



# **WELCOME GUIDEBOOK**

**Step-by-Step Instructions**

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- Now, click on Edit, and your PDF will open.

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- All the Editing functions are explained throughout this guide if you need help.

### If you don't have an account yet, and want to edit your PDF

- Go to the homepage of <https://pdfsimpli.com/> and choose your desired option.

- Convert PDF to Word
- Convert Word to PDF
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- Split PDF
- Merge PDF
- Compress PDF
- Edit PDF**
- Watermark PDF**
- Rotate PDF
- Sign PDF

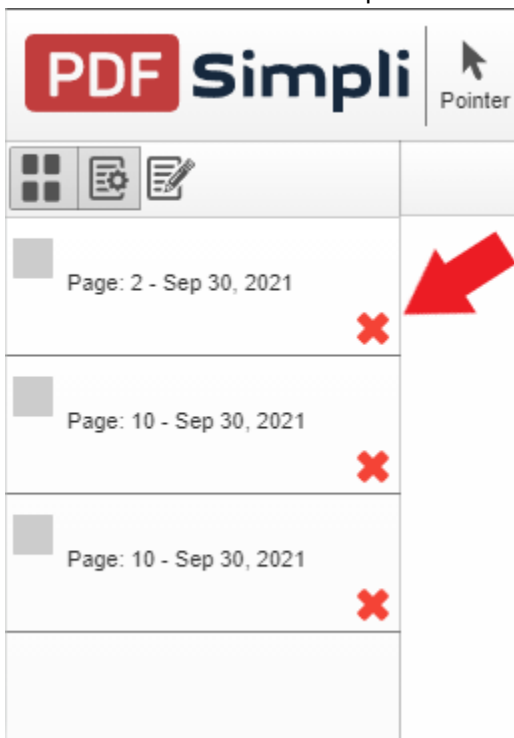
2. You will be prompted to upload a PDF. *(Please note: An error will occur if you try to upload a non-pdf. To upload and edit a file other than a PDF, please see section 1. PDF Converter and follow those steps.)*
3. All the Editing functions are explained throughout this guide.

## RESET

1. Click the Reset Icon.



2. The Reset icon allows you to select and choose which past edits you would like to delete from your PDF, no matter if it was your last edit or your first edit made on the document.
3. Click the "Reset" icon on the top and a list of edits on the left hand side will appear.



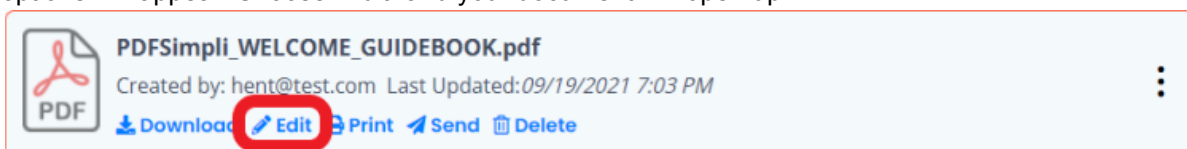
4. Click on each individual edit to see in the PDF which edit it refers to, and click on the red "X" to delete the edit you want. To hide the list of edits, simply click the "Reset" icon again and it will close out.

## 3. eSignature

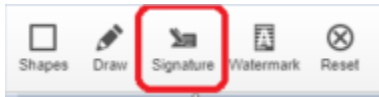
**If you already have an account and your document is already uploaded as a PDF.**

Click on My Account<My Documents

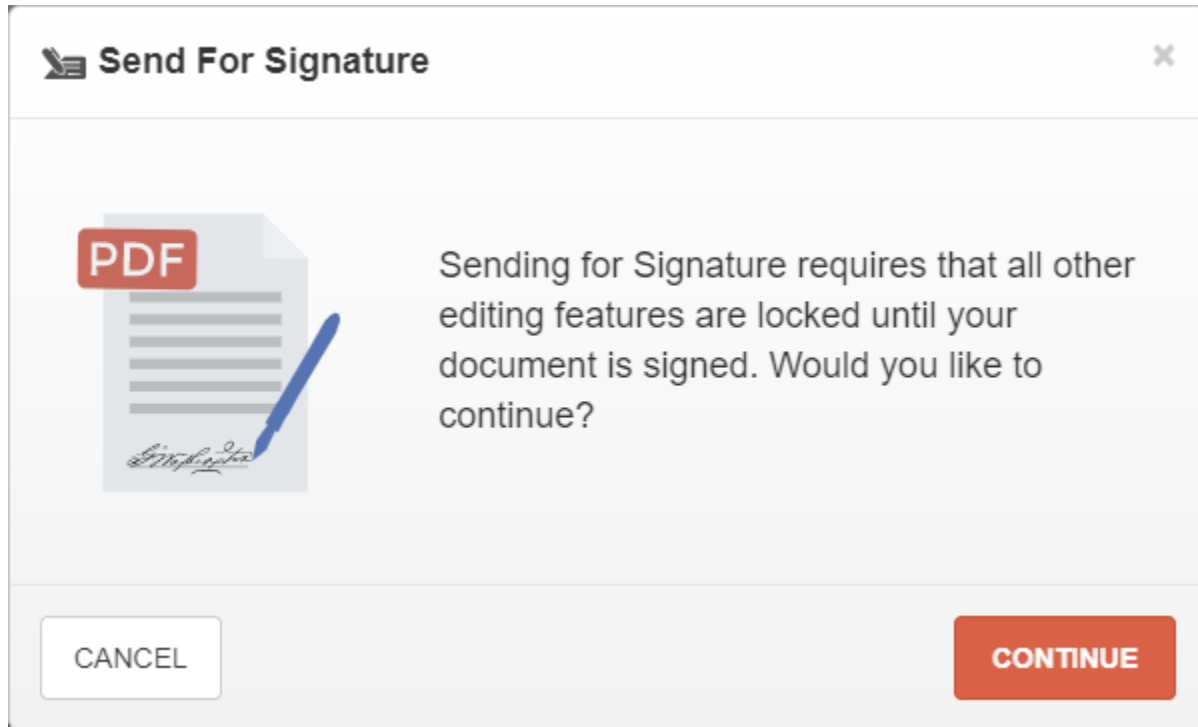
1. You will land on a page titled "Documents", below that, click on the document you want to esign and a list of options will appear. Choose "Edit" and your document will open up.



2. Click "Signature".



3. A pop-up will appear and you can add a signature in 4 different ways.



- 4.
- To start, fill in the few Vital information fields and then click on 'Create Your Signature'.

A screenshot of a web form titled "Let's get some vital information". The form contains several input fields: "First Name:", "Last Name:", "Email address:", "Company:", "Title:", and "Signature:". Below the "Signature:" label, the text "Create Your Signature" is displayed in a blue, cursive font, with a red arrow pointing to it. At the bottom right of the form, there is a red button labeled "CONTINUE".

- First option, click "Type in Keyboard". Simply type your name then initials and several options of a cursive signature will appear to choose from. Select your signature style.

A screenshot of a dialog box titled "Create Your Signature". At the top, there are four buttons: "Type in Keyboard" (highlighted with a red box), "Draw with Mouse", "Upload an Image", and "Use Touchscreen". Below these buttons, there are two input fields: one for the full name "Jane Doe" and one for initials "JD". Underneath, there are two rows of signature and initial previews. The first row shows a cursive signature "Jane Doe" and initials "JD", with a radio button selected next to it. The second row shows a different cursive signature "Jane Doe" and initials "JD", with an unselected radio button next to it. At the bottom, there is a red button labeled "CREATE". A small disclaimer text is visible above the "CREATE" button: "By clicking Create, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on envelopes, including legally binding contracts - just the same as a pen-and-paper signature or initial."

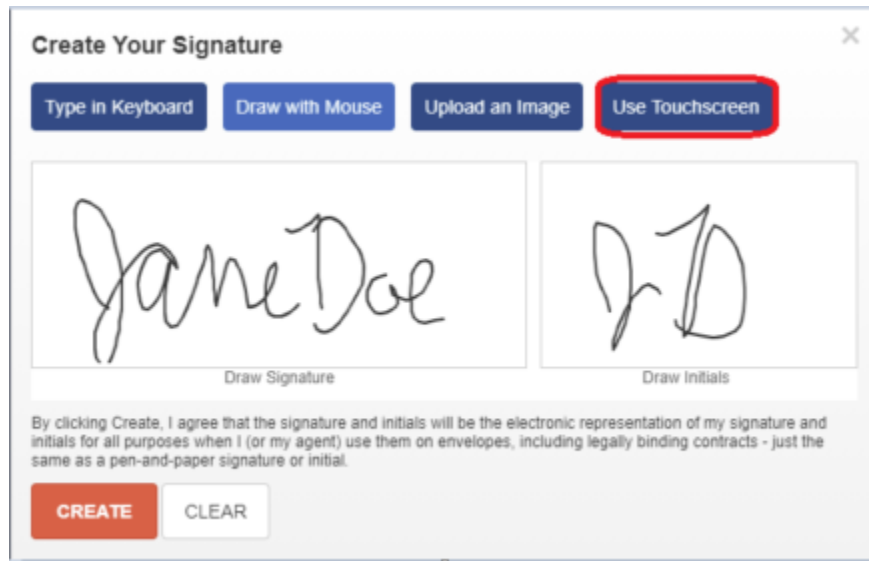
- Second option, click "Draw with Mouse". Simply draw your name then initials and a cursive signature will appear.

The screenshot shows a web interface titled "Create Your Signature" with a close button (X) in the top right corner. Below the title are four buttons: "Type in Keyboard", "Draw with Mouse" (highlighted with a red border), "Upload an Image", and "Use Touchscreen". Under these buttons are two drawing areas. The left area, labeled "Draw Signature", shows a cursive signature "Jane Doe". The right area, labeled "Draw Initials", shows the initials "JD". Below the drawing areas is a legal disclaimer: "By clicking Create, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on envelopes, including legally binding contracts - just the same as a pen-and-paper signature or initial." At the bottom are two buttons: "CREATE" (orange) and "CLEAR" (white).

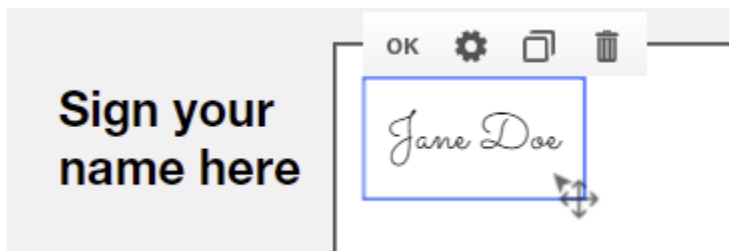
- d. Third option, click "Upload an Image". Simply choose an image and upload your own signature image.

The screenshot shows the same "Create Your Signature" interface, but the "Upload an Image" button is now highlighted with a red border. The drawing areas are now dashed boxes containing an icon of a picture with a cursor pointing to it. Below the drawing areas is the same legal disclaimer as in the previous screenshot. The "CREATE" button remains at the bottom.

