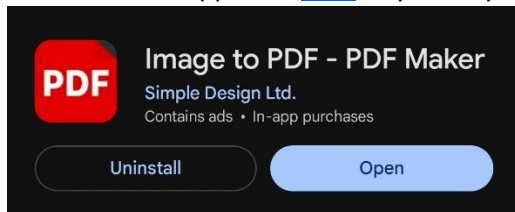


PDF Tips

A Guide to making better PDF's

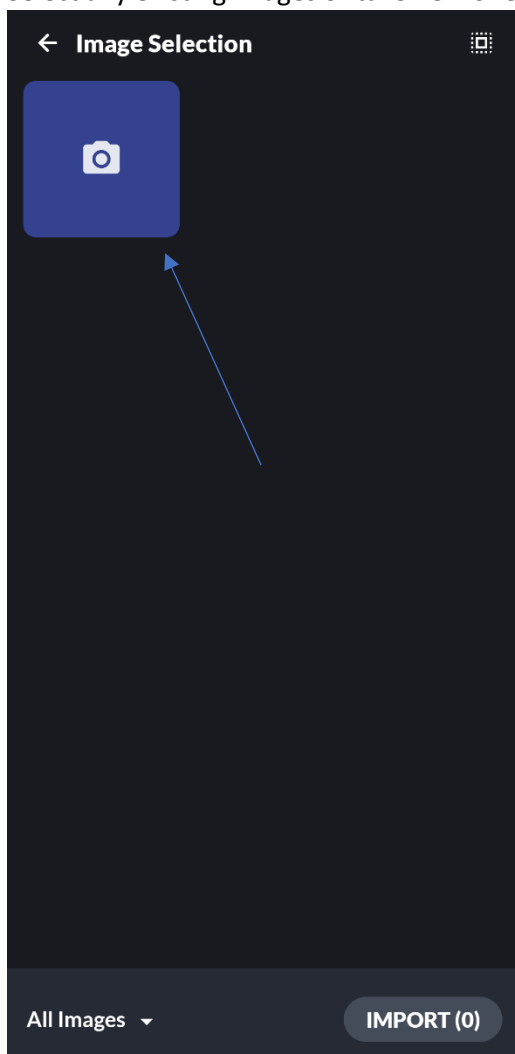
1. Download the App from [here](#) or you may search the following on the Google Play Store



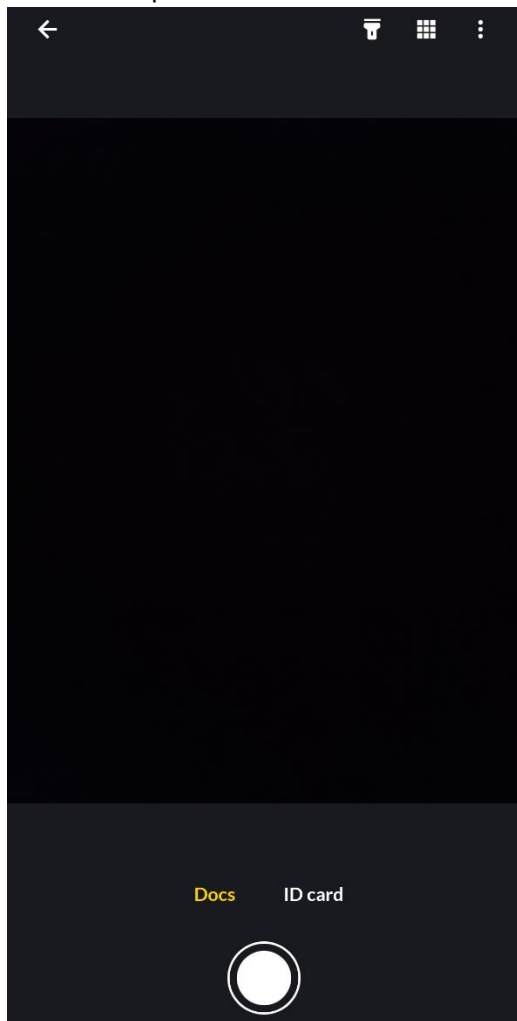
2. Open the App and click on the following Button



