



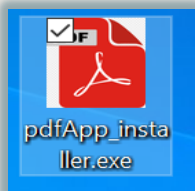
# PDF Utility App- Guide

1. Add Signature to PDF   2. Convert JPEG to PDF   3.Convert PDF to Excel   4. Merge PDFs

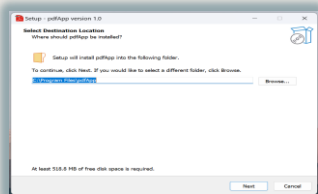


# App Installation

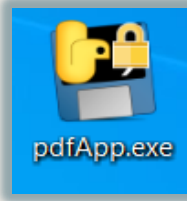
- ▶ Download the app from **pdfApp\_installer**. *Used only to install the app for the first time, after installation it will not be used*
- ▶ [Click here to download pdfApp\\_installer](#) → **Click Download**



Double click



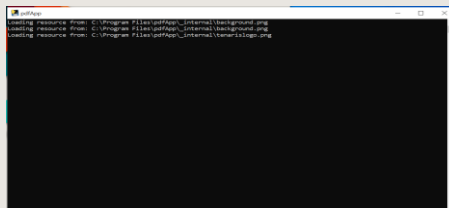
Select path to install the app and click next to finish installation process



The app installed and you can access each time from this icon

*\*For the first time app launch, may take a few seconds, for the next use will be fast to launch*

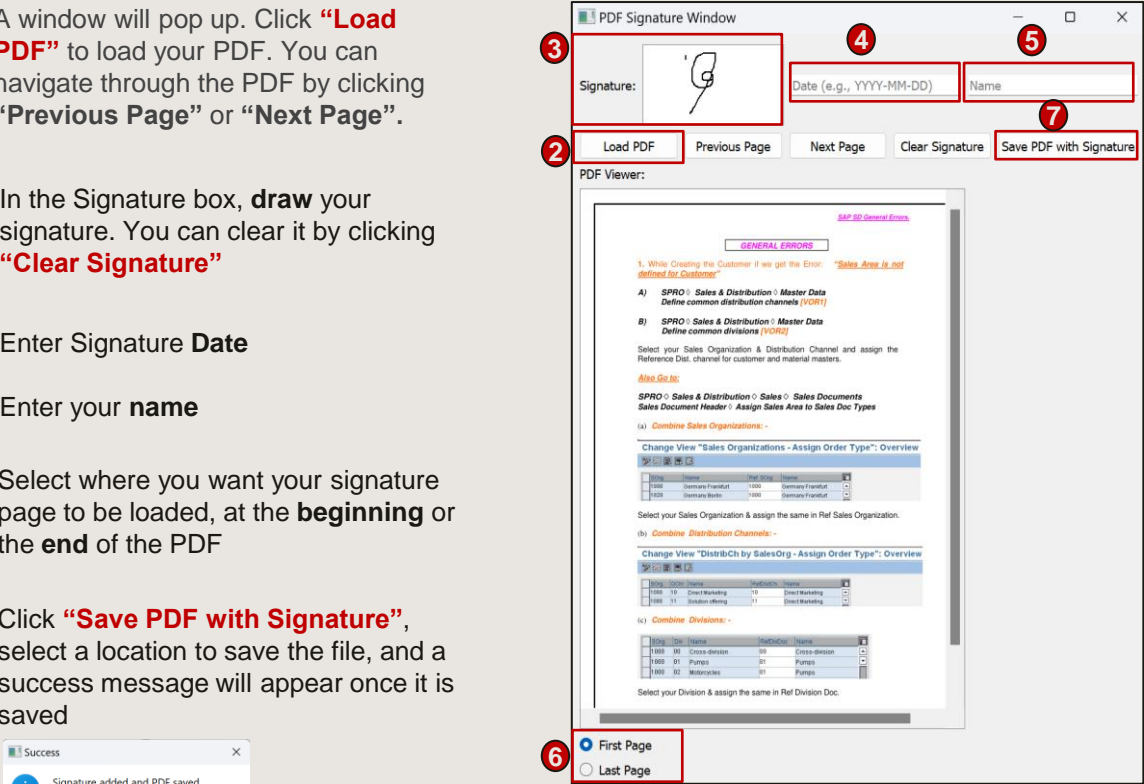
*\*Don't close the terminal when app is running, if its closed, the app will be closed*



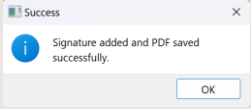
# Add Signature to PDFs

This functionality allow you to create a signature page and incorporate it into your PDF either in the first page of the pdf or in the last

- 1 From the main interface, click on **“Add Signature to PDF”**
- 2 A window will pop up. Click **“Load PDF”** to load your PDF. You can navigate through the PDF by clicking **“Previous Page”** or **“Next Page”**.
- 3 In the Signature box, **draw** your signature. You can clear it by clicking **“Clear Signature”**
- 4 Enter Signature **Date**
- 5 Enter your **name**
- 6 Select where you want your signature page to be loaded, at the **beginning** or at the **end** of the PDF
- 7 Click **“Save PDF with Signature”**, select a location to save the file, and a success message will appear once it is saved



