



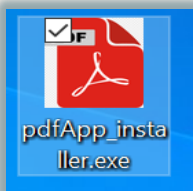
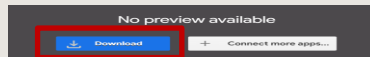
PDF Utility App- Guide

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

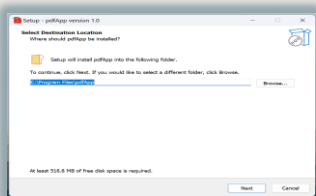


App Installation

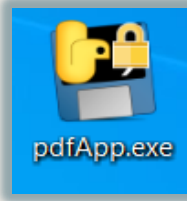
- ▶ Download the app from **pdfApp_installer**. Used only to install the app for the first time, after installation it will not be used
- ▶ [Click here to download pdfApp_installer](#) → Click Download



Double click



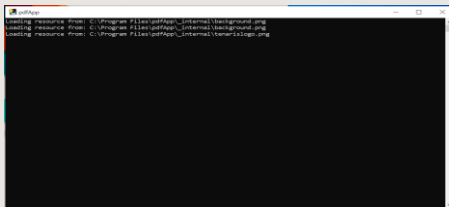
Select path to install the app and click next to finish installation process



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*

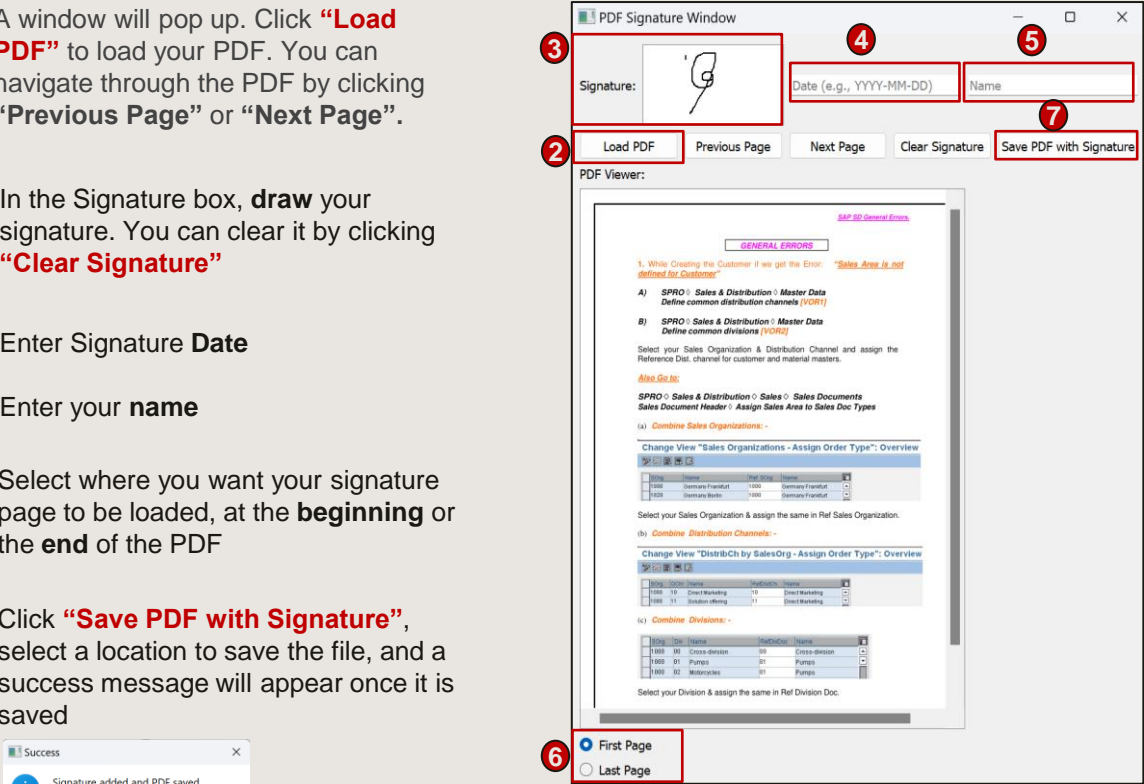
**Don't close the terminal when app is running, if its closed, the app will be closed*