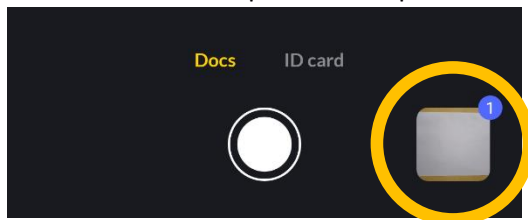
3. Select any existing images or take new ones



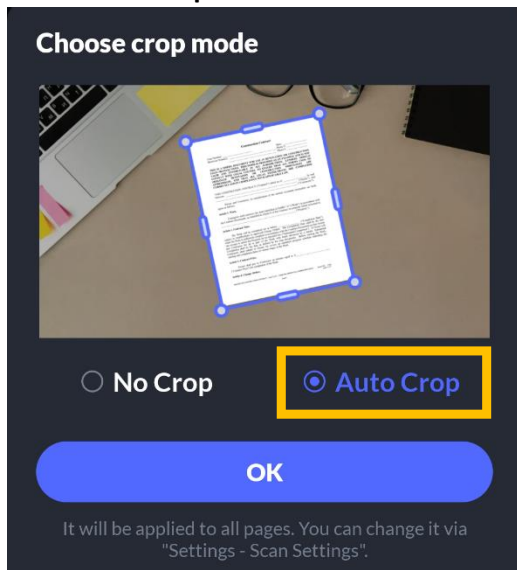
4. Take all the pictures in succession as we'll be editing them later



5. Once done click the pictures to open them in the editor



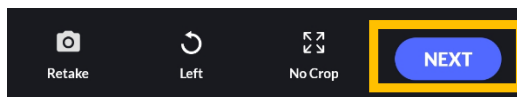
6. Select **Auto Crop**



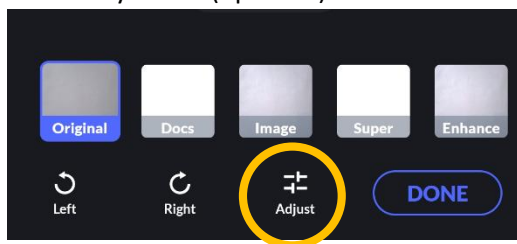
7. Adjust the new edges and check if the image is blurred or not (use **Retake** if needed)



