

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

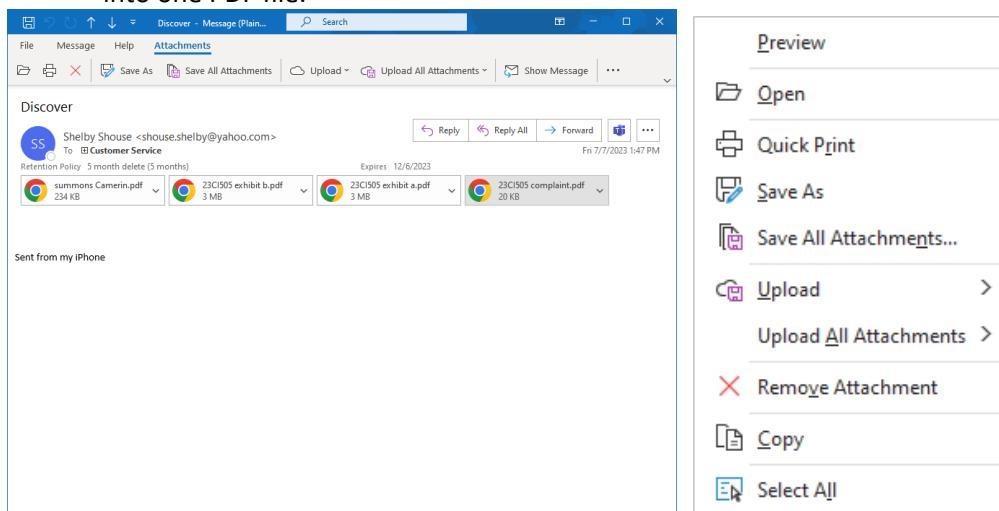
- To assist when creating PDFs when documents received are not already formatted.

Policy:

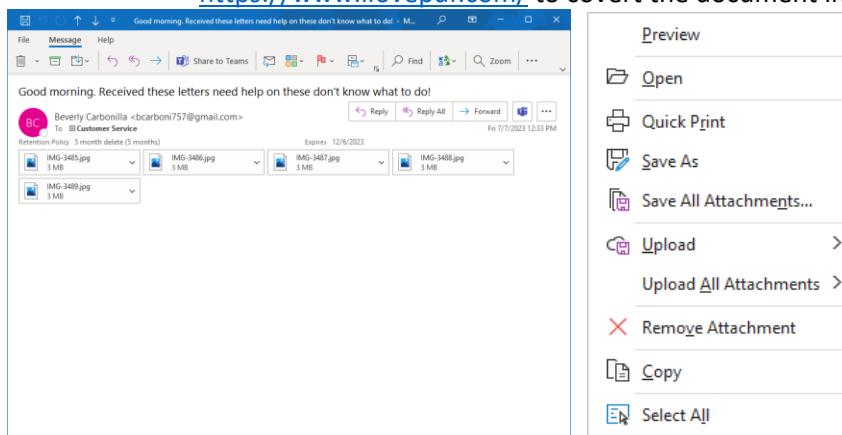
- To ensure any documents received from the client are uploaded to the client file as a PDF

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.



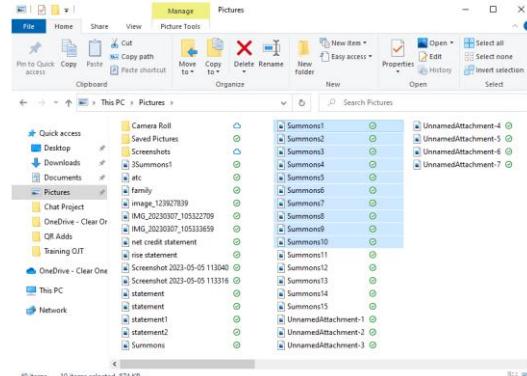
- Emails with multiple JPGs files for the same account:
 - Right click on one file and select the Save All Attachments option.
 - Save the files to a folder you can quickly locate.
 - Pull up a website like <https://jpg2pdf.com/> or <https://www.ilovepdf.com/> to convert the document into a PDF



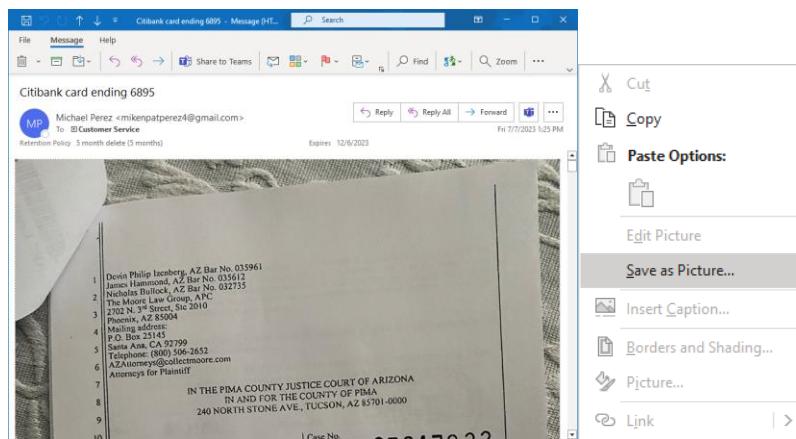
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- Or you can open your file folder to select all of the files needed by using right click on the mouse to drag and highlight or hold the Ctrl button on the keyboard and click on each file.



- Once highlighted, left click your mouse to select the print option
 - Make sure the printer is set to Print to PDF
- Emails with multiple pictures in the email for the same account:
 - Left click the mouse on each picture and select Save as Picture

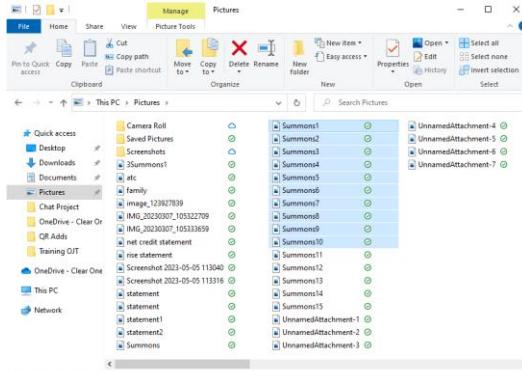


- Save the files to a folder you can quickly locate.
 - Pull up a website like <https://jpg2pdf.com/> or <https://www.ilovepdf.com/> to convert the document into a PDF
 - Or you can open your file folder to select all of the files needed by using right click on the mouse to drag and highlight or hold the Ctrl button on the keyboard and click on each file.

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In the printed form this is an uncontrolled document. The official version can be found online.

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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)

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