

Converting from a PDF document to Excel columns.

This guide will describe how to convert a PDF file from HBS into Excel format.
It is assumed that you have the PDF file ready.

Adobe Reader - [1854935[1].pdf]

File Edit View Document Tools Window Help

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Adobe Reader 7.0

Select Tool

Ministry of Forests
Harvest Billing System
List of Weight Scale Detail Returns - Current Versions
Sorted By: Scale Date

Page: 1 of 3
Run Date: 2007-Mar-05
Runtime: 16:58:24
Report ID: HBS2R601.rpt
Request No: 1854935

Detail Document	Version	Version Status	Error Code	Event Type	Scale Site	Scale Date	Pop/Strat/Year	Timber Mark	Weight Slip	Scaler Licence	Gross Weight	Net Weight
110013036C876	1	Issued		Primary Scale	113	2004-Sep-29	1070 02 2004	65752	3687	309F	51,790	35,550
110013036C888	1	Issued		Primary Scale	113	2004-Sep-29	1070 05 2004	56193	3688	309F	80,590	37,880
110013036C896	1	Issued		Primary Scale	113	2004-Sep-29	1070 05 2004	56193	3689	309F	53,590	32,300
110013036C708	1	Issued		Primary Scale	113	2004-Sep-29	1070 05 2004	56193	3670	842F	51,390	35,660
110013036C716	1	Issued		Primary Scale	113	2004-Sep-29	1070 05 2004	56193	3671	842F	49,590	33,480
110013036C738	1	Issued		Primary Scale	113	2004-Sep-29	1070 05 2004	56193	3673	842F	83,580	44,320
110013036C746	1	Issued		Primary Scale	113	2004-Sep-29	1070 02 2004	65752	3674	842F	54,130	38,410
110013036C756	1	Issued		Primary Scale	113	2004-Sep-29	1070 05 2004	56193	3675	842F	80,580	41,680
110013036C766	1	Issued		Primary Scale	113	2004-Sep-29	1070 01 2004	65752	3676	842F	51,580	35,380
110013036C776	1	Issued		Primary Scale	113	2004-Sep-29	1070 05 2004	56193	3677	842F	51,680	36,020
110013036C786	1	Issued		Primary Scale	113	2004-Sep-29	1070 05 2004	56193	3678	842F	62,530	39,900
110013036C808	1	Issued		Sample	113	2004-Sep-29	1070 05 2004	56193	3680	842F	50,020	33,960
110013036C816	1	Issued		Primary Scale	113	2004-Sep-29	1070 02 2004	65752	3681	842F	53,670	38,020
110013036C826	1	Issued		Primary Scale	113	2004-Sep-29	1070 05 2004	56193	3682	842F	61,850	42,650
110013036C836	1	Issued		Primary Scale	113	2004-Sep-29	1070 05 2004	56193	3683	842F	60,540	41,720
110013036C846	1	Issued		Primary Scale	113	2004-Sep-29	1070 02 2004	65752	3684	842F	49,180	33,050
110013036C856	1	Issued		Primary Scale	113	2004-Sep-29	1070 05 2004	56193	3685	842F	52,110	36,500
110013036C866	1	Issued		Sample	113	2004-Sep-29	1070 05 2004	56193	3686	842F	53,680	32,530
110013036C876	1	Issued		Primary Scale	113	2004-Sep-29	1070 05 2004	56193	3687	842F	49,950	33,980
110013036C886	1	Issued		Primary Scale	113	2004-Sep-29	1070 05 2004	56193	3688	842F	63,630	41,070
110013036C896	1	Issued		Primary Scale	113	2004-Sep-29	1070 01 2004	65752	3689	842F	53,540	37,960
110013036C908	1	Issued		Primary Scale	113	2004-Sep-29	1070 05 2004	56193	3690	842F	62,700	43,570
110013036C926	1	Issued		Primary Scale	113	2004-Sep-29	1070 05 2004	56193	3692	842F	62,020	43,280
110013036C937	1	Issued		Primary Scale	113	2004-Sep-30	1070 05 2004	56193	3693	309F	62,080	39,310
110013036C947	1	Issued		Sample	113	2004-Sep-30	1070 05 2004	56193	3694	309F	53,680	32,360
110013036C957	1	Issued		Primary Scale	113	2004-Sep-30	1070 05 2004	56193	3695	309F	51,420	35,650
110013036C977	1	Issued		Primary Scale	113	2004-Sep-30	1070 05 2004	56193	3697	309F	50,220	34,140
110013036C987	1	Issued		Sample	113	2004-Sep-30	1070 02 2004	65752	3698	309F	53,430	37,720
110013036C997	1	Issued		Primary Scale	113	2004-Sep-30	1070 05 2004	56193	3699	309F	60,420	41,140
110013037C007	1	Issued		Primary Scale	113	2004-Sep-30	1070 05 2004	56193	3700	309F	60,020	41,140

Runtime Parameters

Timber Marks: All Marks
Scale Sites: 113
Pop/Strat/Year:
Weigh Slip:
Client Association: ALL
Client Number:

Scaled From: 2004-09-29 00:00:00
Scaled To: 2004-10-01 23:59:59
Received From:
Received To:
Summarized From:
Summarized To:

Event Type:
Document Number:
Summary Document:
Return Status: Issued
Error Code:

Note: While every effort has been made to ensure that the information presented on this report is accurate and complete, it cannot be guaranteed.