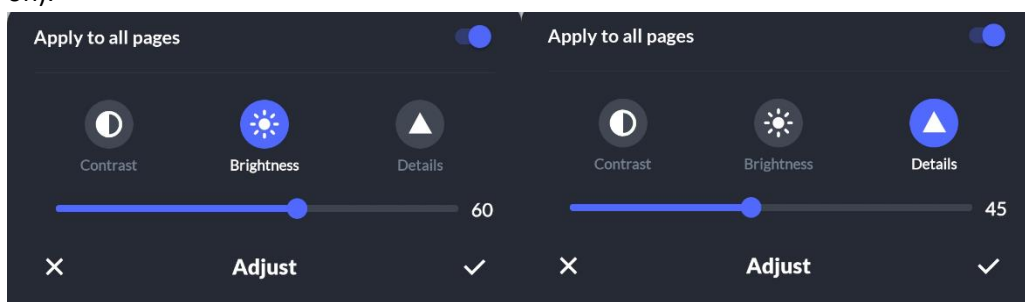
8. Click Next



9. Select any filters (optional)

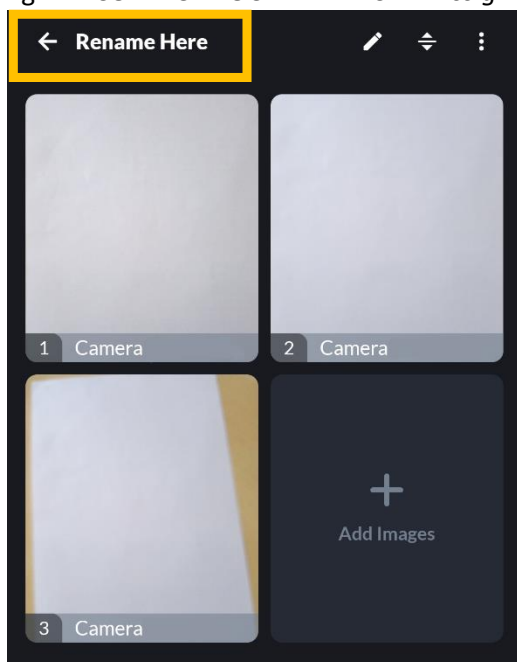


10. Click on the **Adjust** button and set **Brightness to 60** and **Details to 45** (make sure Apply to all pages is turned on).

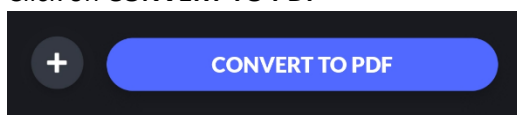


11. Rename your PDF (Format: Roll_No. Full_Name Subject_Name Assignment_No.)

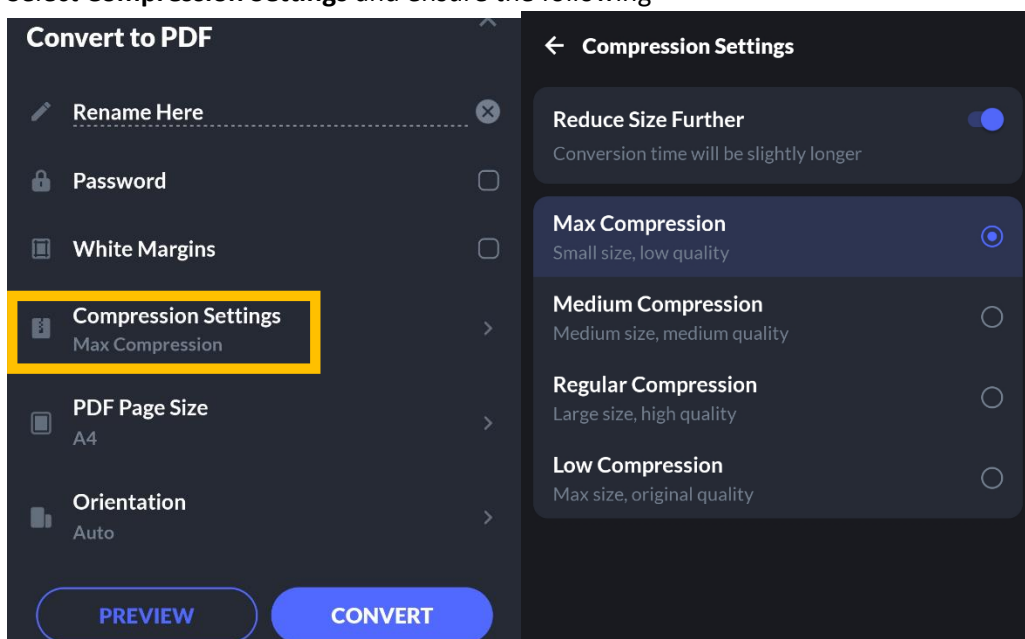
Eg. 24BCON1234 YOUR NAME CPLT Assignment 1



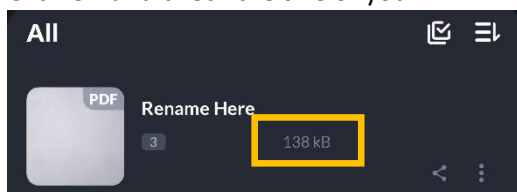
12. Click on **CONVERT TO PDF**



13. Select **Compression Settings** and ensure the following



14. Click OK and check the size of your PDF



15. If the size is still greater than 3mb use any [pdf compressor](#)

16. Once the size is optimum, you may now Upload to ERP