# PDF Utility App- Guide

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

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 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
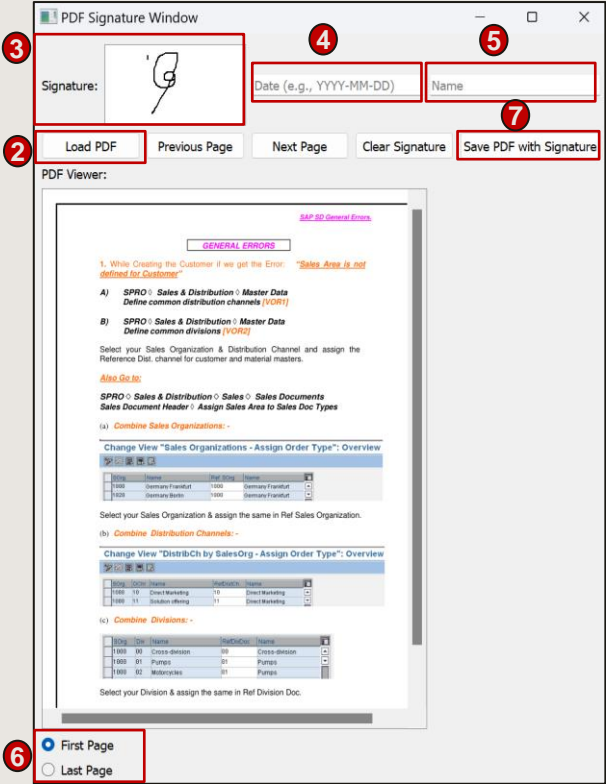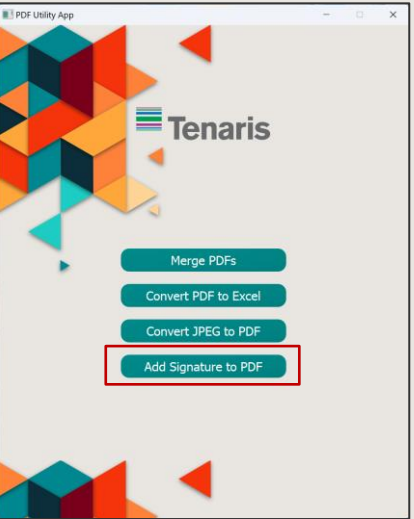
Final output, your pdf combined with the signature page
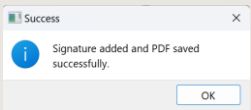
Convert JPEG to PDF

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**

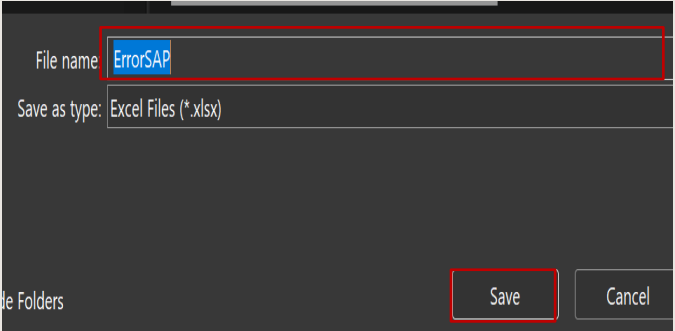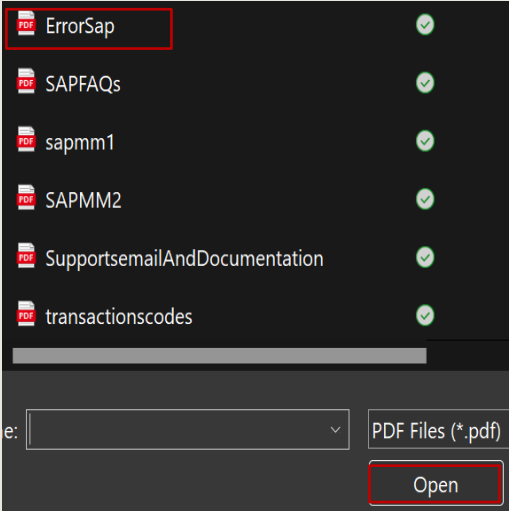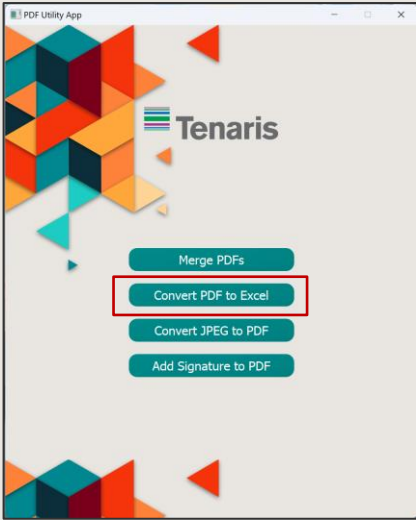**3** Immediately another window will pop up to save the converted image with pdf format→ Name it→click **Save**
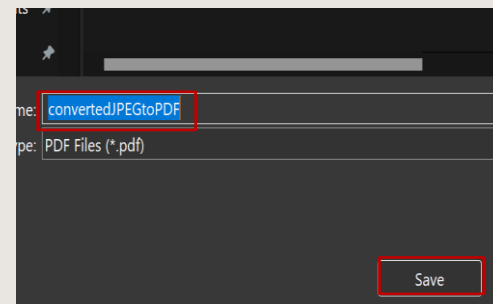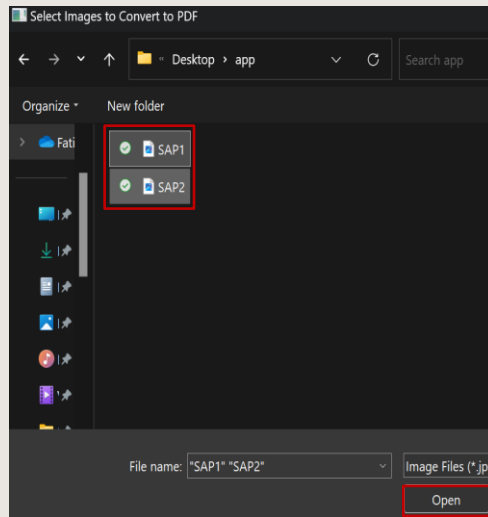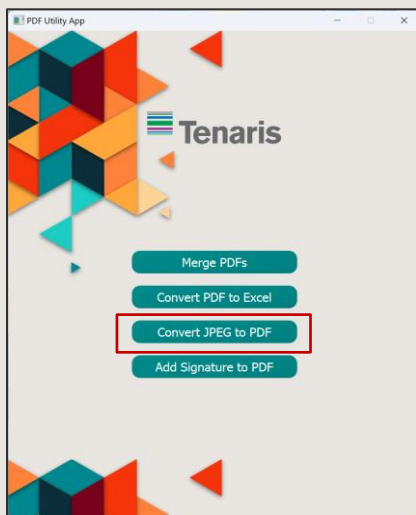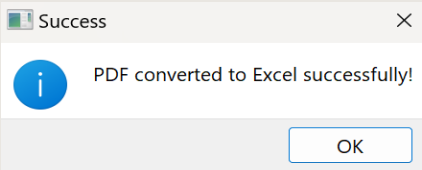

