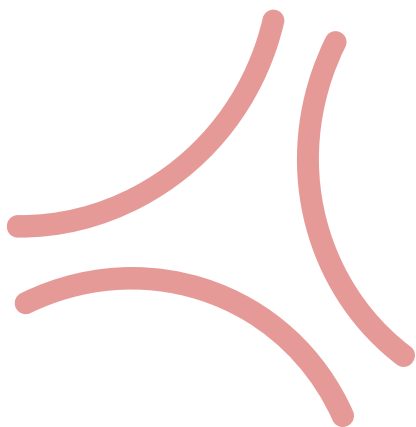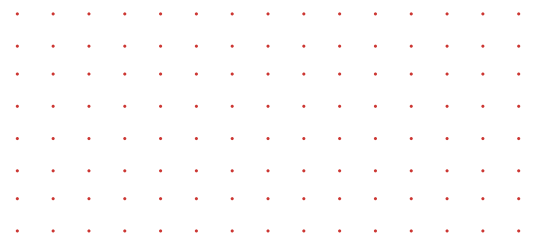# PDF Export App - User Manual

An Efficient PDF Converter App for all your Needs

Welcome to PDF Export

PDF Export is a comprehensive PDF converter app that will help you view, edit, convert and capture PDF documents. You can encapsulate PDF files into a single file, scan images and other content on the file, and even convert the PDF into image format and vice versa. Users can merge multiple files into one PDF document and edit them with a custom watermark of your brand/company logo.

The app is quite accessible and user-friendly to all users owing to its cloud sharing function, file manager features, with multiple options for private storage and sharing with stakeholders.

Rest assured, you can convert multiple format documents like .doc, .xls, .ppt, and others to PDF, directly from your iPhone and iPad. Convert webpages, photos, and clipboard content to PDF too!
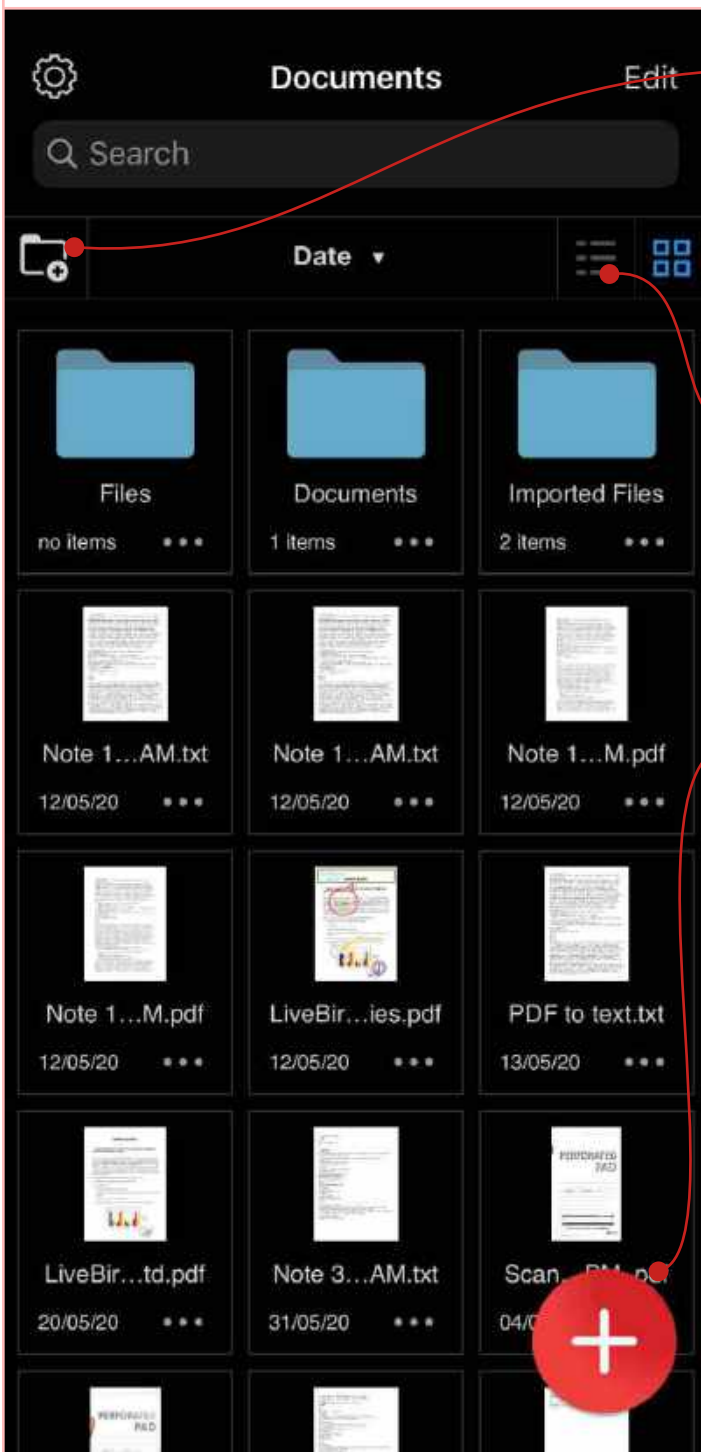
Add Folder

