



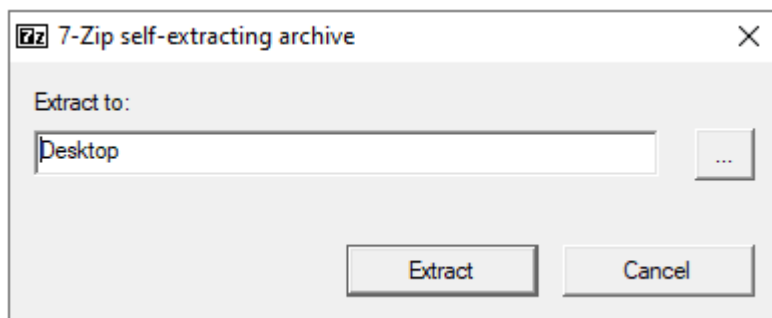
## PDF Unlock Tool User Manual

### 1. Introduction

This manual provides information on how to run the PDF Unlock Tool. To run the tool via the executable, download and install the tool locally (see section 2.).

### 2. Download and installation

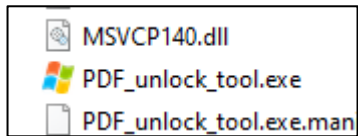
- Download the PDF Unlock Tool from the repository ('PDF\_unlock\_tool.exe').
- Double click on the executable to extract the tool to the desired location.



- Open the extracted folder ('PDF\_unlock\_tool.exe').



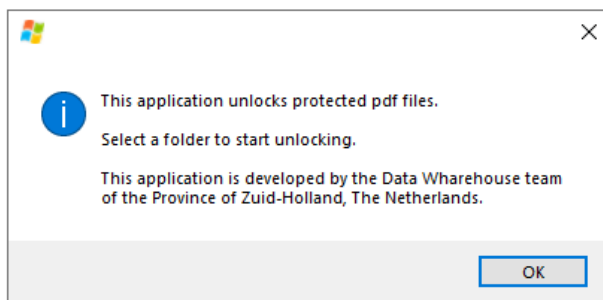
- This folder contains the application file 'PDF\_unlock\_tool'.



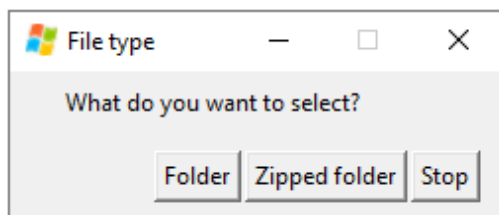
**Do not drag the application file to another location. It is recommended to make a shortcut instead.**

### 3. Unlock pdf's

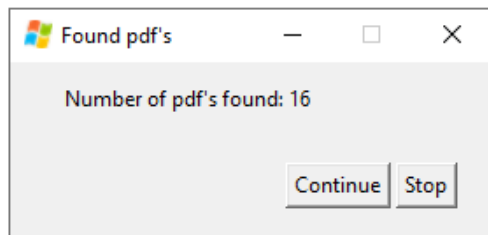
- Start the tool by double clicking on the application file 'PDF\_unlock\_tool' or the shortcut to this file.
- Click **OK** to continue.



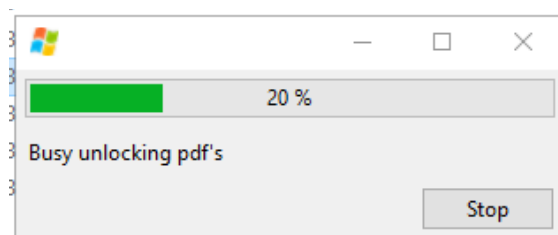
- In the next screen, a choice can be made between selecting pdf's inside a normal folder or a zipped folder. This last option unzips the folder and checks if the file name needs to be adjusted due to a too long path or the existence of files with the same name.



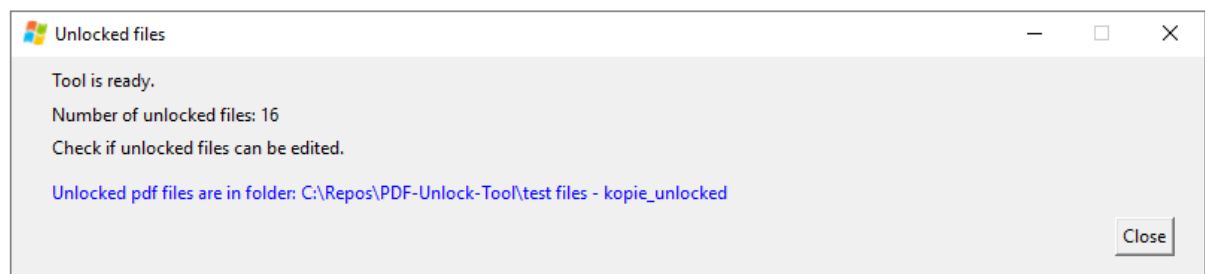
- The tool searches the selected location and counts the number of pdf's found. Click **Continue** to start unlocking files.



- The progress bar shows the progression the process. To stop half-way the tool click **Stop**.



- **Be aware that:** it may take a while for the process to stop.
- When the tool is ready with unlocking, a final screen shows how many files were unlocked and where they can be found.



- Click on the blue link to open the folder with the unlocked pdf's. These are in a folder with the name '<folder name>\_unlocked'.
- To close the tool click **Close**.
- **Be aware that:** in case a zipped folder is selected, an unzipped folder is also created.