

Introduction to Excerpt Document Tool B

Introduction to Excerpt Document Tool?B

Quick reference guide – concise, organized, and ready for study or presentation.

1. What Is Excerpt Document Tool?B?

- **Purpose** – A software utility that extracts, isolates, and formats selected portions (“excerpts”) of larger documents (PDF, Word, HTML, plain?text, etc.).
 - **Target users** – Researchers, editors, legal professionals, content managers, and anyone who needs to reuse or share specific sections of a document without distributing the whole file.
 - **Key benefit** – Saves time, reduces file size, and protects sensitive information by sharing only the needed content.
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2. Core Features

Feature	Description	Typical Use?Case
Smart Selection	Highlight text, tables, images, or entire pages; the tool auto?detects boundaries (e.g., paragraph, heading).	Pulling a single clause from a contract.
Multi?Format Support	Reads PDF, DOCX, ODT, RTF, HTML, Markdown, plain?text, and many image?based PDFs (via OCR).	Extracting data from scanned reports.
Metadata Preservation	Keeps original author, date, and source information in the excerpt’s header/footer.	Maintaining citation integrity.
Formatting Retention	Preserves fonts, styles, tables, and embedded graphics; optional “plain?text” mode for minimal formatting.	Preparing a clean excerpt for a slide deck.
Batch Extraction	Process multiple source files at once using a rule?based template (e.g., “all sections titled <i>Methodology</i> ”).	Generating a literature?review compendium.
Redaction & Anonymisation	Built?in tools to blur or delete personally?identifiable information before export.	Sharing medical case notes while complying with HIPAA.

Introduction to Excerpt Document Tool B

Feature	Description	Typical Use?Case
Export Options	Save as PDF, DOCX, HTML, Markdown, plain?text, or as an image (PNG/JPEG).	Sending a quick snippet via email (PDF) vs. embedding in a wiki (Markdown).
Version Control Integration	Direct push to Git, SVN, or cloud storage (OneDrive, Google Drive).	Keeping excerpts synchronized with a research repo.
API & CLI	RESTful API and command?line interface for automation in pipelines.	Automated nightly extraction of new policy updates.

3. Typical Workflow

1. Load Source Document

- Drag?and?drop or browse to file.
- Optional: enable OCR for scanned PDFs.

2. Select Content

- Manual highlight **or** use *preset selectors* (by heading level, page range, keyword).
- Preview selection in a side pane.

3. Apply Transformations (optional)

- Redact sensitive text.
- Convert tables to CSV.
- Add header/footer with citation data.

4. Choose Export Format

- Pick one or multiple output types.
- Set destination folder or cloud target.

5. Export / Save

- One?click export.
- Log entry created for audit trail.

Introduction to Excerpt Document Tool B

6. (Advanced) Automate

- Save the workflow as a *template*.
- Trigger via API or scheduled script.

4. User Interface Overview

Area	Functionality
Toolbar	Open, Save, OCR, Settings, Help.
Document Viewer	Scrollable preview with zoom, page thumbnails, search bar.
Selection Panel	List of current excerpts,