Manage the files in folder and sub folder

Step1. Tap on this folder icon button.
Step 2. Enter the folder name and then tap on Create option.

Thumb View & List View

- Thumb view is useful to show the file's content in thumbnail preview form.
- You can quickly view the file, open it and share it.
- The List view offers the classic document view.

PDF Tools Option

- The primary function offered by the app is inbuilt within PDF Tools.
- The PDF Tools includes various features of the app including.
- Convert to PDF.
- Scanner (to scan documents).
- Merge PDF (merge PDFs in a single file).
- OCR (character recognition within the PDF).
- Split PDF (split PDF pages into multiple files).
- Convert PDF to JPEG.
- Fax PDF to a Fax number.
- PDF to Text (convert PDF to .txt format).
- Add page numbers to the file.
- Add Watermark.
- Rotate PDF (rotate the PDF document by 90-180 degrees).

PDF Tools

Here is a comprehensive description of PDF Tools and its features.

Scanner
Scan the document automatically and detect borders. Apply filters in black, white, and grayscale.

PDF Converter
Convert MS Office Documents, iWorks Documents, Images (JPG, PNG, GIF and others), Open Office Documents, Plain Text and RTF (Rich Text Format) into PDF.

Web to PDF
The web browser converter converts any webpage into PDF File.

Recognize Text - OCR
Capture image with camera or select recognize text from the image, converting the same to text document.

Merge PDF
Select multiple PDF files and merge them into a single PDF.

Split PDF
Split PDF by selecting the number of pages or range in each individual PDF file.

PDF to JPEG
Convert PDF file to JPEG, sourcing the pages from a PDF file.

Send FAX
The FAX service dispatches PDF files as fax to the intended party.

PDF Tools

Here is a comprehensive description of PDF Tools and its features.

PDF to Text
Convert PDF files into Text files, capturing the content as is, into the .txt file format.

Add Page No.
Add page numbers to PDF file pages, starting from any page, in the font style and colour, you need.

Add Watermark
Add text and images as watermarks to the PDF. A watermark can be a text snippet in diverse font styles, font sizes, and page positions One can also add images as watermarks.

Rotate PDF
Rotate any PDF page in any angle of your choosing - 90 or 180 degrees.

Unlock PDF
Remove the password protection from the PDF file to transform it into a password-free PDF.

Edit PDF
Rearrange and shuffle PDF pages, or add new pages to an existing PDF File through this feature.

Secure PDF
Set a strong password to lock the PDF and secure it from access by unintended users.

Mark Up
Add annotations to the PDF file with the tool along with a signature, as required.

PDF Viewer

The inbuilt PDF Viewer within the PDF export view is a powerful PDF viewer and processor that entails multiple features. It provides multiple viewing and saving options for PDF files.

- The tool offers users the ability to search file names as well as terms used within content of the PDF files.

- Users can annotate PDF files and bookmark them based on topics of interest.

- They can view thumbnails of the documents for viewing the content within a document without opening them.

