

Subject: Combining & Creating PDFs	Product: Customer Loyalty Group	Approved on:
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Purpose:

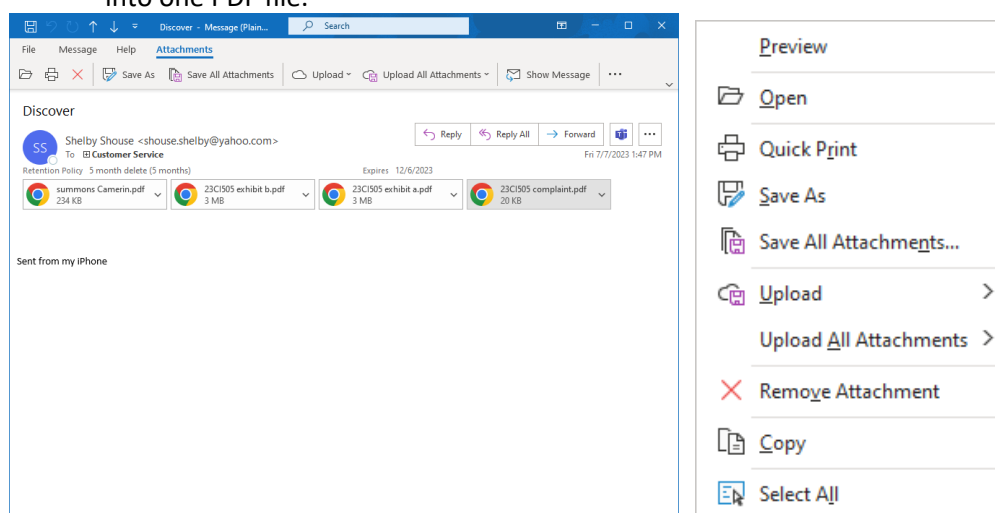
- To assist when with creating PDFs when documents received are not already formatted.

Policy:

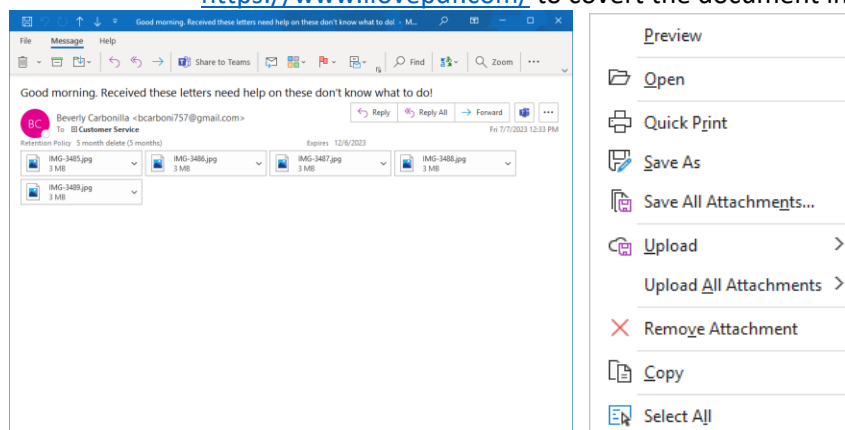
- To ensure any documents received from the client are uploaded to the client file as a PDF

Procedure:

- Emails with multiple PDF files for the same account:
 - Right click on one file and select the Save All Attachments option.
 - Save the files to a folder you can quickly locate.
 - Pull up a Merge PDF website like <https://www.ilovepdf.com/> to combine them into one PDF file.

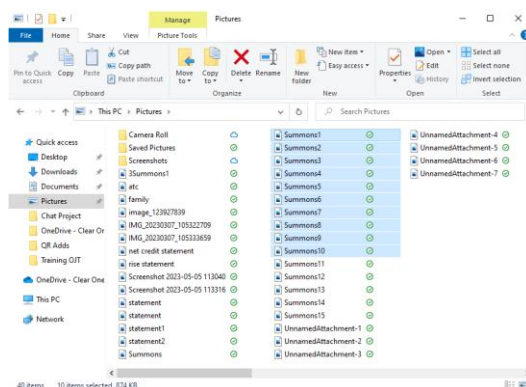


- Emails with multiple JPGs files for the same account:
 - Right click on one file and select the Save All Attachments option.
 - Save the files to a folder you can quickly locate.
 - Pull up a website like <https://jpg2pdf.com/> or <https://www.ilovepdf.com/> to convert the document into a PDF



Latest Revision Date: 7/7/2023	Page 1 of 3	Author of Latest Revision: Heather Sellers
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- Once highlighted, left click your mouse to select the print option
- Make sure the printer is set to Print to PDF

Exceptions:

- (none)

Latest Revision Date: 7/7/2023	Page 3 of 3	Author of Latest Revision: Heather Sellers
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