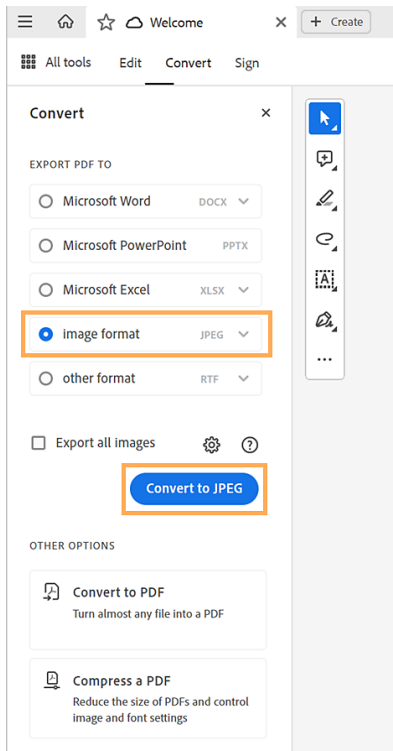
4. Select **Convert to JPEG** or **Convert to JPEG 2000**. Different options are shown based on your selection in the previous step.

5. In the dialog, select the location where you want to save the file and, if necessary, change the file name.

6. Select **Save**.

   Each page in the PDF is saved as separate JPEG files.

For PDF to JPEG or PDF to JPEG 2000 conversion settings, go to [File format options for PDF export](#).

You can easily convert your PDF files into TIFF images using Adobe Acrobat.

Convert PDF to TIFF

1. Open the PDF in Acrobat.

2. Select **Convert** from the global bar.

3. From the Convert menu in the left pane, select **Image format**, and then from the drop-down menu, select <mark>TIFF.</mark>

4. elect **Convert to TIFF.**

5. In the dialog, select the location where you want to save the file and, if necessary, change the file name.
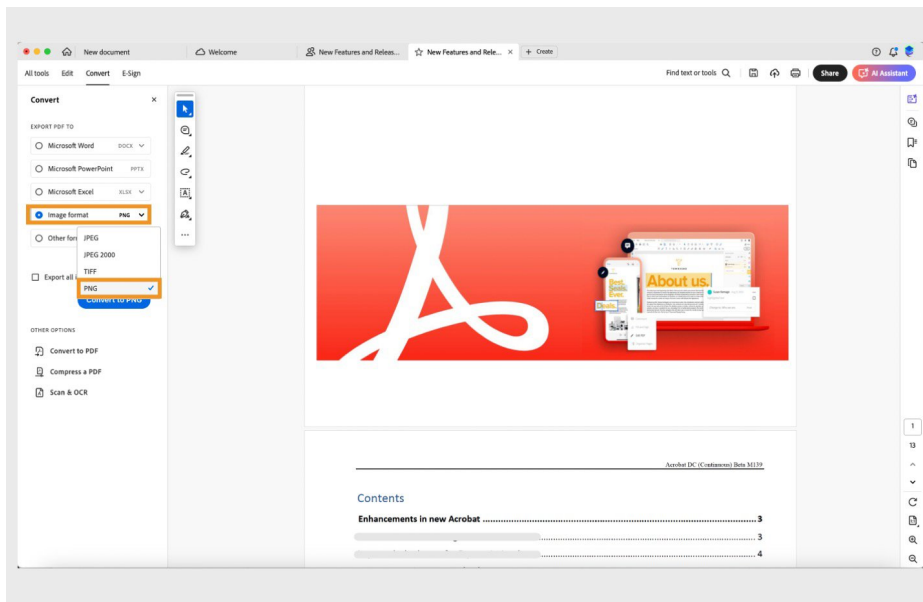
6. Select **Save**.

   Each page in the PDF is saved as separate TIFF files.

For PDF to TIFF conversion settings, go to [File format options for PDF export](#).

You can easily convert your PDF files into PNG images using Adobe Acrobat.

Convert PDF to PNG

1. Open the PDF in Acrobat.

2. Select **Convert** from the global bar.

3. From the Convert menu in the left pane, select **Image format**, and then from the drop-down menu, select **PNG**.

4. Select **Convert to PNG.**

5. In the dialog, select the location where you want to save the file and, if necessary, change the file name.

6. Select **Save**.

   Each page in the PDF is saved as separate PNG files.

For PDF to PNG conversion settings, go to [File format options for PDF export](#).

Overview

Acrobat allows you to export images and text selections from a PDF to different file formats. Each format uses unique conversion settings when you export text or image selections.

Export images from PDFs

Besides exporting the entire document or each page to a different format, you can export each image in a PDF to a separate image file.

Note:

You can export raster images, but not vector objects.

1. Open the PDF in Acrobat and select **Convert** from the top tools bar. Alternatively, from the **All tools** menu, select **Export a PDF**.

The various formats to which you can export the PDF file are displayed.

2. From the *Convert* panel, select **image format** and then from the drop-down, select the desired image file format.

3. Optional) To configure the conversion settings, select Settings ⚙ and then modify the settings as required. Once done, select **OK**.