- Additionally, one can develop table of contents based on the topics within the PDF files, and the ability to share the document with other stakeholders through different social media channels and other mediums.
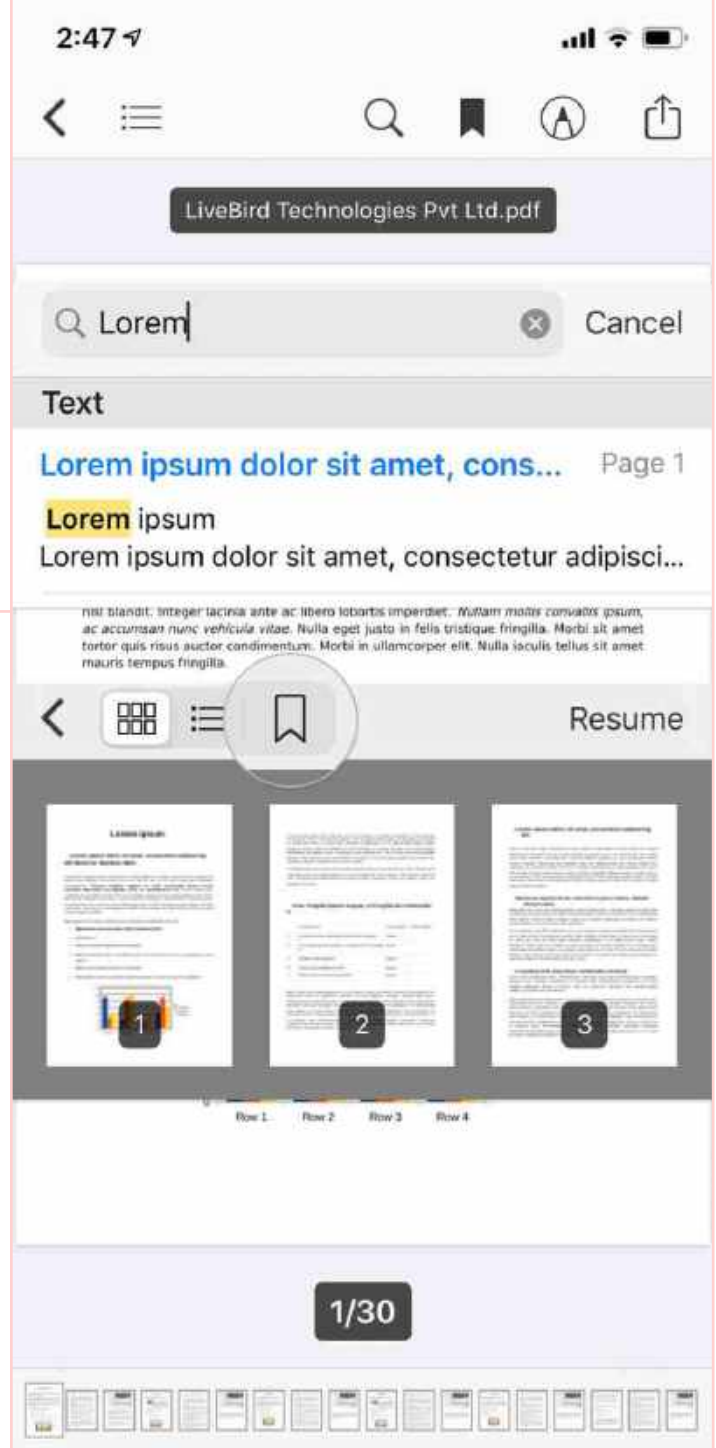
Toolbar

Search	Annotation	Bookmark

Thumbnail	Table Content	Share with option

PDF Scanner

The PDF Scanner feature within the PDF Export app helps users to scan their external files through the camera feature, and store the content in PDF format.
The feature also removes blemishes and distractions through the scanning feature.

- Scan files sourced from a camera click, from the photo library, or from a file stored in the app itself. You can select one or multiple files to scan simultaneously.

- Remove unwanted distractions from the PDF file that obscure information.

- PDFs are sourced through camera scans, the Photo Library, or a file from the app.

- One can perform free-hand drawing with the Sketch tool as required.

- You can take a particular picture of a location with the "Map Snap".

- Alternatively, one can use the Rich Text Editor to format the document in rich text format in different formatting styles.

Scanner Options

Camera	Photo Library	Select File from App
Sketch	Map Snap	Rich Text Editor

Web to PDF

This feature converts website content into PDF format file, ensuring complete reproduction of content, including tables, text, and images.

- Scan one or multiple web pages to convert to PDF format with complete clarity and precision.