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From an opened PDF data file, go to the SELECT TOOL and left click on it,

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File Edit View Document Tools Window Help

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Pages

Ministry of Forests
Harvest Billing System
List of Weight Scale Detail Returns - Current Versions
Sorted By: Scale Date

Page: 1 of 3
Run Date: 2007-Mar-05
Runtime: 18:58:24
Report ID: HBS2R001.rpt
Request No: 1854935

Detail Document	Version	Version Status	Error Code	Event Type	Scale Site	Scale Date	Pop/Strat/Year	Timber Mark	Weigh Slip	Scaler Licence	Gross Weight	Net Weight
110013036C676	1	Issued		Primary Scale	113	2004-Sep-29	1070 02 2004	56752	3687	309F	51,790	35,550
110013036C686	1	Issued		Primary Scale	113	2004-Sep-29	1070 06 2004	56193	3688	309F	60,590	37,880
110013036C677				Primary Scale	113	2004-Sep-29	1070 06 2004	56193	3689	309F	53,580	32,300
110013036C677				Primary Scale	113	2004-Sep-29	1070 06 2004	56193	3670	842F	51,390	35,660
110013036C677				Primary Scale	113	2004-Sep-29	1070 06 2004	56193	3671	842F	49,590	33,480
110013036C677				Primary Scale	113	2004-Sep-29	1070 06 2004	56193	3673	842F	53,580	44,320
110013036C677				Primary Scale	113	2004-Sep-29	1070 02 2004	56752	3674	842F	54,130	38,410
110013036C677				Primary Scale	113	2004-Sep-29	1070 02 2004	56193	3675	842F	60,590	41,680
110013036C677				Primary Scale	113	2004-Sep-29	1070 01 2004	56752	3676	842F	51,590	35,380
110013036C677				Primary Scale	113	2004-Sep-29	1070 06 2004	56193	3677	842F	51,590	36,020
110013036C677				Primary Scale	113	2004-Sep-29	1070 06 2004	56193	3678	842F	62,530	39,900
110013036C677				Sample	113	2004-Sep-29	1070 06 2004	56193	3680	842F	50,020	33,990
110013036C677				Primary Scale	113	2004-Sep-29	1070 02 2004	56752	3681	842F	53,670	38,020
110013036C677				Primary Scale	113	2004-Sep-29	1070 06 2004	56193	3682	842F	51,850	42,850
110013036C677				Primary Scale	113	2004-Sep-29	1070 06 2004	56193	3683	842F	60,540	41,720
110013036C677				Primary Scale	113	2004-Sep-29	1070 02 2004	56752	3684	842F	49,180	33,050
110013036C677				Primary Scale	113	2004-Sep-29	1070 06 2004	56193	3685	842F	52,110	36,500
110013036C677				Sample	113	2004-Sep-29	1070 06 2004	56193	3686	842F	53,690	32,530
110013036C677				Primary Scale	113	2004-Sep-29	1070 06 2004	56193	3687	842F	49,950	33,980
110013036C677				Primary Scale	113	2004-Sep-29	1070 06 2004	56193	3688	842F	53,630	41,070
110013036C677				Primary Scale	113	2004-Sep-29	1070 01 2004	56752	3689	842F	53,540	37,960
110013036C677				Primary Scale	113	2004-Sep-29	1070 06 2004	56193	3690	842F	62,700	43,570
110013036C677				Primary Scale	113	2004-Sep-29	1070 06 2004	56193	3692	842F	62,020	43,280
110013036C677				Primary Scale	113	2004-Sep-30	1070 06 2004	56193	3693	309F	62,080	39,310
110013036C677				Sample	113	2004-Sep-30	1070 06 2004	56193	3694	309F	53,690	32,390
110013036C677				Primary Scale	113	2004-Sep-30	1070 06 2004	56193	3695	309F	51,420	35,850
110013036C677				Primary Scale	113	2004-Sep-30	1070 06 2004	56193	3697	309F	50,220	34,140
110013036C677				Sample	113	2004-Sep-30	1070 02 2004	56752	3698	309F	53,430	37,720
110013036C677				Primary Scale	113	2004-Sep-30	1070 06 2004	56193	3699	309F	60,420	41,140
110013036C677				Primary Scale	113	2004-Sep-30	1070 06 2004	56193	3700	309F	60,020	41,140

Runtime Parameters

Timber Marks: All Marks Scaled From: 2004-09-29 00:00:00 Event Type: Document Number: Summary Document: Return Status: Issued Error Code:

Scale Sites: 113 Scaled To: 2004-10-01 23:59:59

Pop/Strat/Year: Received From: Received To: Summarized From: Summarized To:

Weigh Slip: ALL

Client Association: ALL

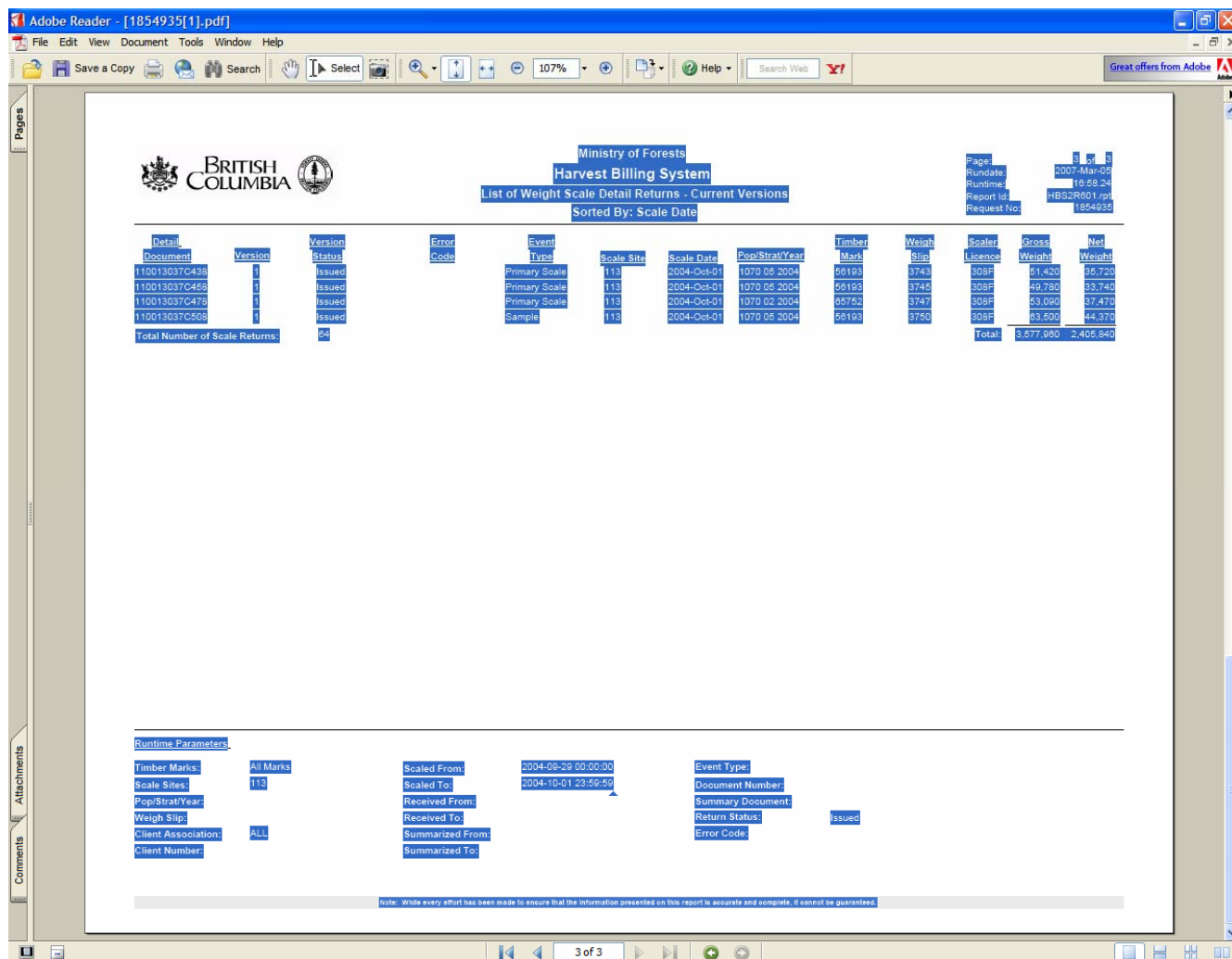
Client Number:

Note: While every effort has been made to ensure that the information presented on this report is accurate and complete, it cannot be guaranteed.

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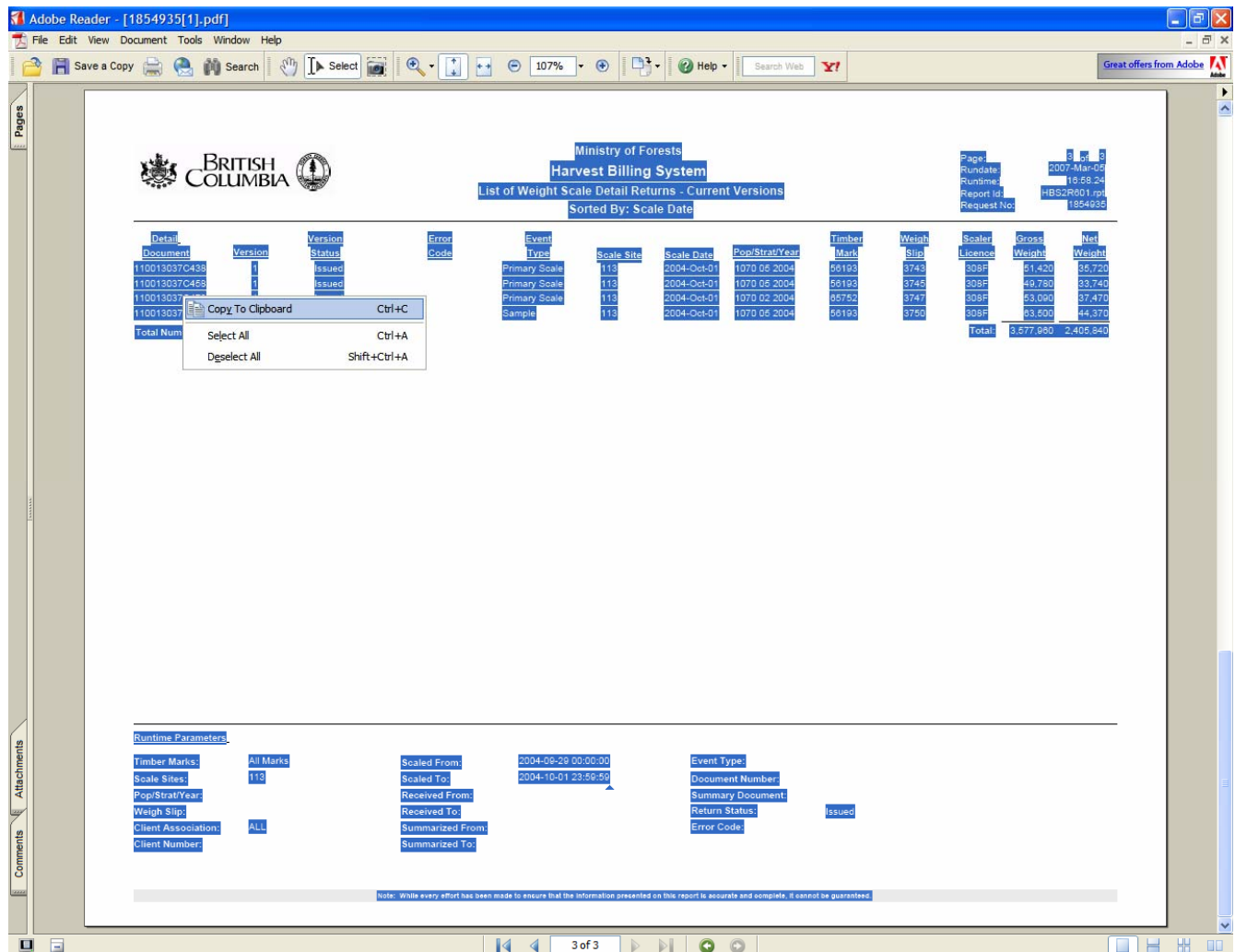
Select all the text.