- e. Fourth option, click "Use Touchscreen". Simply draw your name then initials and a cursive signature will appear.

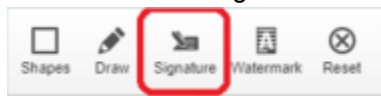


5. After you've chosen one of the above four options, click 'Create'.
6. You return to the PDF and add your Signature.
7. Next, under 'Fields' select the 'Signature' and where your cursor is, click wherever you want the signature to appear. It appears with a blue box around it. You can move it by clicking inside the box and dragging to desired location.

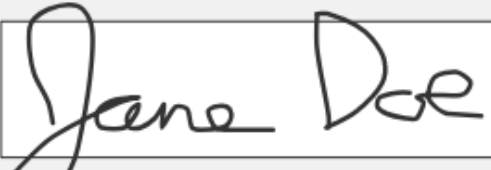


**Note:** You can resize the size of the Signature by selecting the 'Settings' gear/edit icon and then adjust the size accordingly.

8. If you accidentally delete your signature, or want to add more than one signature, click the "Signature" icon" to add an additional signature.



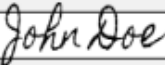
Under penalties of perjury, I declare that I have examined this return, including ac and belief, it is true, correct, and complete. Declaration of preparer (other than tax

**X** Sign your name here 

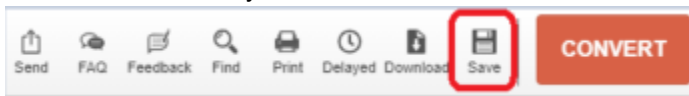
Date  /  /

**Paid Preparer Use Only**

Preparer's name

Preparer's signature 

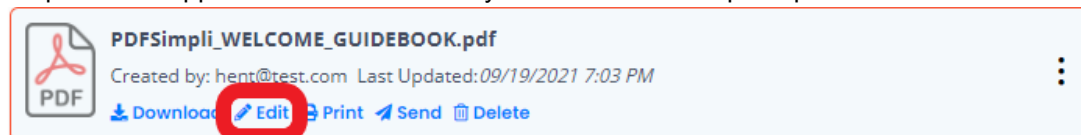
9. Click "Save" to save your PDF.



## 4. Watermark

**If you already have an account and your document is already uploaded.**

1. Click on My Account<My Documents
2. You will land on a page titled "Documents", below that, click on the document you want to watermark and a list of options will appear. Choose "edit" and your document will open up.



3. Now click the "Watermark" icon

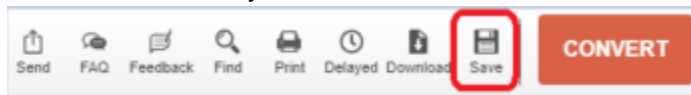


4. A pop-up will appear and you can add a watermark in 2 different ways.
  - a. First you can click on "Text". Simply type what you would like your watermark to say.
  - b. Second, you can click on "Image". Simply upload your own watermark image.
5. Click "Use It".
6. You return to the PDF and your image or text will appear automatically in the center of the page as a watermark.





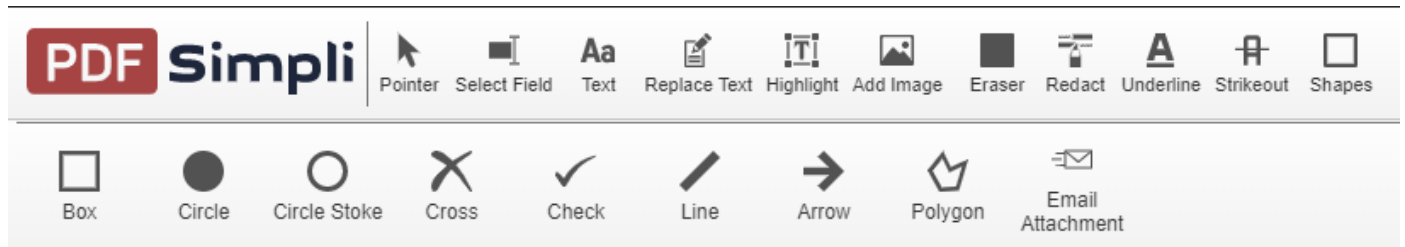
7. Click "Save" to save your document.



## 5. Add Text, Images & Stamps

All of these features require you to convert a document type to PDF by step 1. PDF Converter, or access your PDF by step 2. PDF Editor.

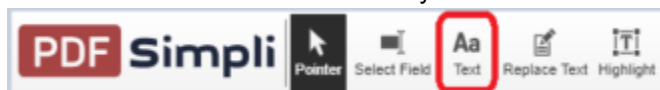
### Text Functions



Text functions include Adding Text, Text Highlighting, Text Underlining, Text Strikethrough, Adding Images, Adding Shapes and Adding Stamps.

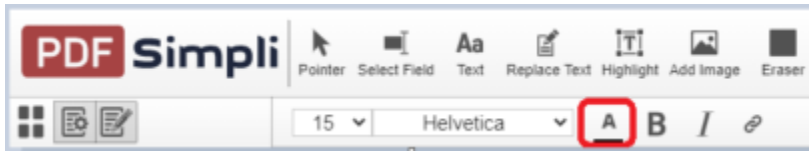
### Add Text

1. First click the "Text" icon to choose your font color.



2. Second Click where you want your text to be and a cursor will appear, you can then type your desired text.

3. Third select the “A” Icon.



4. You are able to choose the color you would like your text to be.



5. Once finished, double click and a red box will appear around your text.

This is how you create free text

6. Click inside the box to move the text to where you need it.

*Please note: you must have the desired font color and background chosen prior to typing your text. You will not be able to change it once you start typing.*

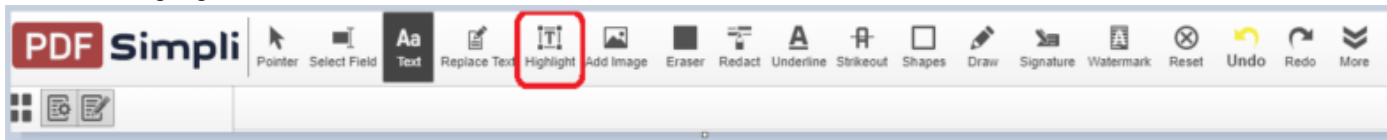
## Text Select Mode



This tool is used for selecting your desired text.

## Text Highlight

1. First click “Highlight”.

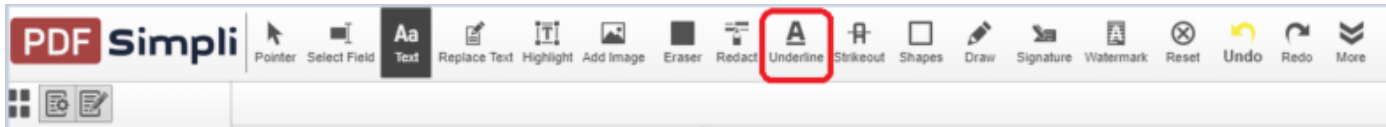


2. Next, roll your cursor over the text you want to highlight. That's it!

**Employer's QUARTERLY**  
Department of the Treasury — Internal Revenue S

## Text Underline

1. First click the “Underline” Icon.

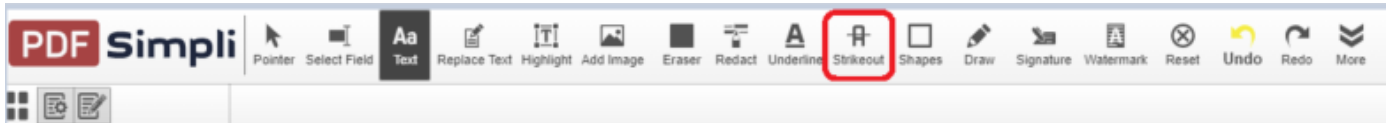


2. Next, with the “Underline” icon selected run your cursor across desired text. That’s it!



## Text Strikethrough

1. First click the “More” icon to choose the Strikeout Icon.

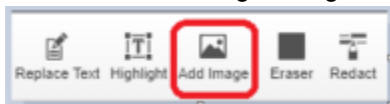


2. Next, with the “Strikeout” icon selected run your cursor across desired text. That’s it!

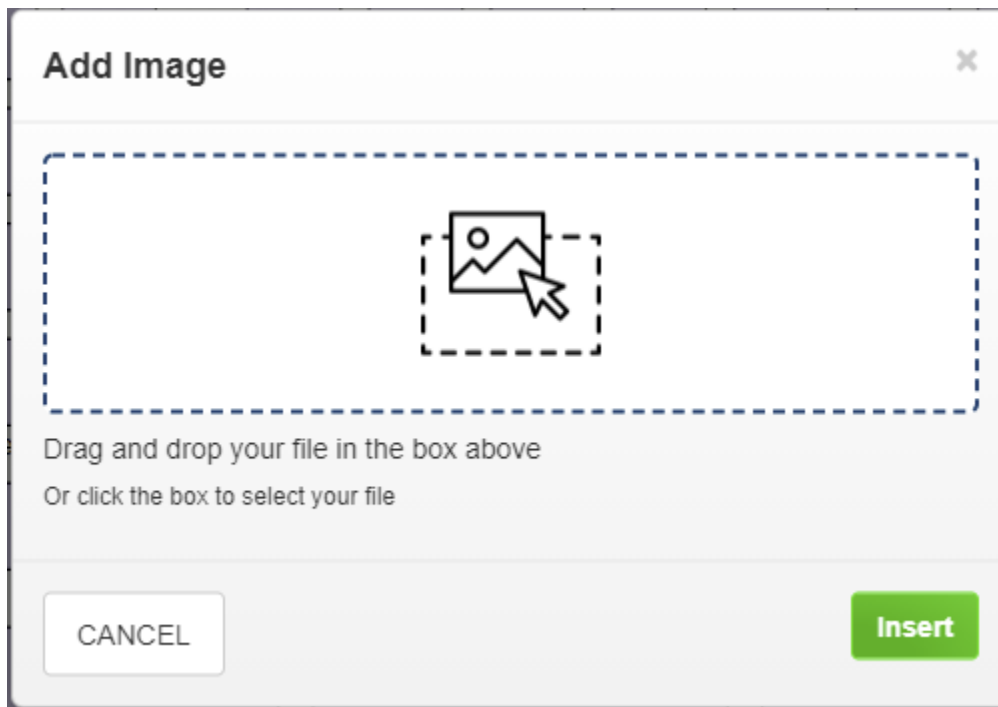


## Adding Images

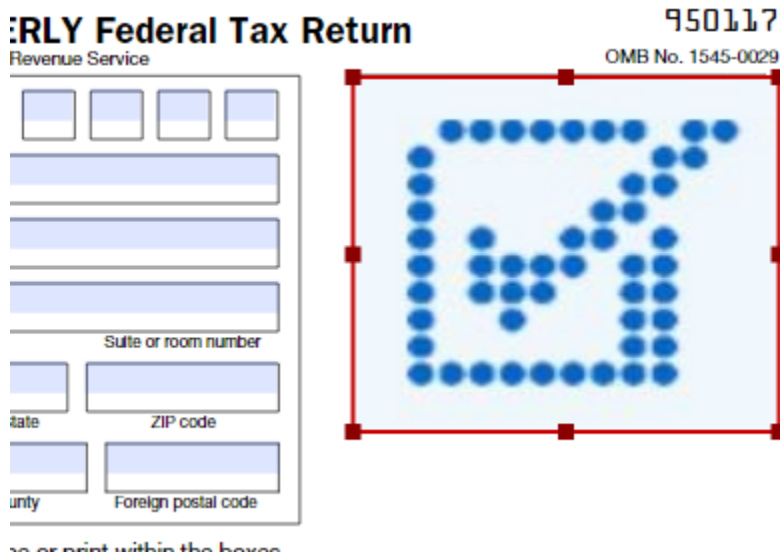
1. You can add an image though the “Add Image” icon.