4. (Optional) To configure the image settings:

   1. Select **Export all Images** and then select Settings ⚙

   2. In the dialog that appears, specify the **File Settings**, **Color Management**, **Conversion**, and **Extraction** settings for the file type.

   3. For **Exclude images smaller than**, select the smallest size of the image to be extracted. Select No Limit to extract all images.

   4. Select **Ok**.

Note:

If you do not select the Export All Images option, all pages within the PDF are saved in the selected image file format.

   5. Select **Convert to JPEG**.

   6. In the *Save as* dialog that appears, select a desired location or select **Choose a different folder** to select alternate locations.

7. Select **Save**.

   It exports only the images from the PDF to the selected image file format. By default, the source filename is used with the new extension, and the exported file is saved in the same folder as the source file.

Export selections from a PDF to another format

To export a part of the PDF file into another format, you don't need to convert the entire file and then extract the relevant content. You can select text in a PDF file and save it in one of the supported formats: DOCX, DOC, XLSX, RTF, XML, HTML, or CSV.

1. Use the Select tool and mark the content to save.

2. Right-click the selected text and choose **Export Selection As**.

3. Select a format from the **Save As Type** list and select **Save**.

Select and copy text and images

The **Select** tool lets you select horizontal and vertical text or columns of text, images, vector objects, and tables in a PDF. The **Select** tool recognizes the type of content under the cursor and changes automatically. You can use the Copy, Copy with Formatting, Export Selection As, and Paste commands to copy the selected text into another application. Note the following:

- If you're unable to select text, the text may be part of an image. In Acrobat, select **All tools** > **Scan & OCR,** then select **In this file** under **RECOGNIZE TEXT** to export image text to text that can be selected.
- If the Cut, Copy, Copy with Formatting, and Paste commands are unavailable when you select the text, the author may have set restrictions to copying text.
- If the text you copy uses a font that isn't available on your system, the font is substituted with a close match or default font.
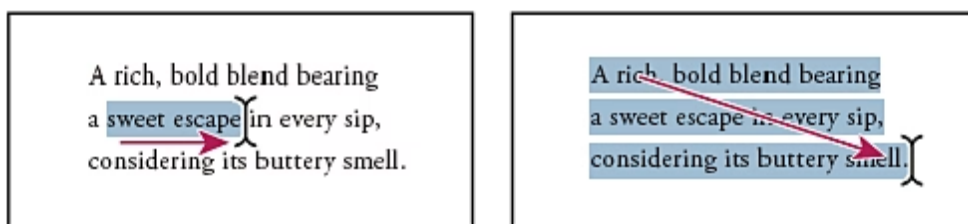
Select text and images

1. Select the Select tool , and hover over an empty part of the page. Alternatively, press Ctrl (Windows) or Command (macOS); the pointer changes to display a rectangle.
2. Drag the pointer and draw a rectangle to select a part of the page.

Select a column of text

1. Using the Select tool , move the pointer toward a column of text. When the pointer changes to a vertical bar, the **Select** tool is in column select mode.

   Note:

   You can force column select mode by pressing Alt as you drag a rectangle over the column of text.

2. Drag a rectangle over the column of text. To select text across multiple columns, drag from the beginning of the text in one column to the end of the text you want to select.

Select all the text on a page
1. Select **View** from the upper left (macOS) or select the hamburger menu on the upper left and then select **view** (Windows). Select **Page display** > **Single-page view**.

2. Select four times repeatedly in the text area. This method selects all the text on the page regardless of the page layout.

   Note: *If you choose any other page layout, all the text in the document is selected.*

Copy selected text

1. Use the Select tool to select any amount of text on the page.

2. Right-click on the selected text, and then select **Copy.**

   You can paste the copied text into comments, bookmarks, and documents authored in other applications.

Paste copied text and images
1. Open the PDF in which you want to paste the selected text or image.

2. Select the area where you want to paste the text or image.

3. (Windows) Press **Ctrl + V**.

   (macOS) Press **command + V**.

Convert selected content to other formats

You convert selected content to other formats by exporting a selection. For example, you can select content and [save it as a Word document](#), Excel spreadsheet, or comma-separated values.

1. Select the **Select** tool . Press Ctrl (Windows) or Command (macOS) to create a rectangular selection.

2. Drag a rectangle over the content to copy. If you're selecting text in columns, press **Alt** (Windows).

   Note: To select tables that exceed one page, try changing the page display to **Single Page** before selecting the tables. Then select **View** > **Page Display** > **Enable Scrolling**.

3. Right-click the selection, select **Export Selection As,** and specify a filename.

4. Depending on the nature of the content, in the **Save As** Type, select one of the following:

   - **Word Document or Word 97-2003**
     Saves the content as a Word file.

   - **Excel Workbook, XML Spreadsheet, or CSV**
     Saves the content as a table.

   - **Rich Text Format or HTML**
     Saves the content as an RTF or HTML file.

   Note: To copy a table in RTF, drag the selected table into an open document in the target application.

   - **PowerPoint**
     Saves the content as a PowerPoint (.pptx) file.