- Position the cursor over any data and right click, Left click on SELECT ALL. In later versions of Adobe Reader, this is known to only select one page. If this is the case, try the following:
- Try typing this key combination:
 - [CTRL+] – hold down control
 - [HOME] – press Home to go to beginning of document
 - [SHIFT+] – hold down shift (this will select)
 - [END] – goes to end of document (assuming CTRL is down)
 - [SHIFT-][CTRL-] – release shift & control

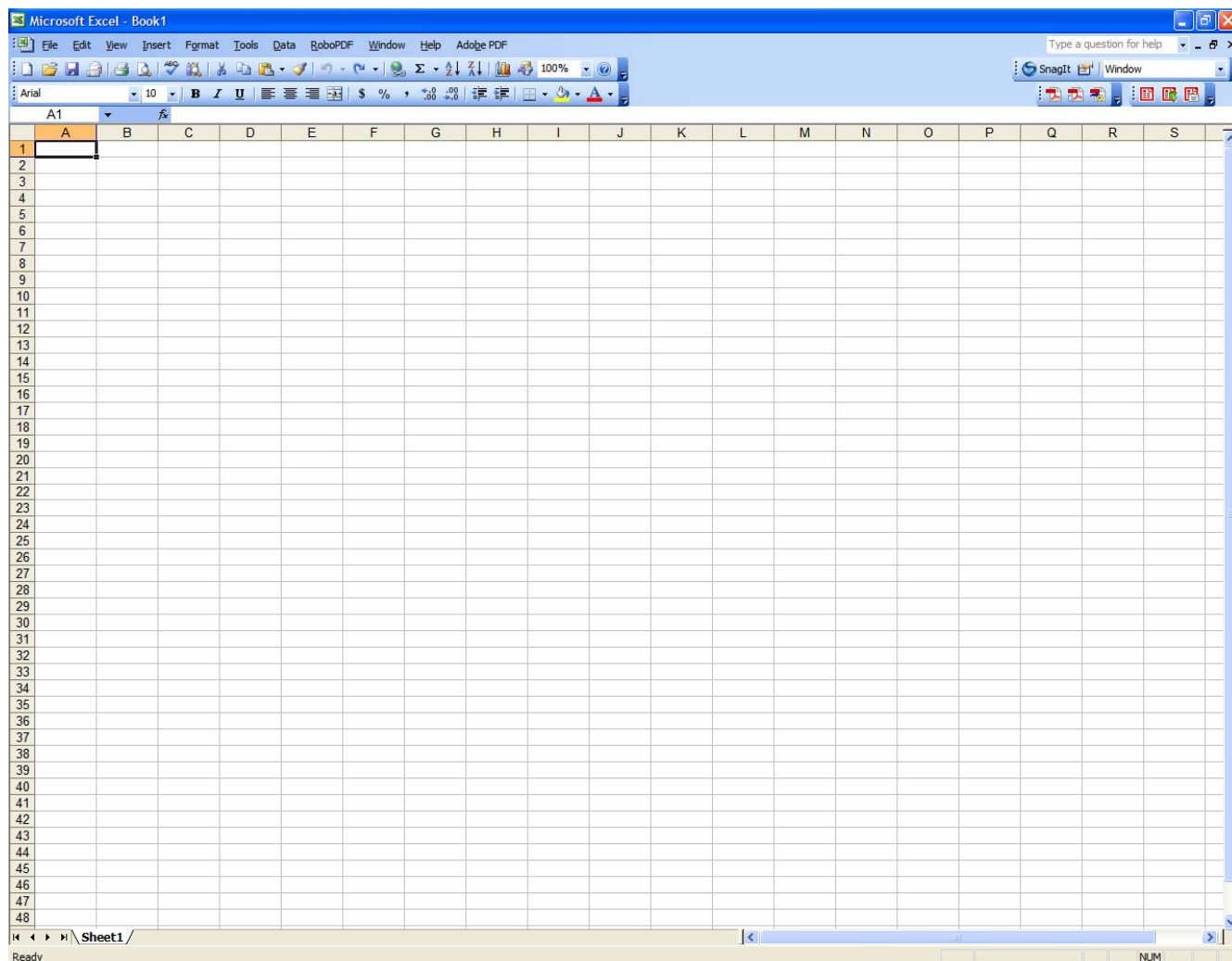


Ensure all data in file is selected.