2. Drag and drop your file in the box, or click the box to select your file.



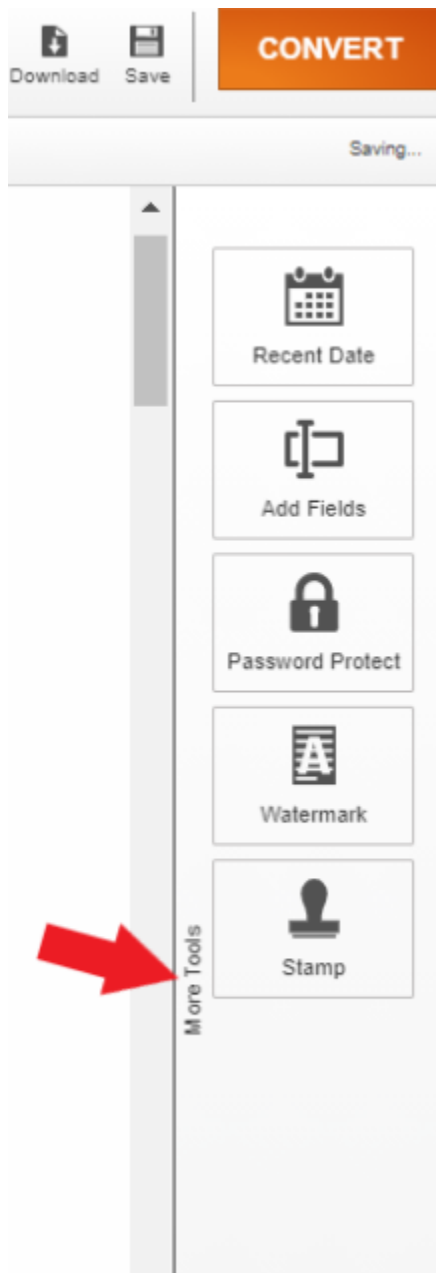
3. Choose your image and click the green “Insert” button to place it on your document.
4. Now back to your PDF, a Signature icon is your cursor, click wherever you want the image to appear.



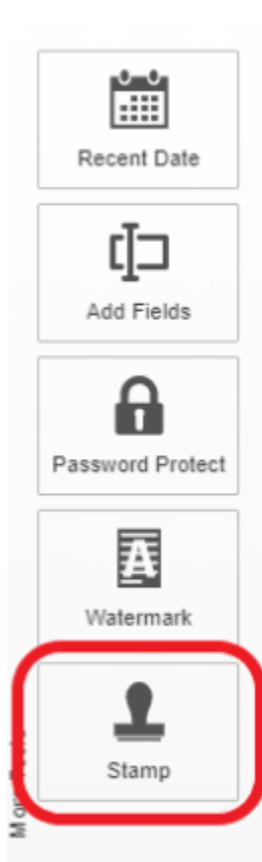
5. The image will appear with a red box around it. You can resize it by dragging the corners of the box and move it by clicking inside the box and dragging to desired location.

## Stamps

1. Click the “More Tools” sidebar.



2. Select the “Stamp” Icon. When you select this icon a variety of options will appear for you to choose.



3. Click on your choice, and a Stamp icon is your cursor, click wherever you want the stamp to appear.



4. It appears with a red box around it. You can resize it by dragging the corners of the box and move it by clicking inside the box and dragging to desired location.

**Form 941 for 2018: Employer's QUARTERLY Federal Tax Return**  
(Rev. January 2018) Department of the Treasury — Internal Revenue Service

Employer identification number (EIN)  -

Name (not your trade name)

Trade name (if any)

Address   
Number  Suite or room number   
City  State  ZIP code   
Foreign country name  Foreign province/county  Foreign postal code

**Report for this Quarter (Check one.)**  
☐ 1: January, February, March  
☐ 2: April, May, June  
☐ 3: July, August, September  
☐ 4: October, November, December  
Go to [www.irs.gov/Form941](http://www.irs.gov/Form941) for instructions and the latest information.

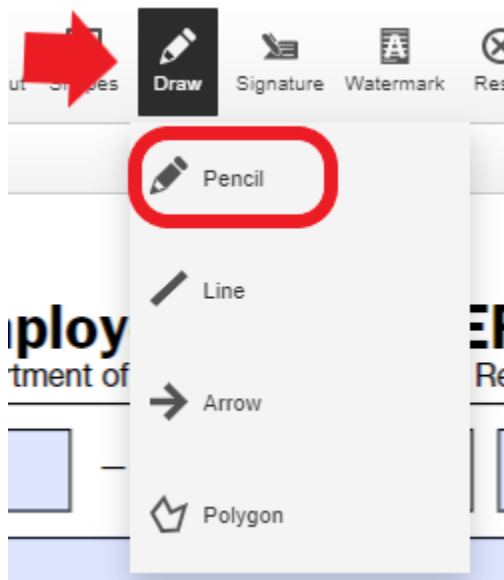
**Part 1: Answer these questions for this quarter.**

**1** Number of employees who received wages, tips, or other compensation for the pay period including: Mar. 12 (Quarter 1), June 12 (Quarter 2), Sept. 12 (Quarter 3), or Dec. 12 (Quarter 4) **1**

## 6. Free Drawing, Shapes, Lines & Arrows (discuss)

### Free Drawing

1. Click the "Draw" icon, a drop down box will appear. Click the "Pencil" icon to get started.



Free draw

**Form 941 for 2018: Employer's QUARTERLY Federal Tax Return**  
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Address

Number  Street  Suite or room number

City  State  ZIP code

Foreign country name  Foreign province/county  Foreign postal code

Read the separate instructions before you complete Form 941. Type or print within the boxes.

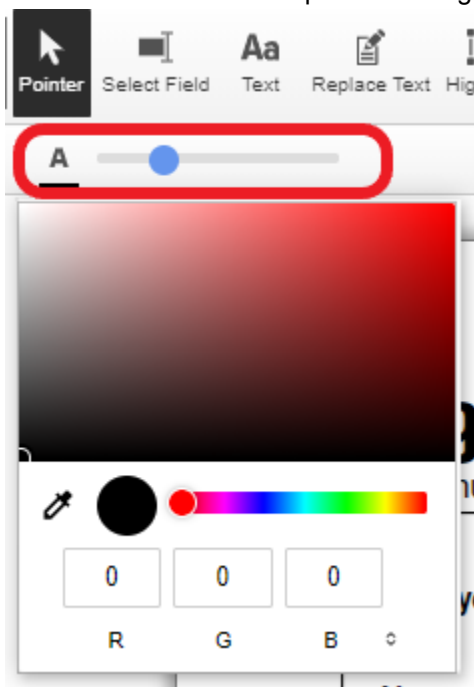
**Part 1: Answer these questions for this quarter.**

1 Number of employees who received wages, tips, or other compensation for the pay period including: *Mar. 12* (Quarter 1), *June 12* (Quarter 2), *Sept. 12* (Quarter 3), or *Dec. 12* (Quarter 4)

- If you choose to change the color and line width click the "Pointer" Icon.



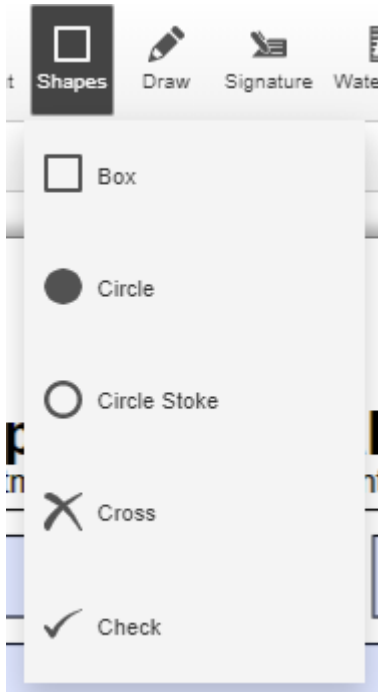
- Once selected double click on the line you wish to change. When you double click on the line on the top right corner of the screen the option to change the color of the line and width will appear.



- However, you would have to change this for each separate stroke that is made so it's best to choose your color first.

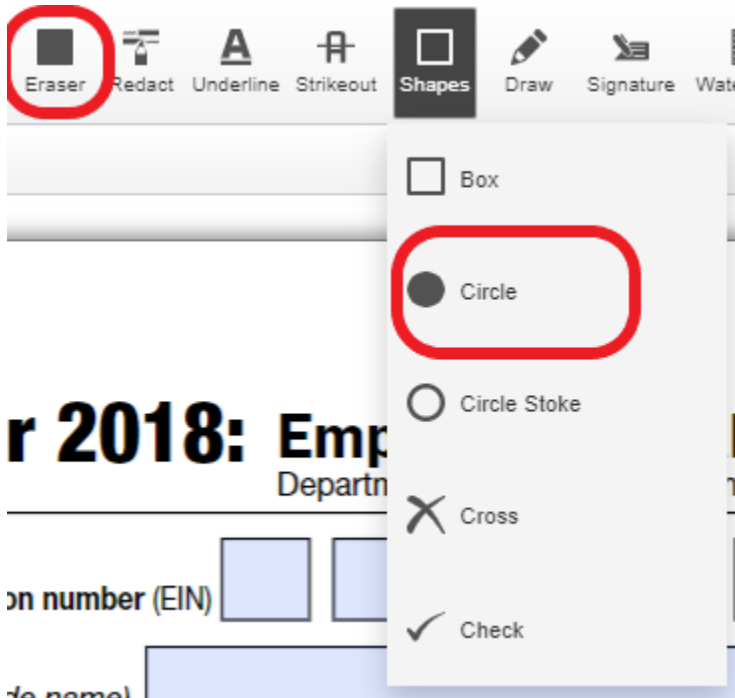


## Shapes



## Solid Box or Circle

1. Choose either the “Eraser” or “Circle” icons to create a solid square or circle.



2. Click and drag your cursor to the desired size of the shape.

**Employer's QUARTERLY Federal Tax Return** 95  
Department of the Treasury — Internal Revenue Service OMB No. 1545-0047

Report for this Quarter of 2015 (Check one.)