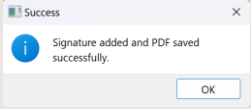
Add Signature to PDFs

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

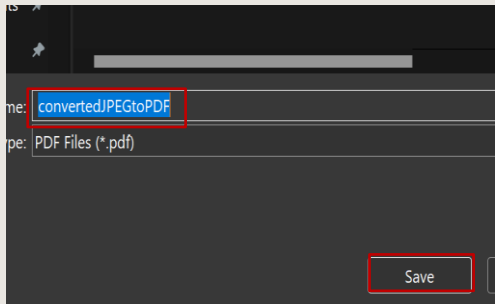
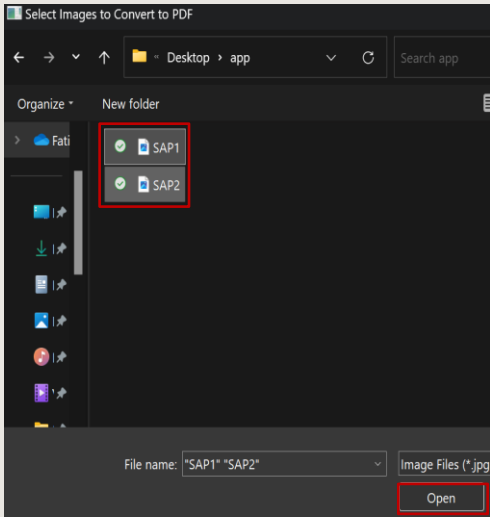




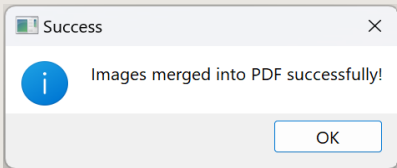
Convert JPEG to PDF

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**



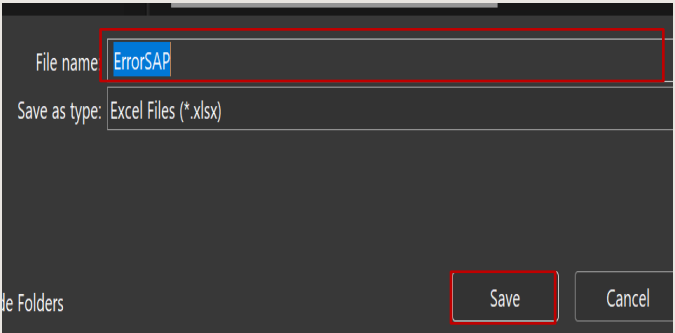
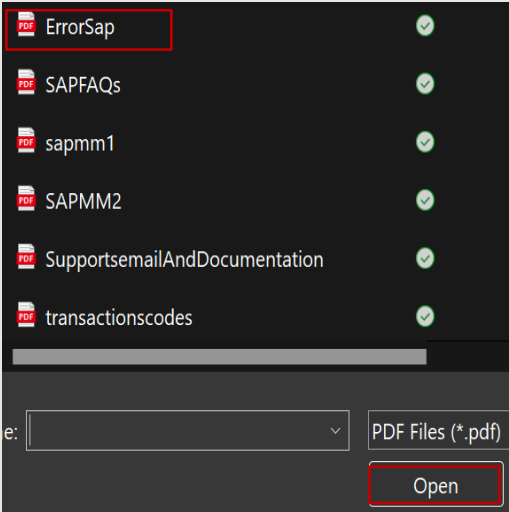
Success message will appear once it is saved



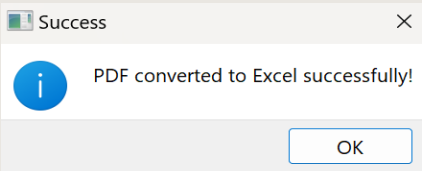
Convert PDF to Excel

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**



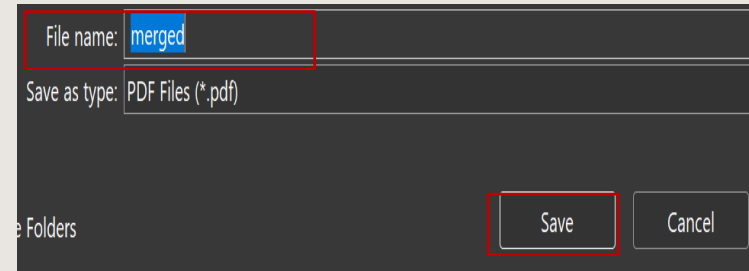
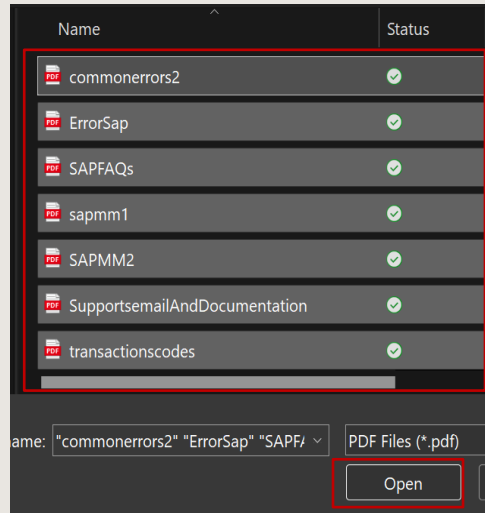
Success message will appear once it is saved



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