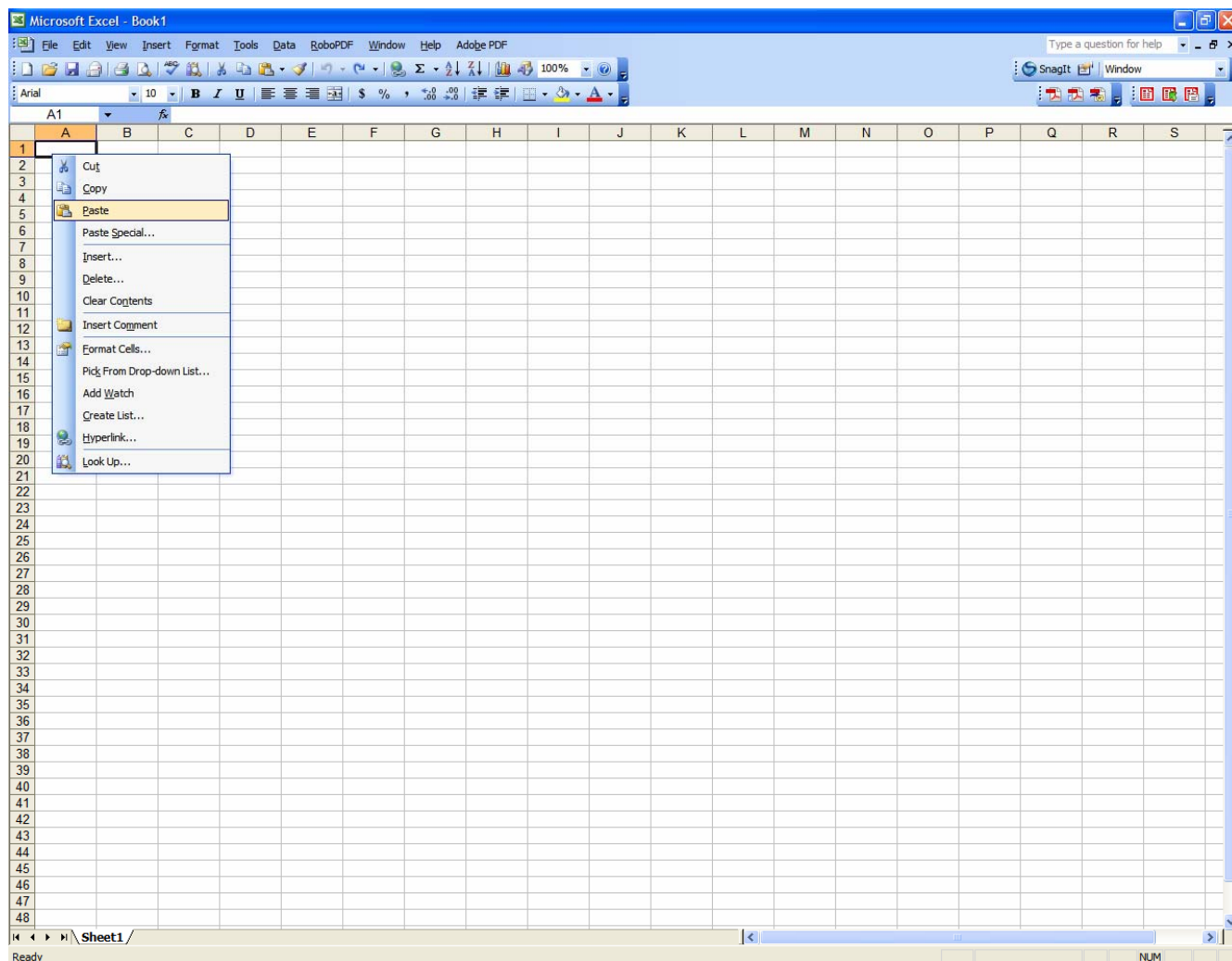
Scroll up and down through all the pages to ensure that the text on all the pages is selected.