☐ 1: January, February, March  
☐ 2: April, May, June  
☐ 3: July, August, September  
☐ 4: October, November, December

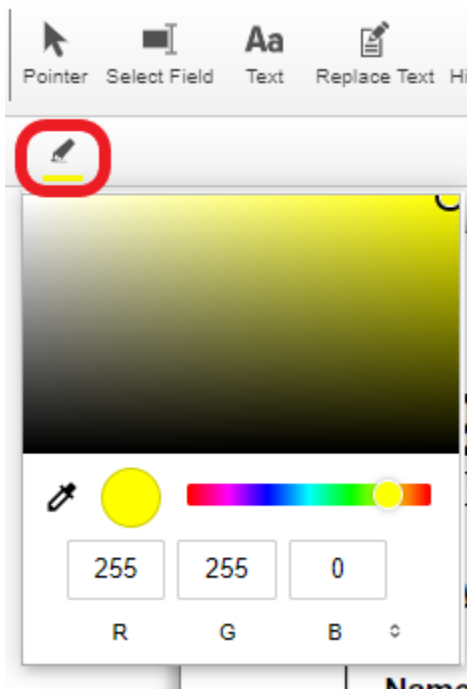
Go to [www.irs.gov/Form941](http://www.irs.gov/Form941) for instructions and the latest information.

You complete Form 941. Type or print within the boxes.

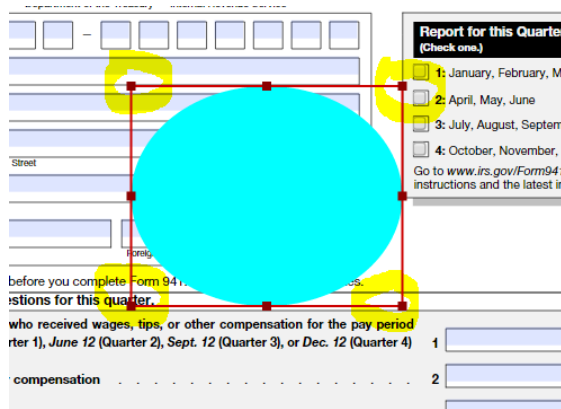
Received wages, tips, or other compensation for the pay period June 12 (Quarter 2), Sept. 12 (Quarter 3), or Dec. 12 (Quarter 4) 1

Compensation 2

3. Change the color by double clicking on the shape after you've made it.
4. Click the paint brush for the color selection.

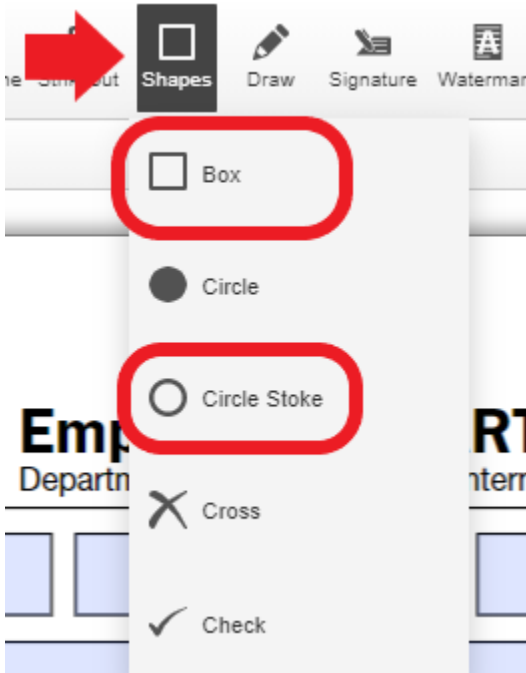


5. Click the corner boxes to resize your shape and drag to move your shape.



## Square or Circle Outline (border/stroke only)

1. Click the "Box" or "Circle Stroke" icons if you would only like the outline of a square or circle.



2. Click and drag your cursor to start drawing your shape outline and let go when it's the size you desire.

x Return 950117

OMB No. 1545-0029

**Report for this Quarter of 2018**  
(Check one.)

☐ 1: January, February, March

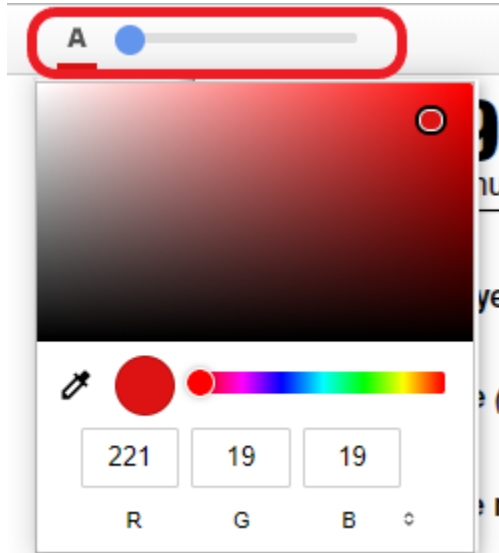
☐ 2: April, May, June

☐ 3: July, August, September

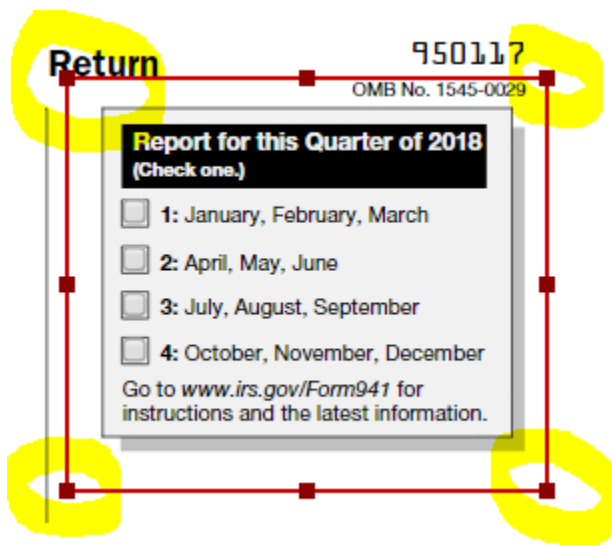
☐ 4: October, November, December

Go to [www.irs.gov/Form941](http://www.irs.gov/Form941) for instructions and the latest information.

3. Change the line width and color by double clicking on the shape outline after you've made it.
4. Click the "A" for the color selection to pop-up and drag the blue circle to desired line width.



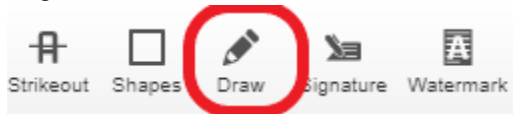
5. Click the corner boxes to resize your shape.



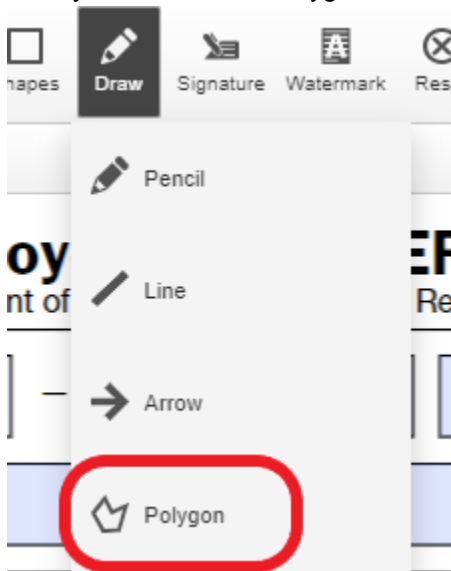
## Polygon

The "Polygon" icon allows you to create as many straight lines as you desire on different angles, and then closes the shape.

1. To get started, click on the "Draw" icon.



2. After, you will find the "Polygon" icon. Click the icon to get started.



3. Click where you would like to start, then move your cursor and click again to create your desired shape or line. Repeat this as many times as you want.
4. Double click when you are finished and the last line will connect itself to the shape so it's closed.

Form **941 for 2018: Employer's QUARTERLY Federal Tax Return**  
(Rev. January 2018) Department of the Treasury — Internal Revenue Service

Employer identification number (EIN)   -

Name (not your trade name)

Trade name (if any)

Address

Number  Street  Suite or room number

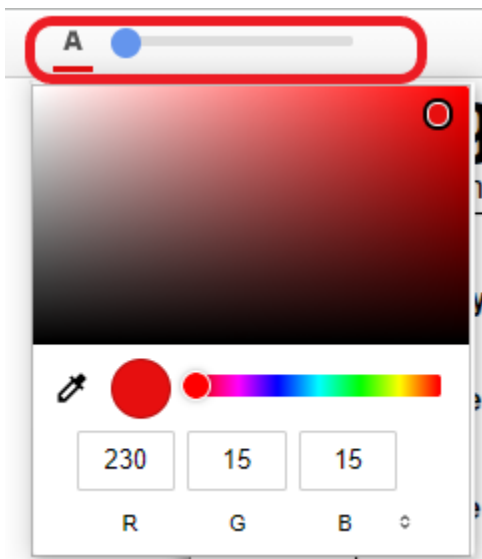
City  State  ZIP code

Foreign country name  Foreign province/county  Foreign postal code

Read the separate instructions before you complete Form 941. Type or print within the boxes.

**Part I Answer these questions for this quarter.**

- Next, double click on the Polygon, in the top right corner an option will appear for changing the color of the line and the line width.



- Click on the "A" to change the color and drag the blue circle to change the line width.

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(Rev. January 2018) Department of the Treasury — Internal Revenue Service

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City  State  ZIP code

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7. You can edit each line where you see a red square. Just pull and drag your cursor to the desired location.

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Address

Number  Street  Suite or room number

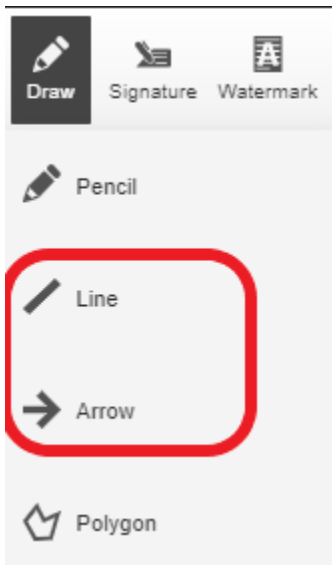
City  State  ZIP code

Foreign country name  Foreign province/county  Foreign postal code

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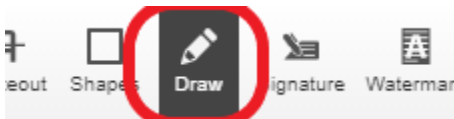
8. You can also move the Polygon wherever you want, click on your polygon and drag it to the desired location.