- You can use the bookmark feature to bookmark important webpages to later compile them in a single PDF through conversion and Merge PDF feature.

- The web pages can be opened through the inbuilt app browser that offers powerful features including the ability to pick up sections of the web page to collate later.

Web Browser Options

Convert to PDF	Add to Bookmark	Powerful Browser	Open In another Browser

Web to PDF

You can even use one of the browsers on your iPhone/ iPad to browse, scour, and select content for PDF compilations.

Recognize Text through OCR

The PDF Export app has an inbuilt OCR function that enables optical character recognition, allowing users to recognize text characters from image files.

- Users can select files for OCR scanning through the camera, the photo library or a file from the app itself.

- Select one or more files from the source to scan the images through OCR to convert images to text.

- Depending on resolution and clarity of the text in the image file, the OCR function converts images of words and characters to actual text.

- An attempt is made to convert "suspect elements" into text or marked likewise. The converted text can be transformed to PDF format.

Options

Camera

Photo Library

Existing file in App

Recognize text - OCR

This feature is beneficial when using OCR applications for assessing examination papers for certain courses, or for converting image format documents to text in government institutions.

Create Note

As its name suggests, users can create notes within the PDF export app, especially if they need some content to be added and converted to a PDF in a jiffy.

- You can create a new note or edit an existing note from within the app.

- Create basic notes or jot down musings that could help you later.

- Change font style and size as required and then convert the file into PDF format for secure storage.

Options

F	**PDF**	📄	⬆️
Font Adjustment	Convert to PDF	Save as txt	Share as PDF or txt

Creare Note

You can also save the document as a .txt file and then share the file with both formats through different mediums.

Sketch & Markup

The sketch and markup tool within the PDF Export app provides uses to sketch and provide free-hand illustrations directly on the PDF file, preferably through the Apple Pencil on the iPad. One can annotate the PDF with markup elements too.

- One can choose and select one or more documents for annotation with this feature. For example, you can club all documents that require your signature to perform the action.

- The tool offers annotation features in the form of multiple brush sizes, highlighters, and palettes.

- Choose the right brush size for incorporating hand-written signatures on documents.

- You can use the feature to incorporate useful illustrations on the PDF.

- Choose varied colours for highlighting different words and sections on the PDF file for bringing prompt attention to readers.
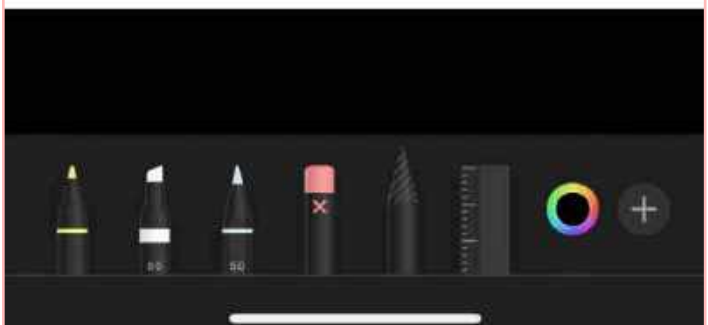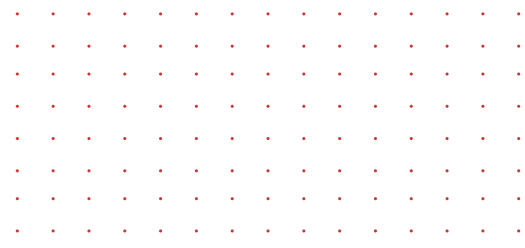

Markup Tools

Sketch & Markup

This feature is absolutely handy in varied institutions, offices, and government establishments that need digital signatures on documents from remote locations.

Drag and Drop

This feature is quite handy on the iPad. Transform the PDF Export app into a multi-screen app between two apps - PDF Export App and Any Misc. App (Mail app, for instance).

