

# How to Convert PDF Files Into Structured Data

Need to move data from PDFs to a spreadsheet, or another system? Save this free checklist or share it with your IT consultant.



## 4 ways to extract data from PDFs

### ☐ Manually rekey or copy and paste

Yes, this is an option, but it certainly is not the fastest or most effective approach unless you only have a couple of PDF documents.

### ☐ Try a free tool like Tabula

Tabula will return a spreadsheet file which you probably need to post-process manually. It's definitely a good starting point if you deal with native PDF files (not scans).

### ☐ Outsource manual data entry

There are literally thousands of data entry providers out there you can hire. However it comes with a lot of overhead, and it takes a lot of time/effort to find the right provider, agree on terms, and explain your specific use-case.

### ☐ Use a fully automated PDF data extraction software

Automated PDF data extraction solutions come in different flavours, ranging from simple OCR tools to enterprise ready document processing and workflow automation platforms.

## How to use Docparser to automatically convert PDF documents into structured data

### ☐ Sign up for a trial at Docparser.com — it's free, and there's no credit card required

### ☐ Start creating your first document parser by selecting a category that's the closest match to the document you want to extract data from

Pick from Invoices, Purchase Order, Application Forms, and more. If you can't find a close match, choose the Miscellaneous option.

☐ Import your business documents

You can upload documents by dragging and dropping them from a folder on your computer into Docparser, emailing them, or connecting to a document storage drive like Dropbox, Box, or Google Drive.

☐ Train our PDF and Document Parser for the type of document you want to process

Typically you set up a rule for each field you want to extract data from. For example - on a PDF form with Name and email address fields you want to extract, you'd need to set up two rules.

☐ Set optional filtering and formatting criteria you'd like for fields like dates, dollar amounts, etc.

☐ Export your parsed data to an Excel spreadsheet, Google Sheets

☐ Work with your IT department or an IT consultant to have your parsed data populate business systems like an ERM or CRM

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