## Line & Arrows

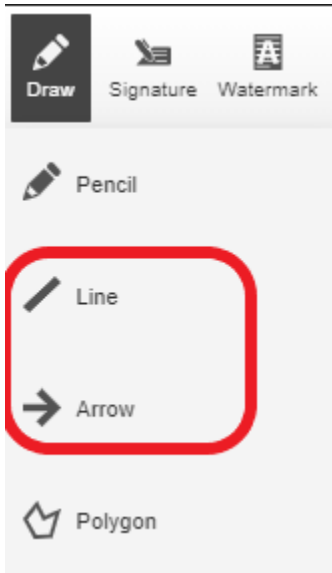


The Line and Arrow icon work identical to each other.

1. Click on the “Draw” Icon



2. Select either the “Line’ or “arrow” icon.



Click where you want your line/arrow to start and continue holding down the cursor, and drag to where you want your line/arrow to end and release the cursor.



## Form 941 for 2018: Employer's QUARTERLY Federal Tax Return

(Rev. January 2018) Department of the Treasury — Internal Revenue Service

950117

OMB No. 1545-0029

Employer identification number (EIN)  -

Name (not your trade name)

Trade name (if any)

Address

Number Street Suite or room number

City State ZIP code

Foreign country name Foreign province/county Foreign postal code

### Report for this Quarter of 2018 (Check one.)

☐ 1: January, February, March

☐ 2: April, May, June

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1

- Next, double click on the line/arrow and a pop-up will appear where you can change the color and width of the line/arrow.



- Click on the "A" to change the color and drag the blue circle to change the line width.

**Form 941 for 2018: Employer's QUARTERLY Federal Tax Return**  
(Rev. January 2018) Department of the Treasury — Internal Revenue Service

950117  
OMB No. 1545-0029

**Employer identification number (EIN)**   -

**Name (not your trade name)**

**Trade name (if any)**

**Address**

Number  Street  Suite or room number

City  State  ZIP code

Foreign country name  Foreign province/county  Foreign postal code

**Report for this Quarter of 2018 (Check one.)**

☐ 1: January, February, March

☐ 2: April, May, June

☐ 3: July, August, September

☐ 4: October, November, December

Go to [www.irs.gov/Form941](http://www.irs.gov/Form941) for instructions and the latest information.

Read the separate instructions before you complete Form 941. Type or print within the boxes.

**Part 1: Answer these questions for this quarter.**

**1** Number of employees who received wages, tips, or other compensation for the pay period including: Mar. 12 (Quarter 1), June 12 (Quarter 2), Sept. 12 (Quarter 3), or Dec. 12 (Quarter 4) **1**

5. You can also move the line/arrow wherever you want, click on it and drag it to the desired location.

## 7. Erase, Redact & Highlight

All of these features require you to convert a document type to PDF by step 1. PDF Convertor, or access your PDF by step 2. PDF Editor.

### Erase

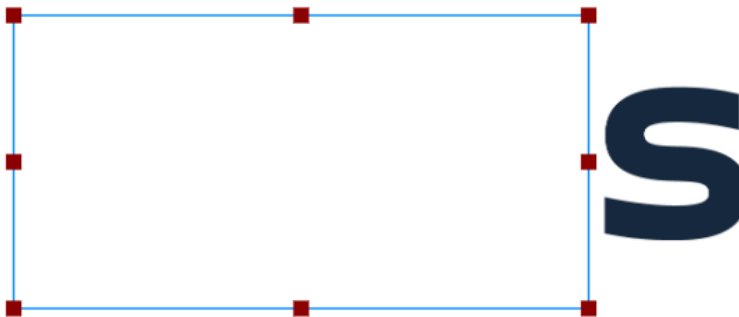
1. Click the "Eraser" icon. Click and drag the cursor over the text or image you would like to erase.



2. You can make adjustments by pulling the corners of the eraser box to completely cover the area you wish to erase from the document. Click and drag the box to move to the desired location that you would like to erase as well.

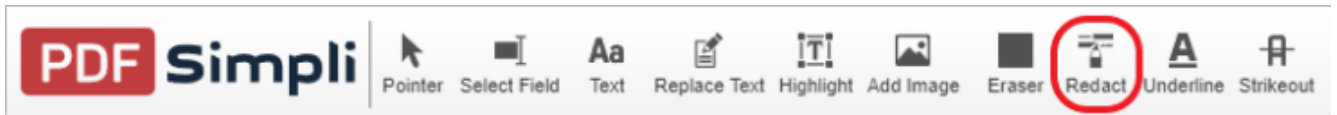


3. Click away from the eraser box and you're done. As shown below the eraser removes the logo completely from the document.



## Redact

1. To Redact text from the document, Click the "Redact" icon.

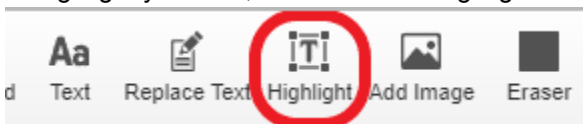


2. Click and drag the cursor to highlight over the text you would like to be covered.

less than [REDACTED] on the ret  
y deposit obligation during the currer  
100,000 or more, you must provide a t  
e deposit schedule below; if you are a sem

## Text Highlight

1. To highlight your text, First click the "Highlight" icon.

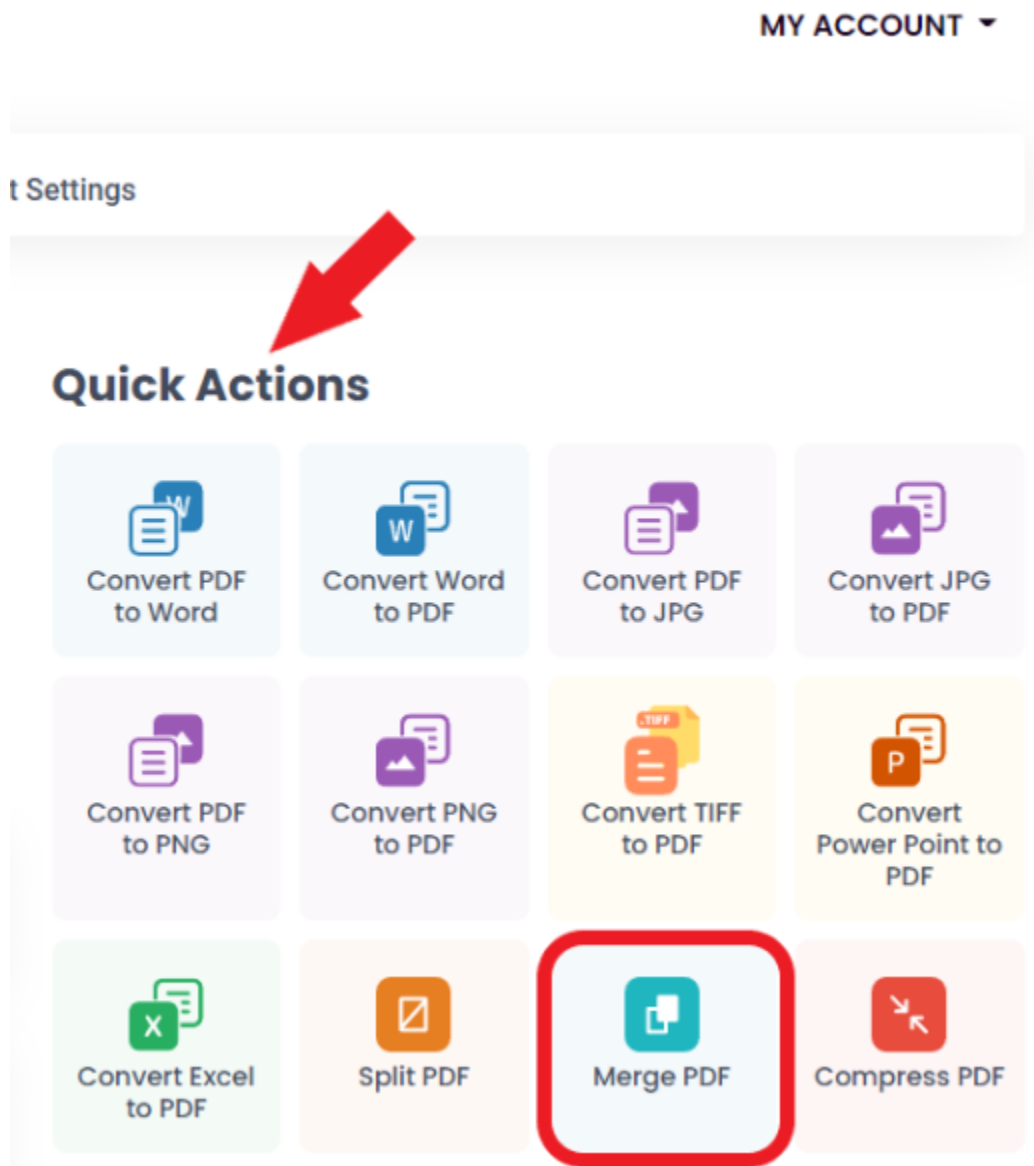


2. Next, roll your cursor over the text you want to highlight. That's it!

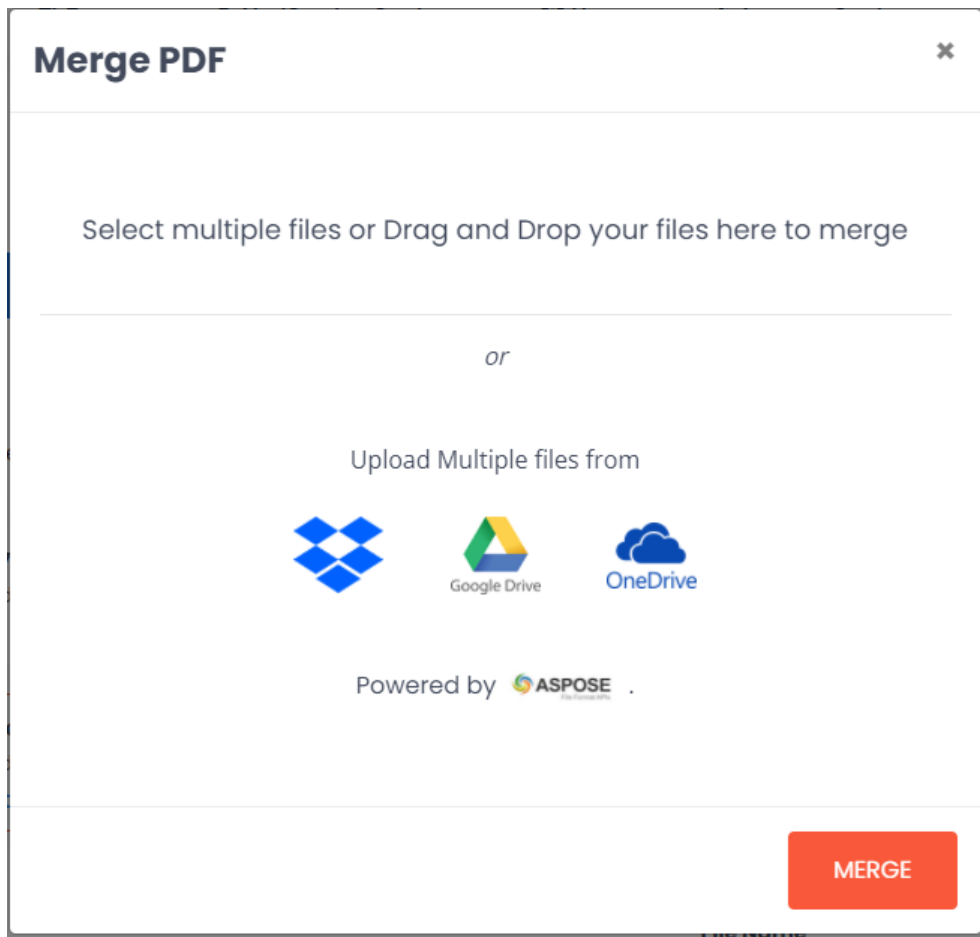
## 8. Merge, Split, Compress & Rotate PDFs

### Merge

1. To merge your PDF's, In your Documents, click "Merge PDF" from the "Quick Actions" menu on the right hand side of the screen.