Drag and drop content from the PDF Export app directly into the Mail Composer, seamlessly. You can also do the action vice-versa, drag files from Files app and drop them into PDF Export app.
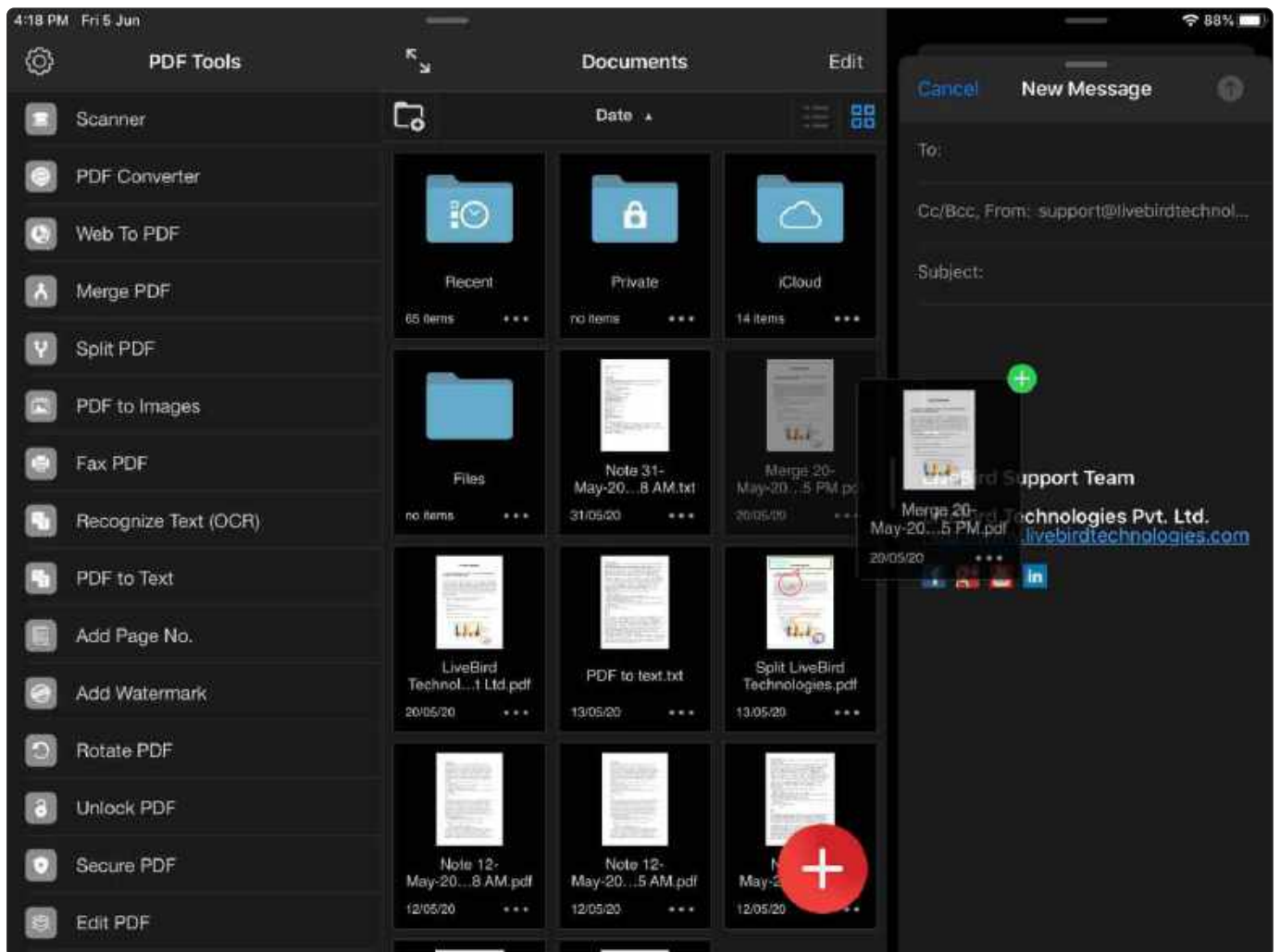
MultiScreen Support.

In iPad PDF Export have multi-screen support so you can open PDF Export app in parallel window so you can do multiple activities simultaneously.

File Manager & Sharing

The powerful file manager helps users manage PDF files efficiently and systematically.

- Create Folder - Create new folders and sub-folders.
- Copy - Copy files/folders between different folders.
- Move - Move files/folders between different folders.
- Delete - Delete multiple files/folders.
- Rename - Rename a file/folder.
- Trash - Move files to trash (you can recover them as required).
- Get Info/ More Info – Get General information more information on all documents.