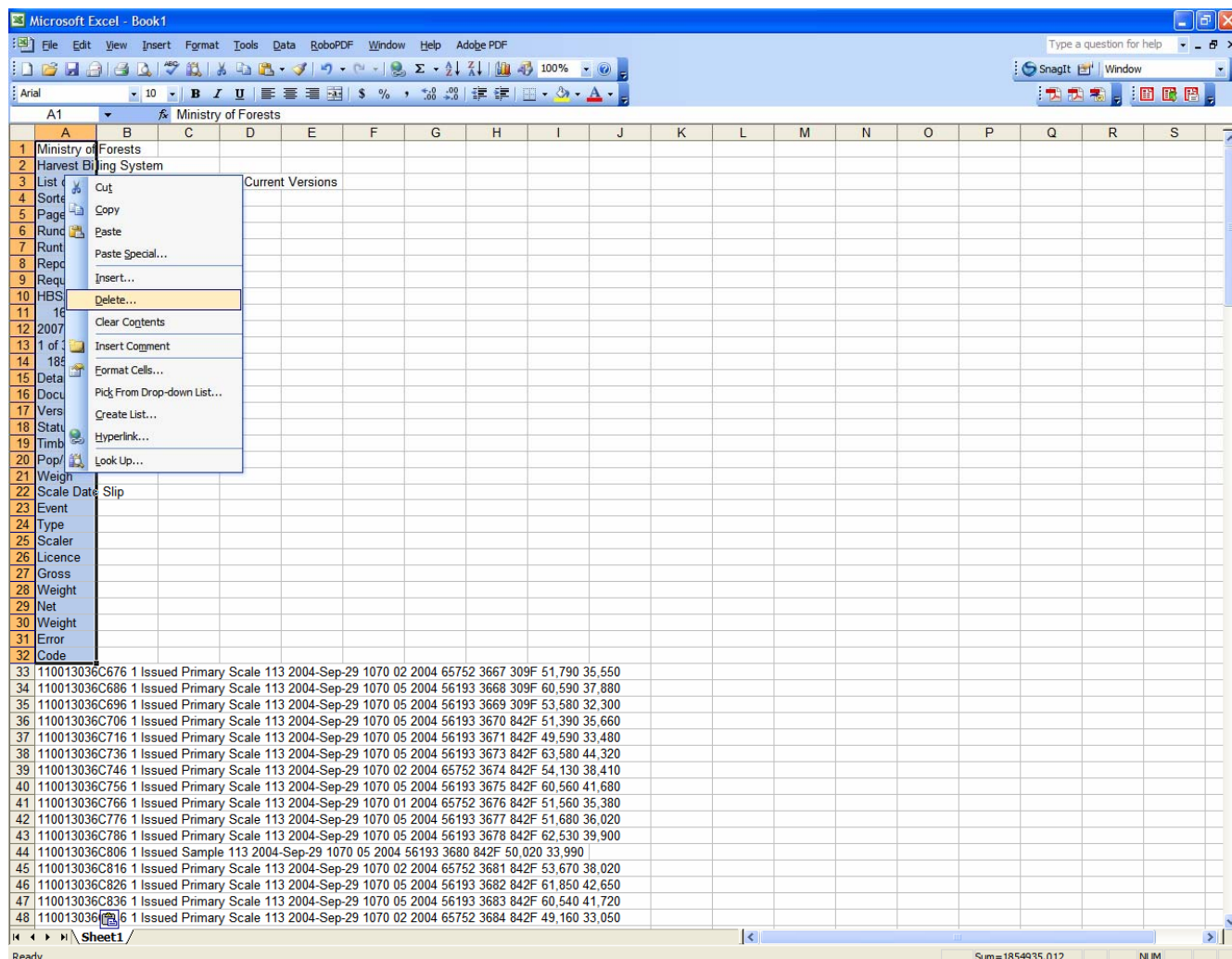
After all data has been selected,
right click some selected text and left click COPY TO CLIPBOARD.



Open the Excel spreadsheet,

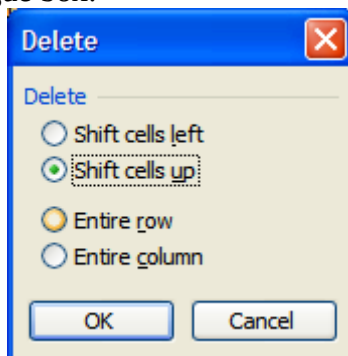


Position cursor inside Cell A1 and right click, Left click on PASTE.



Remove any information that is not to be formatted into columns. (e.g. Header information, Column Headers, Runtime Parameters, etc.). Right click, left click on DELETE.