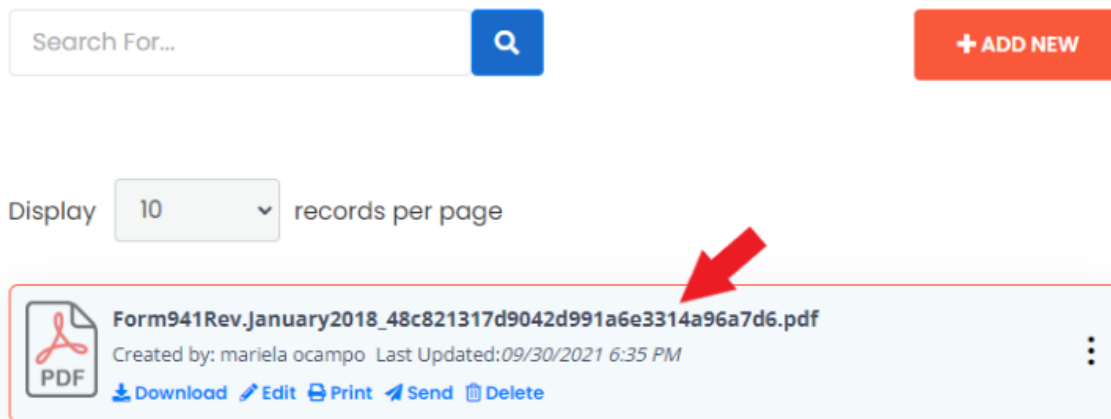


2. A pop-up prompting you to choose which PDFs you want to merge, will appear. Choose the two PDFs and then click "Merge".

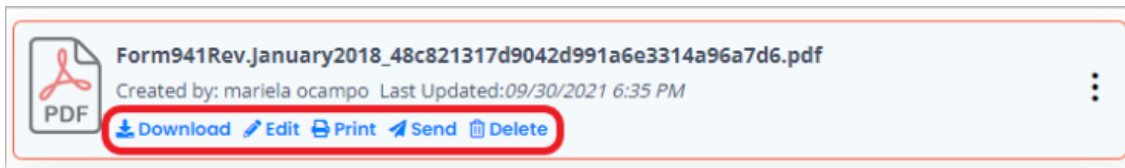


3. Your Merged PDF's will upload to your Documents with an auto generated name

## Documents

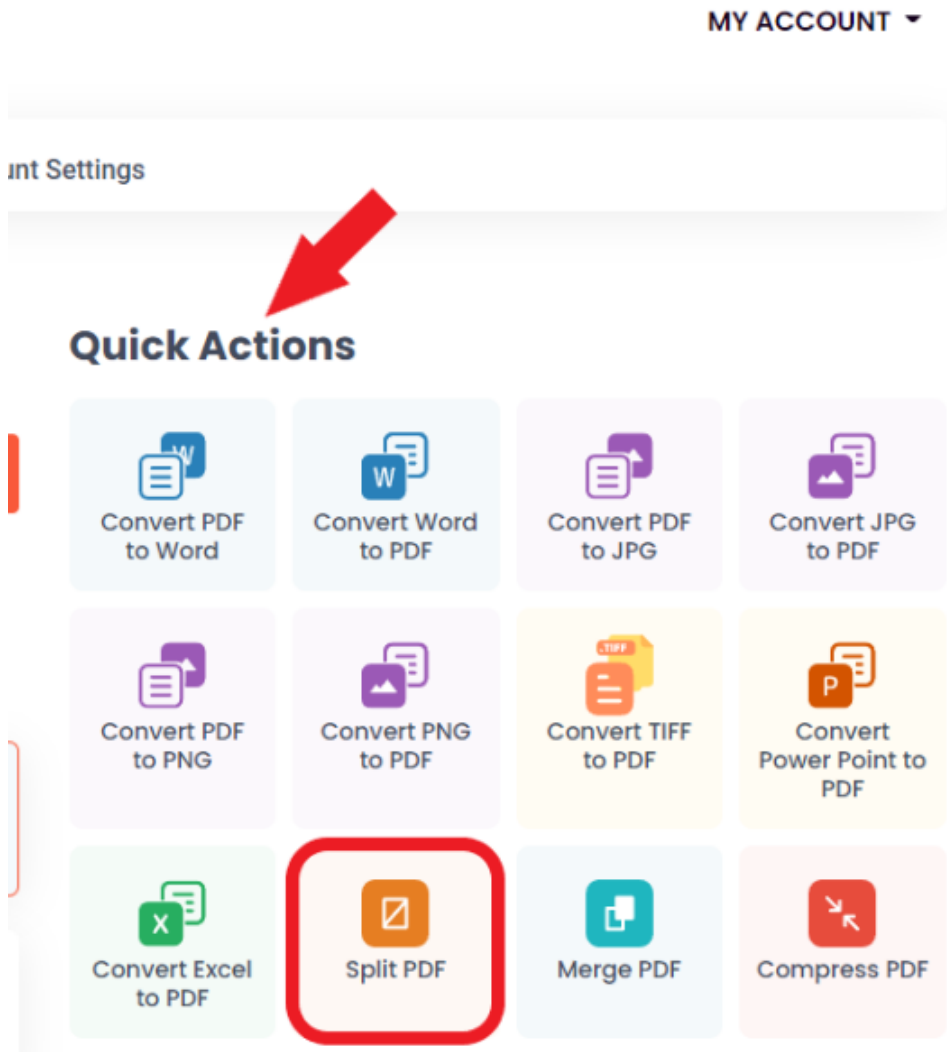


4. You can now Edit, Sign, Print, Send or Download your Merged PDF.

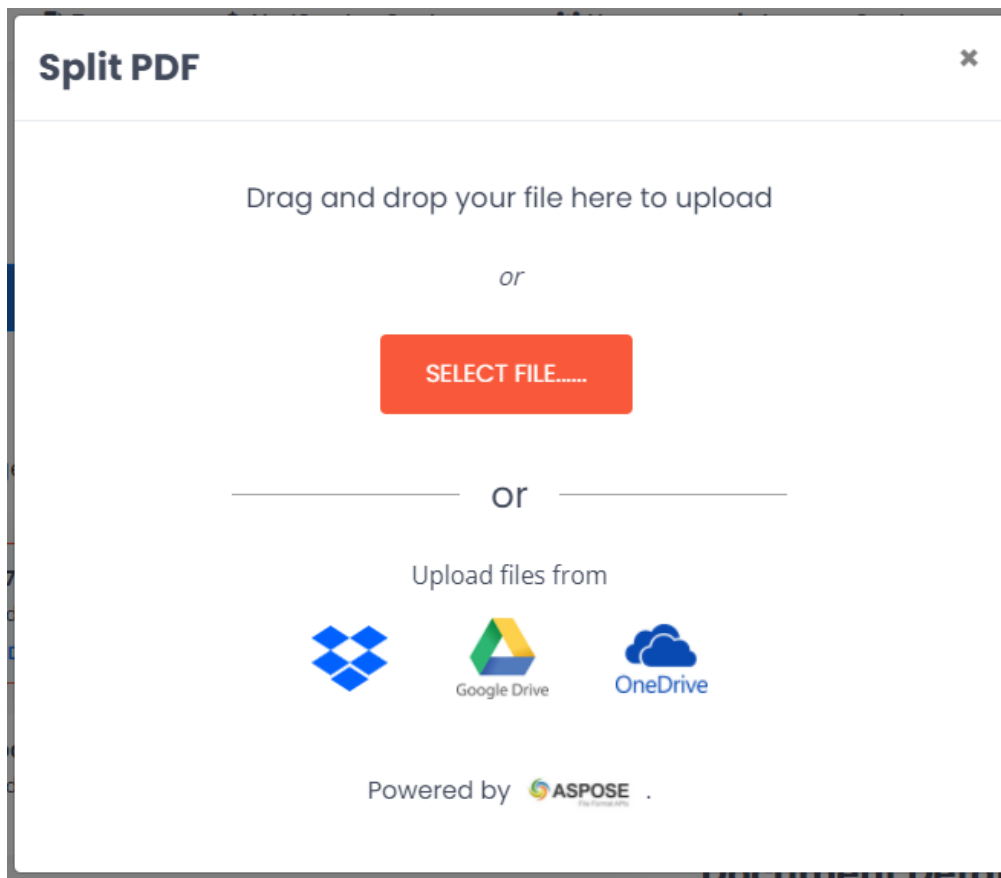


## Split

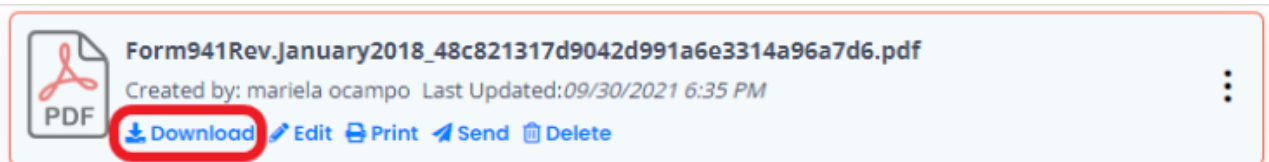
1. Click “Split PDF” from the “Quick Actions” menu on the right hand side of the screen.