success message will appear once it is saved
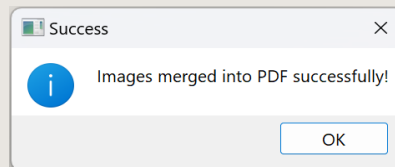
Convert PDF to Excel

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**
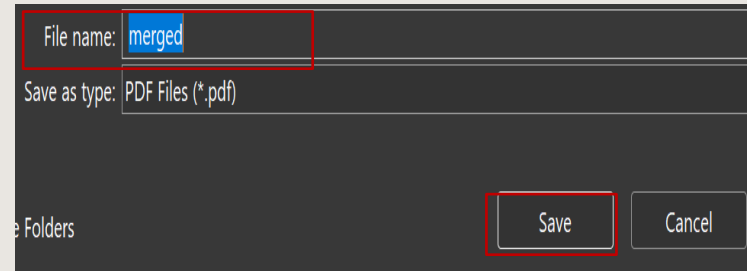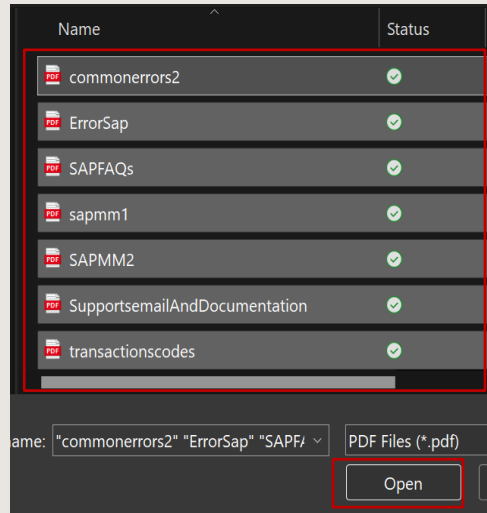
PDF Utility App

Tenaris

Merge PDFs
Convert PDF to Excel
Convert JPEG to PDF
Add Signature to PDF

ErrorSap ✓
SAPFAQs ✓
sapmm1 ✓
SAPMM2 ✓
SupportsemailAndDocumentation ✓
transactionscodes ✓

e: [⌄] PDF Files (*.pdf)

Open

File name: ErrorSAP

Save as type: Excel Files (*.xlsx)

de Folders   Save   Cancel

success message will appear once it is saved

Success ✕

ℹ PDF converted to Excel successfully!

OK

Merge PDFs

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

❶ From the main interface, click on **"Merge PDFs"**

❷ Window will pop up, select pdfs you want to merge→ Click **open**

❸ Immediately another window will pop up to save the merged pdfs→ Name it→ click **Save**

success message will appear once it is saved