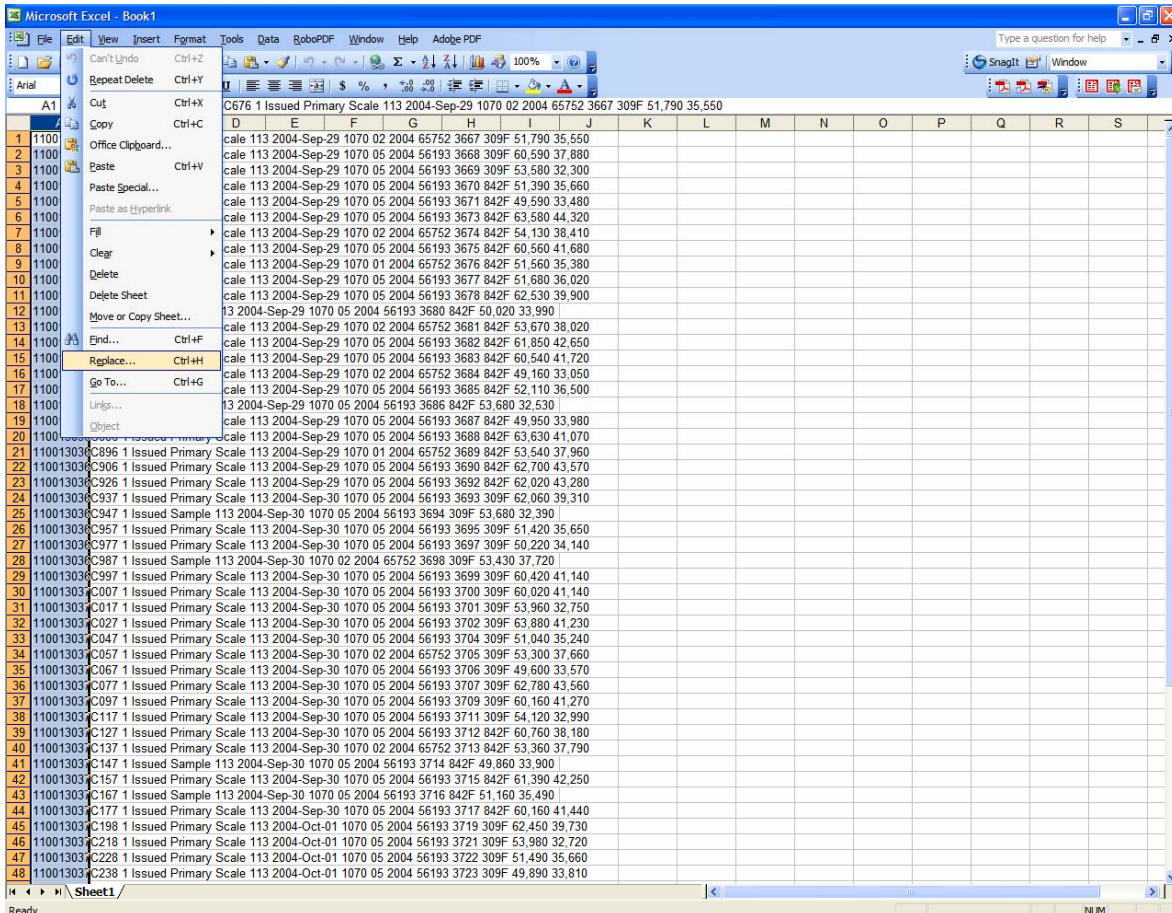
If prompted with the following dialogue box:



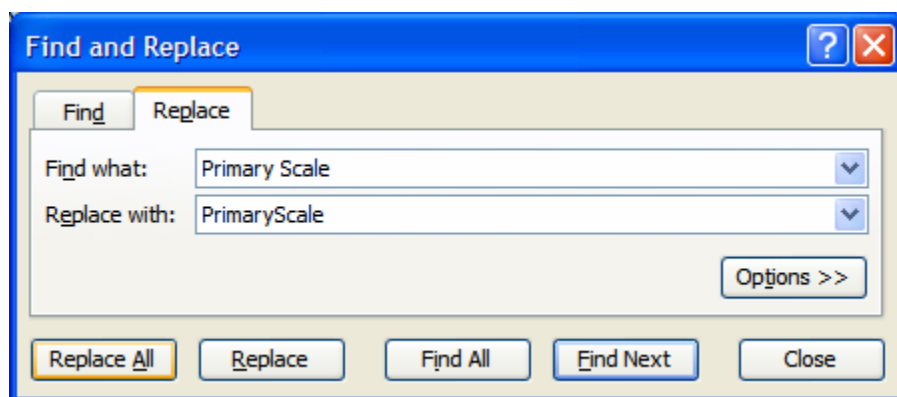
Select SHIFT CELLS UP and press OK

Repeat for all data that is not to be formatted into columns.

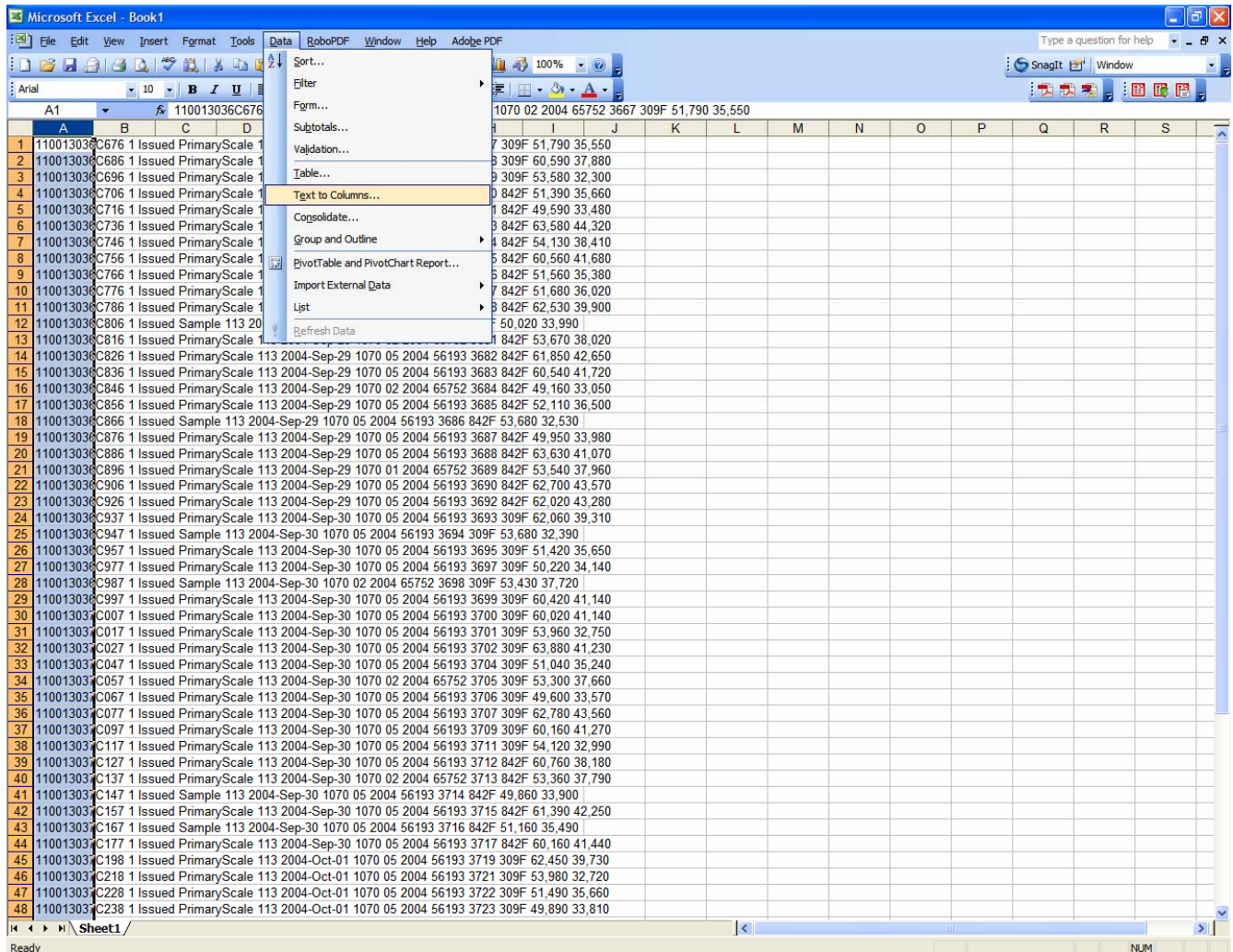
Now that all the required data is in one column of Excel, we are going to use the “Text-to-Column” wizard. This can be used to change text in one column to multiple columns, using any combination of Delimiters. For the purpose of this guide, we will be using delimitation by a single space so some extra steps must be performed to remove spaces that aren’t used to separate columns.