2. A pop-up prompting you to choose which PDF you want to split will appear. Choose the PDF and then click “Split”.



3. It will upload to your Recent Documents. You must click “Download” to be able to access the Split pages of your PDF.



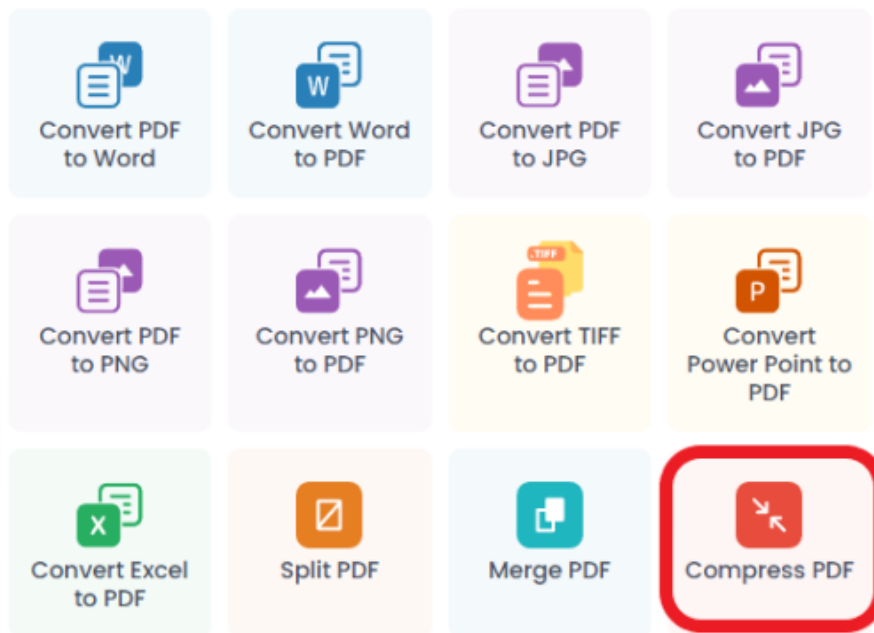
4. A pop-up prompting you to choose a name and location to save, will appear. Click “Save”. Now, there will be a zipped folder containing your Split PDF pages and you can access the pages separately.

## Compress

1. To compress your documents, Click “Compress PDF” from the “Quick Actions” menu on the right hand side of the screen.

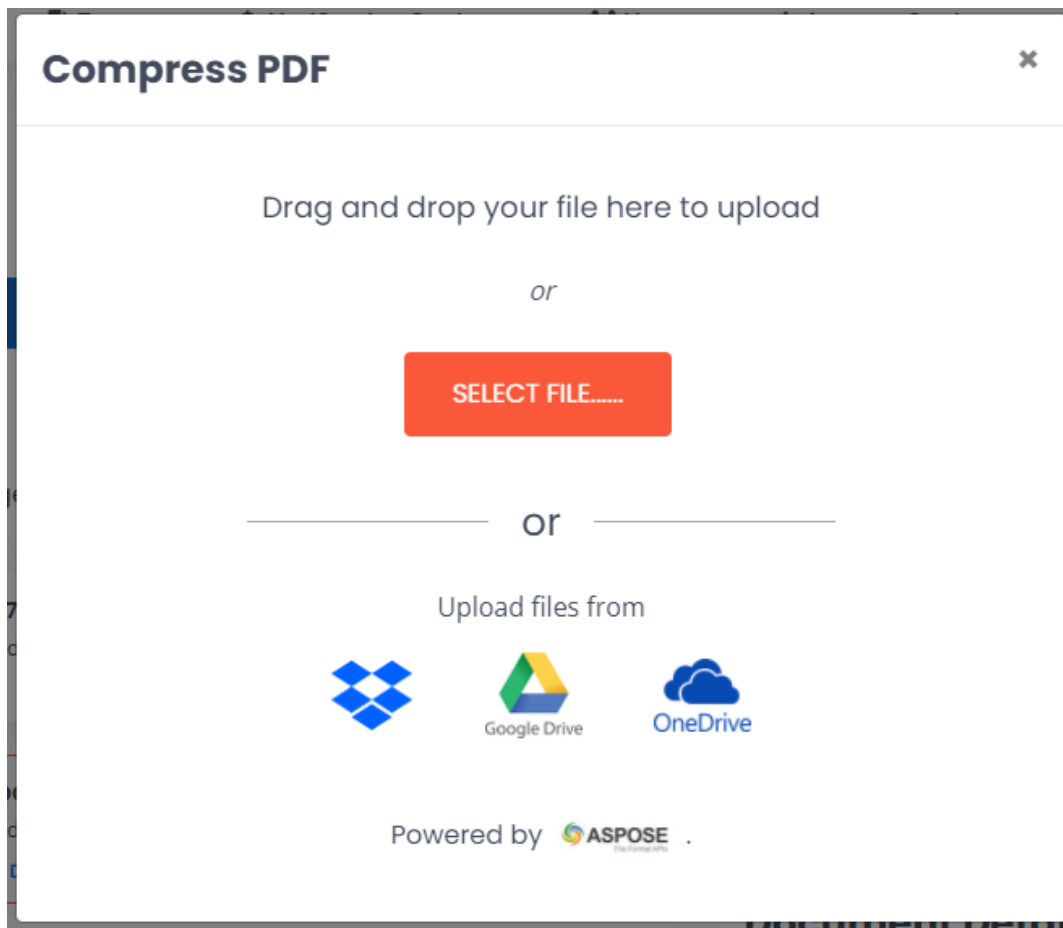
int Settings

## Quick Actions

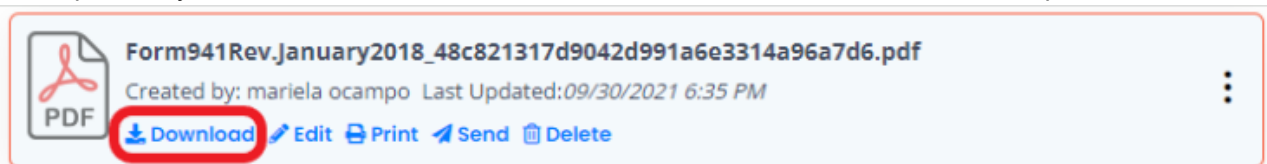


2. A pop-up prompting you to choose a name and location to save, will appear. Click "Save". Your Compressed PDF is now saved and accessible.





3. It will upload to your Documents. You must click “Download” to be able to access the compressed PDF.

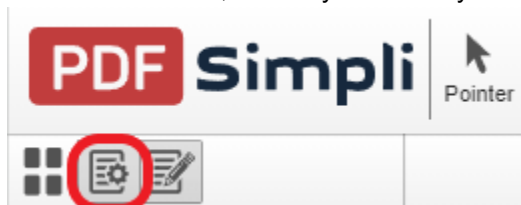


- 5.
4. Your Compressed PDF is now saved and accessible.