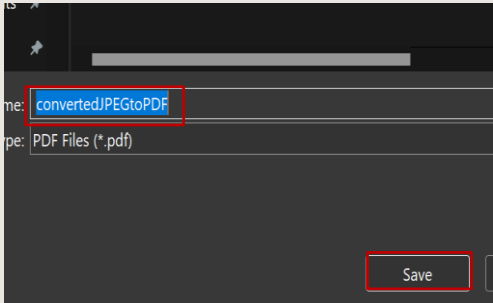
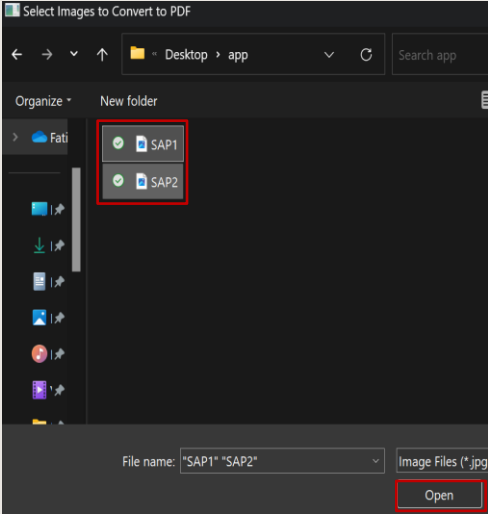
Final output, your pdf combined with the signature page



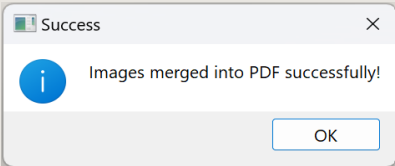
# Convert JPEG to PDF

This functionality will allow you to convert single or multiple images to PDF

- 1 From the main interface, click on “Convert JPEG to PDF”
- 2 Window will pop up, select image/images you want to convert to pdf→ Click **open**
- 3 Immediately another window will pop up to save the converted image with pdf format→ Name it→click **Save**



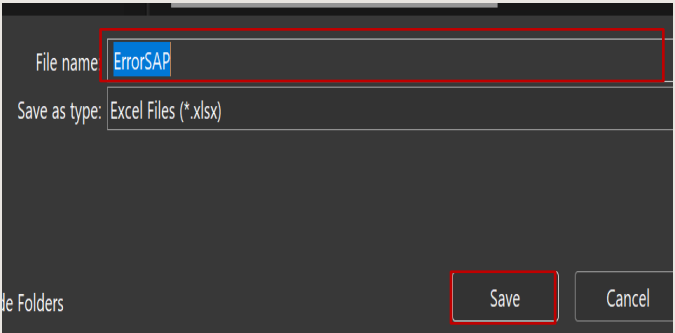
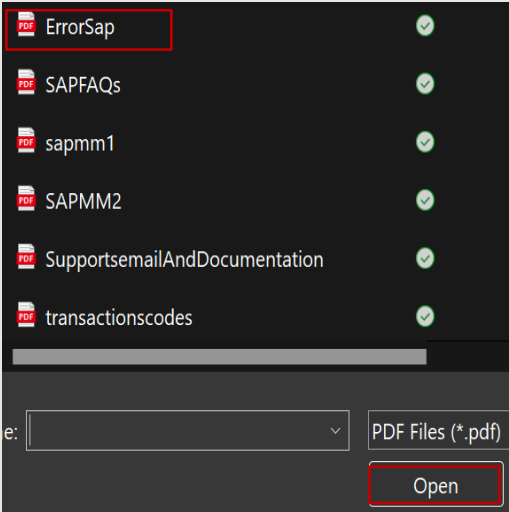
Success message will appear once it is saved



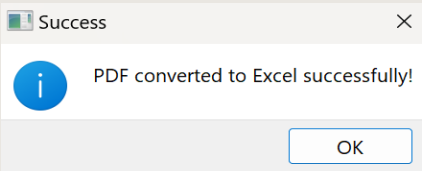
# Convert PDF to Excel

This functionality will convert your PDF to Excel

- 1 From the main interface, click on “Convert PDF to Excel ”
- 2 Window will pop up, select pdf you want to convert to Excel→ Click **open**
- 3 Immediately another window will pop up to save the converted pdf with Excel format→ Name it →click **Save**



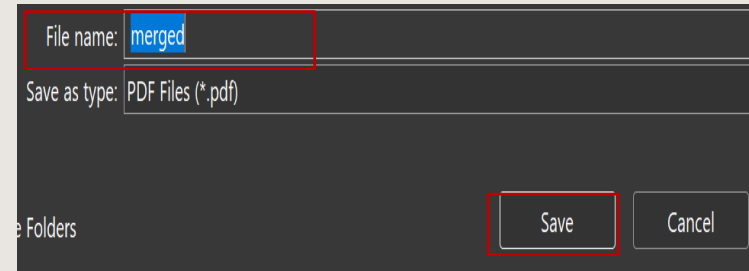
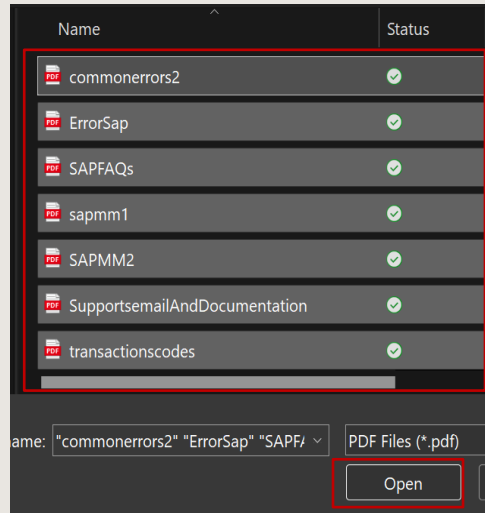
Success message will appear once it is saved



# Merge PDFs

This functionality allow you to combined multiple PDFs to a single file

- 1 From the main interface, click on **"Merge PDFs"**
- 2 Window will pop up, select pdfs you want to merge→ Click **Open**
- 3 Immediately another window will pop up to save the merged pdfs→ Name it→ click **Save**



Success message will appear once it is saved