Select column A, click the EDIT menu, a left click REPLACE



Enter “Primary Scale” and change to “PrimaryScale”. Click Replace All. Repeat for any other two-or-more word phrases that should be in one column.



Select column A. Pull down DATA menu and left click on TEXT TO COLUMNS,

Convert Text to Columns Wizard - Step 1 of 3

The Text Wizard has determined that your data is Fixed Width.
If this is correct, choose Next, or choose the data type that best describes your data.

Original data type

Choose the file type that best describes your data:

☒ **Delimited** - Characters such as commas or tabs separate each field.
☐ **Fixed width** - Fields are aligned in columns with spaces between each field.

Preview of selected data:

1	110013036C676	1	Issued	PrimaryScale	113	2004-Sep-29	1070	02	200
2	110013036C686	1	Issued	PrimaryScale	113	2004-Sep-29	1070	05	200
3	110013036C696	1	Issued	PrimaryScale	113	2004-Sep-29	1070	05	200
4	110013036C706	1	Issued	PrimaryScale	113	2004-Sep-29	1070	05	200
5	110013036C716	1	Issued	PrimaryScale	113	2004-Sep-29	1070	05	200

Cancel < Back **Next >** Finish

Choose the DELIMITED radio button as above, then left click on NEXT.

Convert Text to Columns Wizard - Step 2 of 3

This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.

Delimiters

☒ **Tab** ☐ Semicolon ☐ Comma
☒ **Space** ☐ Other:

☒ **Treat consecutive delimiters as one**

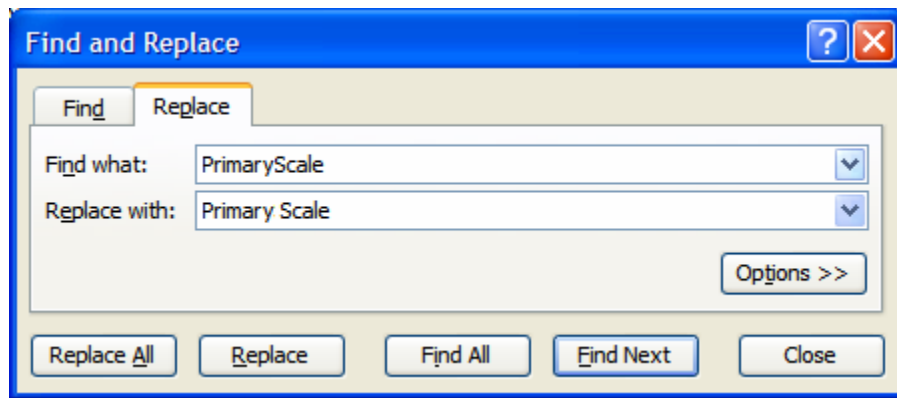
Text qualifier:

Data preview

110013036C676	1	Issued	PrimaryScale	113	2004-Sep-29	1070	02
110013036C686	1	Issued	PrimaryScale	113	2004-Sep-29	1070	05
110013036C696	1	Issued	PrimaryScale	113	2004-Sep-29	1070	05
110013036C706	1	Issued	PrimaryScale	113	2004-Sep-29	1070	05
110013036C716	1	Issued	PrimaryScale	113	2004-Sep-29	1070	05

Cancel < Back **Next >** Finish

Ensure the SPACE checkbox is selected. Left click on FINISH.



Reverse any Find & Replaces you may have performed prior to the Text-To-Column step
Re-add the space.