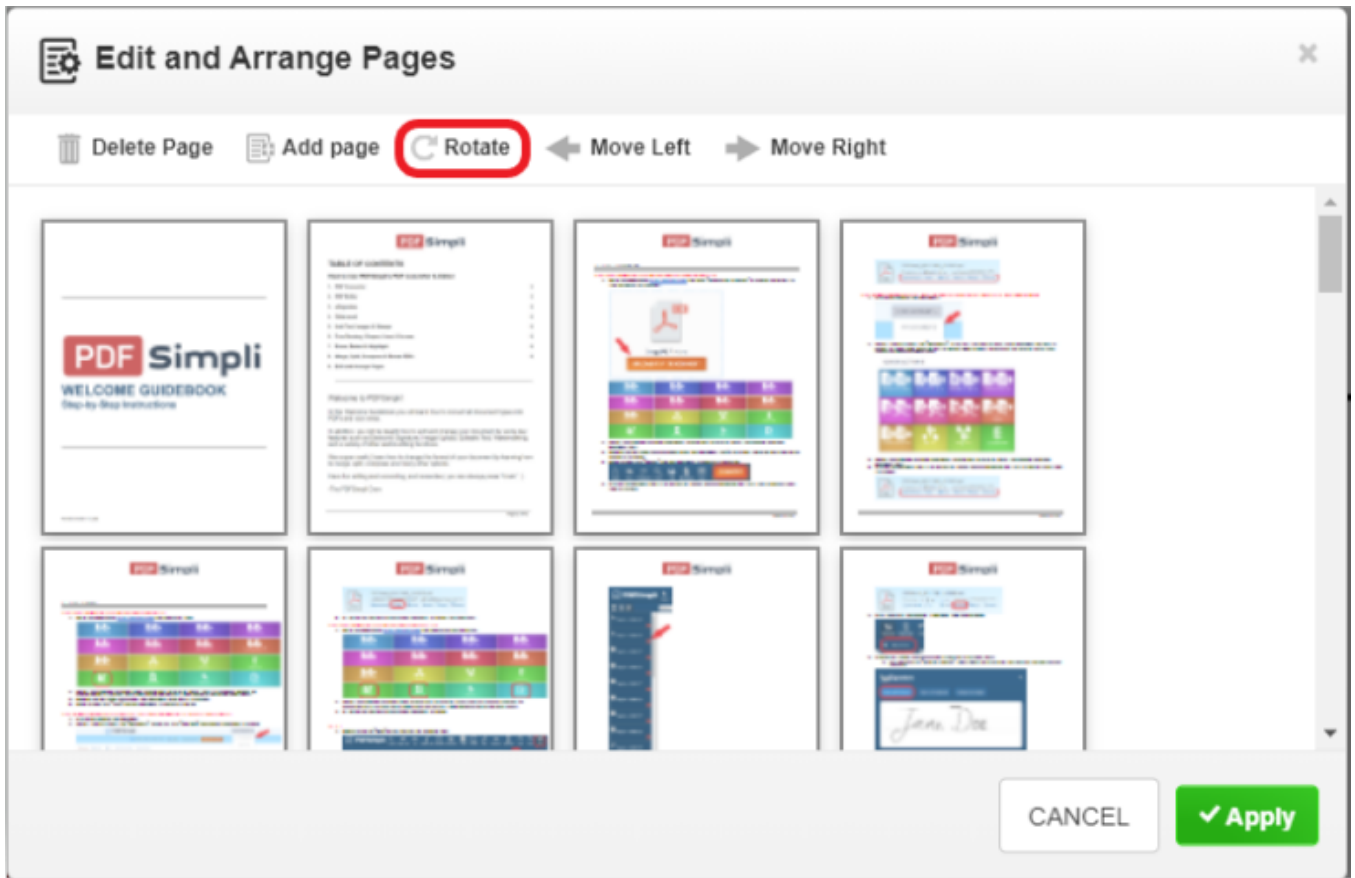
## 9. Edit and Arrange Pages

### Rotate

1. Inside of the editor, Rotate your PDF by clicking “Arranger” at the top left corner of the editor.



2. A pop up window will show and then you will click the “rotate” option.



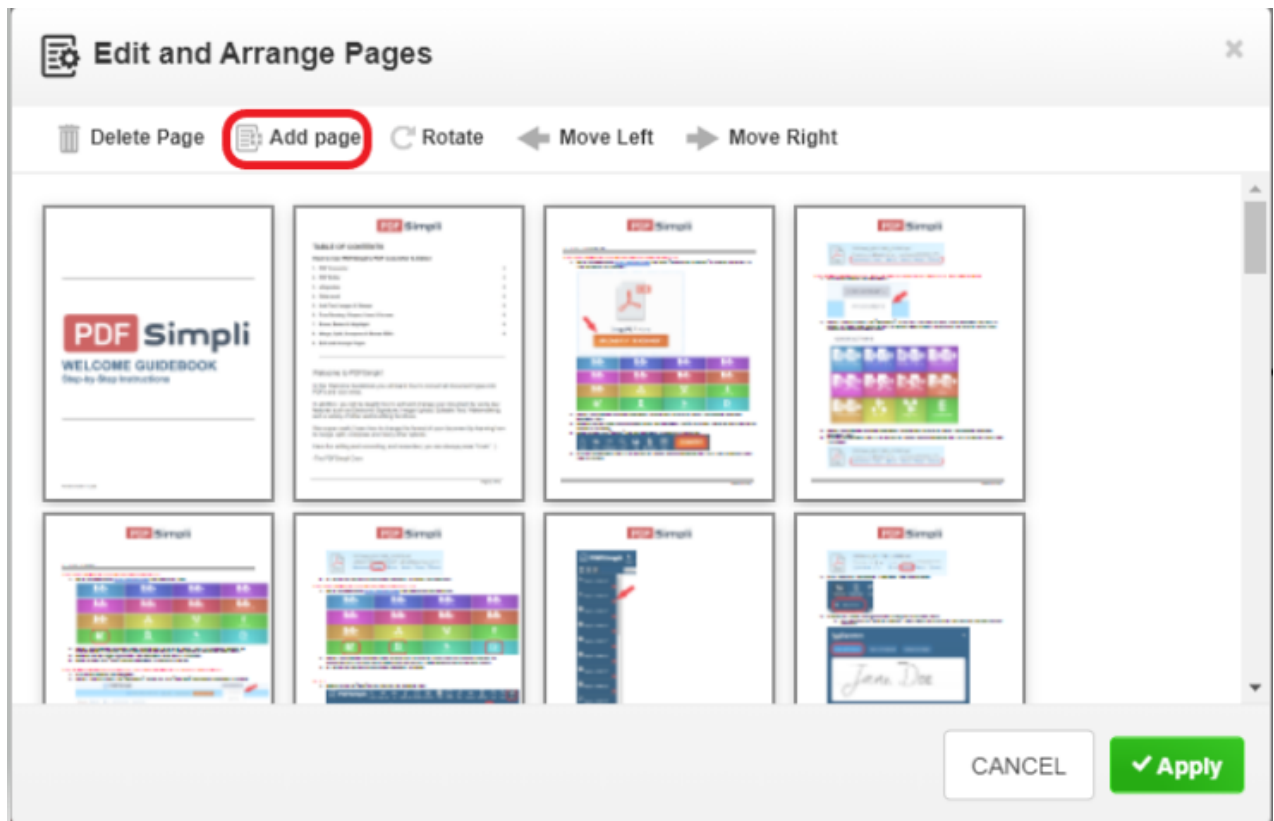
3. Select the page you would like to rotate and choose your desired rotation. Once finished click the green “apply” button and you're finished.

## Add Page

4. Inside of the editor, Add a Page to your PDF by clicking “Arranger” at the top left corner of the editor.



5. A pop up window will show and then you will click the “rotate” option.



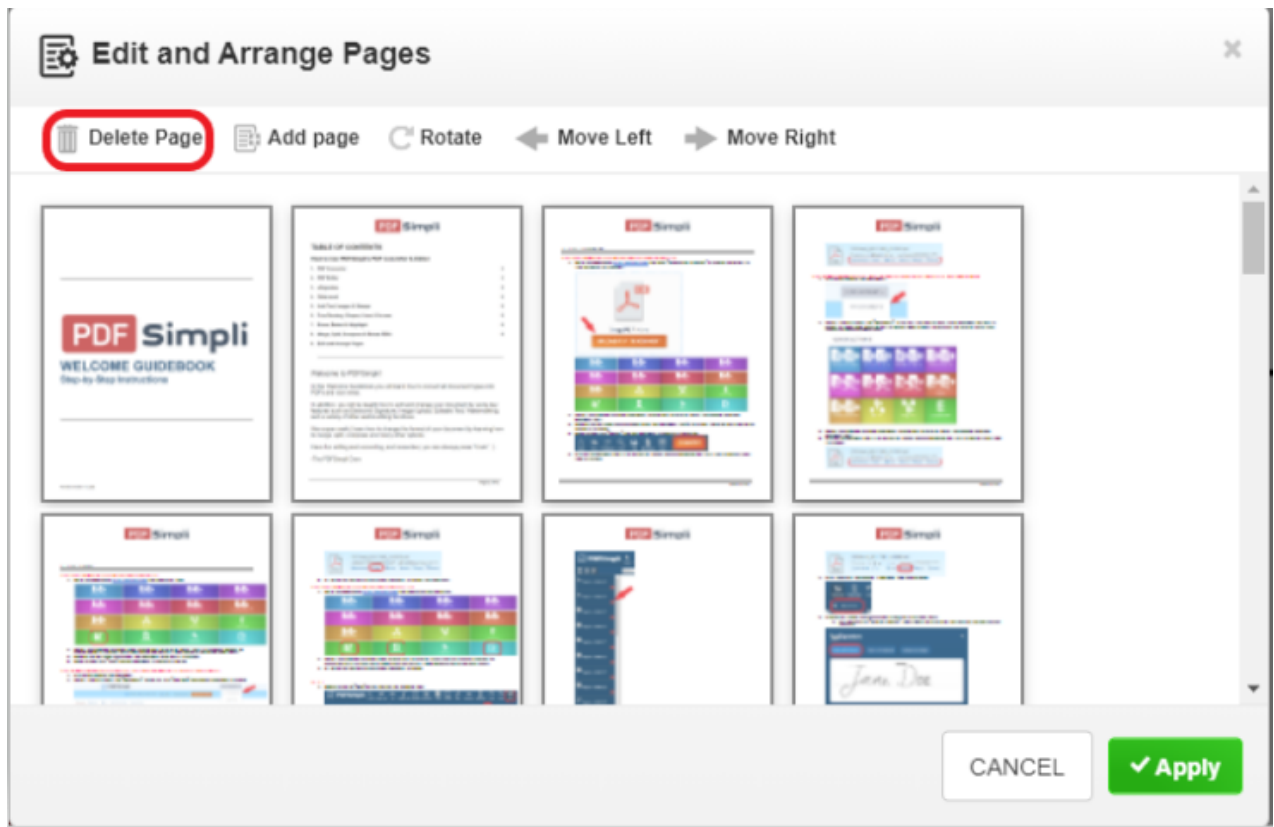
6. Select the page you would like to Add. Once finished click the green “apply” button and you're finished.

## Delete Page

7. Inside of the editor, delete a page to your PDF by clicking “Arranger” at the top left corner of the editor.



8. A pop up window will show and then you will click the “Delete” option.



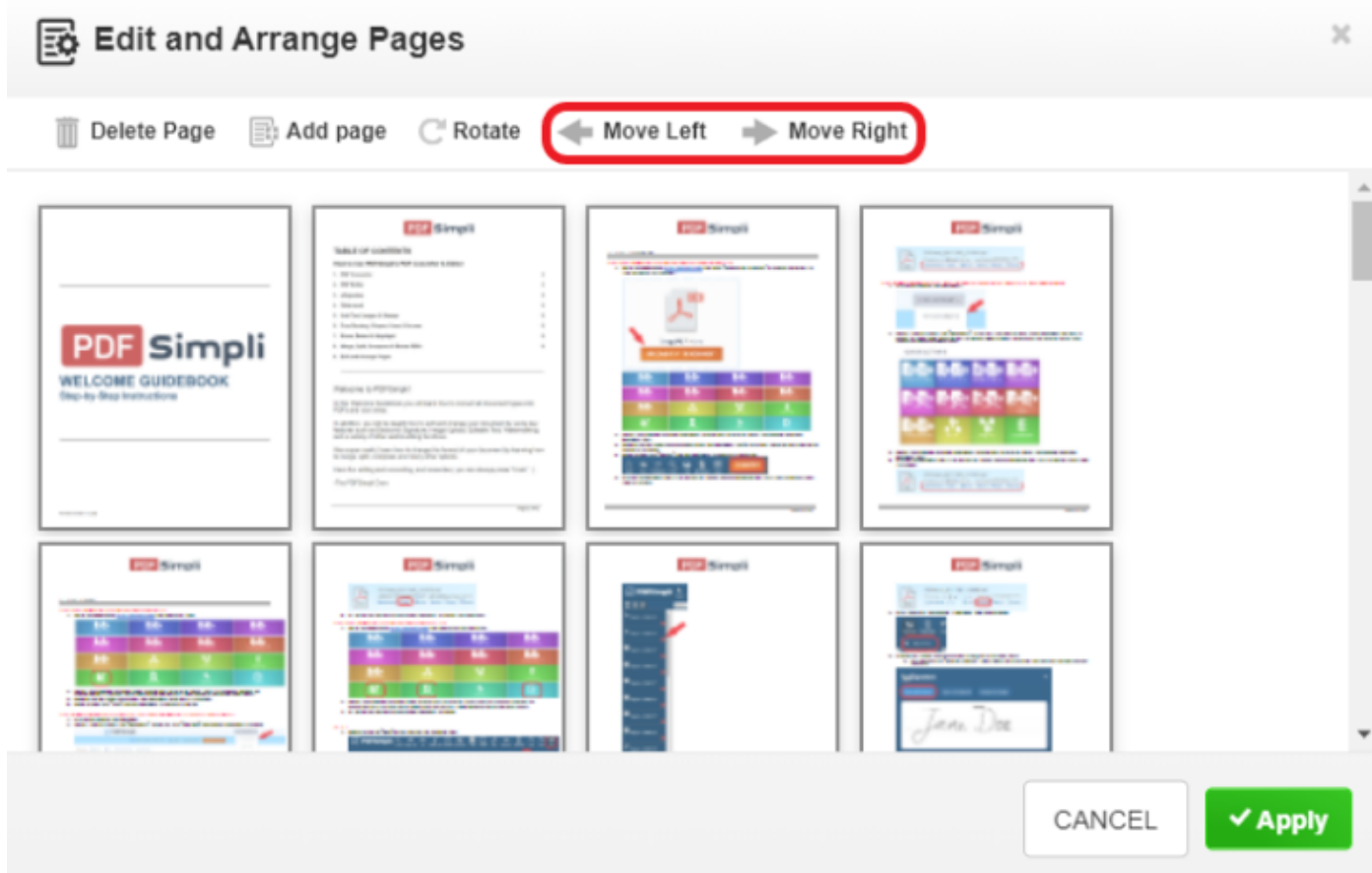
9. Select the page you would like to Delete. Once finished click the green “apply” button and you're finished.

## Move Page

10. Inside of the editor, Move a Page of your PDF by clicking “Arranger” at the top left corner of the editor.



11. A pop up window will show and then you will click the “Move Left” or “Move Right” option.



12. Select the page you would like to Move and click the desired way you would like to move your page. Once finished click the green “apply” button and you’re finished.