

# **YesPDF Enterprise User Guide**

End-User Manual

Version: 1.0

Date: 03 February 2026

Document type: End-User Guide

Language: English

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# 1. Introduction

## 1.1 What is YesPDF?

YesPDF is a web-based application for managing and processing PDF documents. You access it from your browser - no desktop installation is required.

## 1.2 What can you do?

Operation	Description
Merge	Combine multiple PDFs into one file
Split	Split a PDF into pages or ranges
Rotate	Rotate pages by 90/180/270 degrees
Compress	Reduce file size
Watermark	Add text or logo watermark
Convert to Word	Convert PDF to .docx
Convert to Excel	Extract tables to .xlsx
OCR	Make scanned PDFs searchable

## 1.3 Supported browsers

- Google Chrome (recommended)
- Microsoft Edge
- Mozilla Firefox
- Safari

# 2. Signing in

## 2.1 Accessing the login page

- Open your browser
- Enter your YesPDF address:

<http://yespdf.yourcompany.com>

or (example):

<http://192.168.1.xxx:8000>

- You will see the login screen.

## 2.2 Sign in

- Enter your corporate email address
- Enter your password
- Click \*\*Sign In\*\*

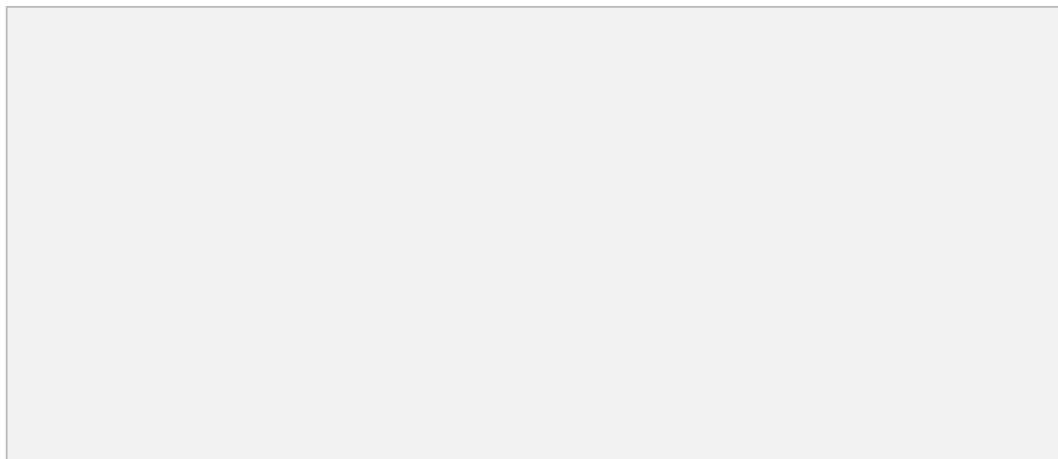


Figure: Login Screen

## 2.3 Forgot password

- Click \*\*Forgot Password\*\* on the login screen
- Enter your email address
- Open the email you receive and follow the reset link
- Set a new password

## 2.4 First login

On the first login you may be prompted to change the temporary password.  
Recommended password rules:

- At least 8 characters
- Uppercase and lowercase letters
- At least one number

## 3. Home screen

## 3.1 Screen layout

The home screen displays the most common operations as tiles (Merge, Split, Rotate, Compress, Watermark, Convert, OCR, etc.).

## 3.2 Menu items

Menu	Action
My Documents	View uploaded/processed documents
Profile	Account settings
Sign out	End your session

# 4. Uploading documents

## 4.1 Upload steps

- Select an operation (example: \*\*Compress\*\*)
- Click \*\*Choose file\*\* (or use drag-and-drop)
- Select a PDF from your computer
- Click \*\*Upload\*\* / \*\*Start\*\*

## 4.2 Drag-and-drop

- Locate your PDF on your computer
- Drag it into the upload area in YesPDF

## 4.3 Upload limits (default)

Limit	Value
Maximum file size	100 MB
Maximum page count	500 pages
Supported formats	PDF only

## 4.4 Upload errors

Error	Resolution
"File too large"	Upload a file smaller than 100 MB

"Invalid format"	Only PDF files are supported
"Password-protected PDF"	Upload a PDF without a password

## 5. PDF operations

### 5.1 Merge PDFs

Combine multiple PDFs into one.

**\*\*Steps:\*\***

- Click **Merge**
- Select at least 2 PDF files
- Reorder files with drag-and-drop
- Click **Merge**
- Download the result

**\*\*Tip:\*\*** The selected order is preserved in the output.

### 5.2 Split a PDF

Split a PDF into pages or sections.

**\*\*Steps:\*\***

- Click **Split**
- Upload your PDF
- Choose a split method:
- Split every page
- Select pages
- Enter page ranges
- Click **Split**
- Download the ZIP output

**\*\*Example:\*\*** To extract pages 3-5 from a 10-page PDF, enter 3-5.

### 5.3 Rotate pages

Rotate pages clockwise or counter-clockwise.

**\*\*Steps:\*\***

- Click **\*\*Rotate\*\***
- Upload your PDF
- Select rotation angle:
- 90 (clockwise)
- 180
- 270 (counter-clockwise)
- Choose pages (all or specific pages)
- Click **\*\*Rotate\*\***
- Download the result

## 5.4 Compress PDF

Reduce file size (useful for email sharing).

**\*\*Steps:\*\***

- Click **\*\*Compress\*\***
- Upload your PDF
- Choose a compression level:
- Low: smallest size, lower quality
- Medium: balanced (recommended)
- High: larger size, higher quality
- Click **\*\*Compress\*\***
- Download the result

**\*\*Note:\*\*** Compression depends on the content; image-heavy PDFs compress more.

## 5.5 Add a watermark

Add text such as "CONFIDENTIAL" or "DRAFT", or add a logo.

**\*\*Steps:\*\***

- Click **\*\*Watermark\*\***
- Upload your PDF
- Select watermark type:
- Text
- QR Code
- Configure:

- Content
- Position (diagonal/center/corner)
- Opacity
- Color
- Click \*\*Add Watermark\*\*
- Download the result

## 6. Conversion operations

### 6.1 PDF to Word

Convert a PDF to an editable Word document.

**\*\*Steps:\*\***

- Click \*\*Convert to Word\*\*
- Upload your PDF
- Choose language (Turkish/English) if required
- Click \*\*Convert\*\*
- Download the .docx file

**\*\*Important notes:\*\***

- For scanned PDFs, OCR may be applied automatically
- Complex tables may not convert perfectly
- Images are preserved when possible

### 6.2 PDF to Excel

Extract tables from a PDF into Excel.

**\*\*Steps:\*\***

- Click \*\*Convert to Excel\*\*
- Upload your PDF
- Click \*\*Convert\*\*
- Download the .xlsx file

**\*\*Tip:\*\*** Best results come from clean, well-aligned tables.

## 6.3 PDF to images

Convert PDF pages to JPG or PNG.

**\*\*Steps:\*\***

- Click **Convert to Images**
- Upload your PDF
- Choose format:
- JPEG: smaller size, good for photos
- PNG: higher quality, supports transparency
- Click **Convert**
- Download the ZIP output (if multiple pages)

## 6.4 PDF to HTML

Convert a PDF to an HTML file.

**\*\*Steps:\*\***

- Click **Convert to HTML**
- Upload your PDF
- Click **Convert**
- Download the .html file

# 7. OCR operations

## 7.1 What is OCR?

OCR (Optical Character Recognition) recognizes text in scanned documents so you can:

- search within the PDF
- copy text
- convert to Word/Excel more accurately

## 7.2 Create a searchable PDF

**\*\*Steps:\*\***

- Click **OCR**
- Upload a scanned PDF

- Select language:
- Turkish
- English
- Turkish + English
- Click \*\*Run OCR\*\*
- Download the searchable PDF

\*\*Processing time:\*\* OCR typically takes 10-60 seconds depending on page count.

### **7.3 Extract text**

Extract all recognized text as plain text.

\*\*Steps:\*\*

- Go to \*\*My Documents\*\* and select a document
- Click \*\*Extract Text\*\*
- Copy or download the output

## **8. Managing my documents**

### **8.1 My Documents page**

You can see:

- file name
- size
- page count
- upload date

### **8.2 Search**

- Type a file name in the search box
- Press Enter
- Results appear

### **8.3 Download**

- Go to \*\*My Documents\*\*
- Click the \*\*Download\*\* icon next to the file

## 8.4 Delete

- Go to \*\*My Documents\*\*
- Select the document
- Click \*\*Delete\*\*
- Confirm

\*\*Warning:\*\* Deleted documents cannot be restored.

## 8.5 Preview

- Click the document name
- Viewer opens
- Navigate between pages

# 9. Account settings

## 9.1 Profile

Profile section includes:

- name
- email (usually not editable)
- profile image (optional)

## 9.2 Change password

- Profile - Change Password
- Enter current password
- Enter new password twice
- Click \*\*Save\*\*

## 9.3 Notifications

Profile - Notifications:

- email notifications
- job completion notifications

## 9.4 Language

- Profile - Language
- Select:
- Turkish
- English
- Click \*\*Save\*\*

# 10. Frequently asked questions

## 10.1 General

\*\*Q: How many files can I process at the same time?\*\*

A: Typically you can start one operation at a time. After it finishes, start another.

\*\*Q: How long are my files stored?\*\*

A: Files are stored while your account is active, unless you delete them.

\*\*Q: Can I use YesPDF on mobile?\*\*

A: Yes, it works in modern mobile browsers.

## 10.2 Operation issues

\*\*Q: I get an "Operation failed" message.\*\*

A:

- Verify the PDF is not corrupted
- Ensure file size is within limits
- Refresh the page and try again

\*\*Q: Conversion takes too long.\*\*

A:

- Large files take longer
- OCR is slower than simple operations
- Check your network connection

\*\*Q: Word conversion looks broken.\*\*

A:

- Complex PDF layouts can convert imperfectly

- For scanned documents, run OCR first
- Try a different conversion mode if available

## 10.3 Account issues

\*\*Q: I cannot sign in.\*\*

A:

- Verify your email address
- Check Caps Lock
- Use \*\*Forgot Password\*\*

\*\*Q: My account is locked.\*\*

A:

- After 5 failed attempts, the account is temporarily locked
- Wait 15 minutes or contact your administrator

## Appendix: Keyboard shortcuts

Shortcut	Action
Ctrl + O	Open file
Ctrl + S	Save/Download
Ctrl + P	Print
Esc	Close dialog
+ / -	Zoom in/out

## Appendix: Error messages

Error	Meaning	Resolution
"File not found"	The document was deleted	Upload again
"Unauthorized"	Session expired	Sign in again
"Server error"	Temporary issue	Try again later
"File too large"	Size limit exceeded	Use a smaller file
"Invalid format"	Not a PDF	Upload a PDF

# Contact and support

Need help?

- \*\*Email:\*\* support@yespdf.com.tr
- \*\*Web:\*\* <https://yespdf.com.tr/support>
- \*\*Phone:\*\* +90 XXX XXX XX XX

Business hours: Monday-Friday, 09:00-18:00

\*This guide is prepared for YesPDF Enterprise v1.0.\*

\*Last updated: 03 February 2026\*