Select Files

Step 1: Tap on edit button on top right side. Select one or multiple files.

Choose File Manager Options

Step 2: Tap on action button on the bottom right side. Choose options like copy, move, rename, email, or upload to cloud to pursue those actions. For copying the file, select the file and "move" it to the destination folder.
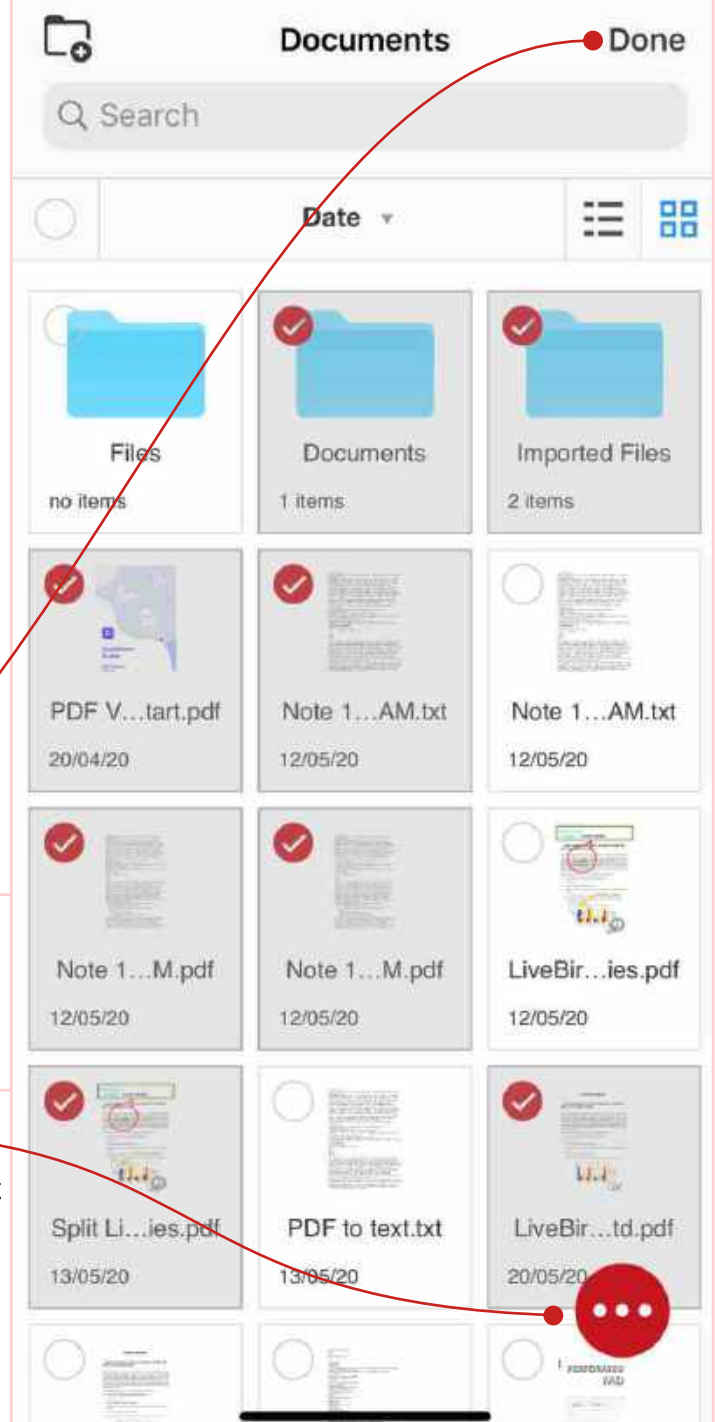
File Manager Options

Create Folder	Copy	Move	Rename

| Make Zip	Mail	Upload to Cloud	Photo Library

Cloud Sharing

The PDF Export app facilitates cloud sharing options to diverse cloud providers, aiding users to store data in the form of images and files on the cloud securely.

The cloud sharing option is compatible with the following cloud service providers. You can store and fetch files and images from these cloud services.

- Dropbox
- OneDrive
- SugarSync
- Google Drive
- Box.net
- Evernote
- WebDAV Server
- FTP Server

You can connect with MacOS and Windows, both to incorporate FTP Sharing with the PDF Export App. Keep the app running during the setup and transfer process.
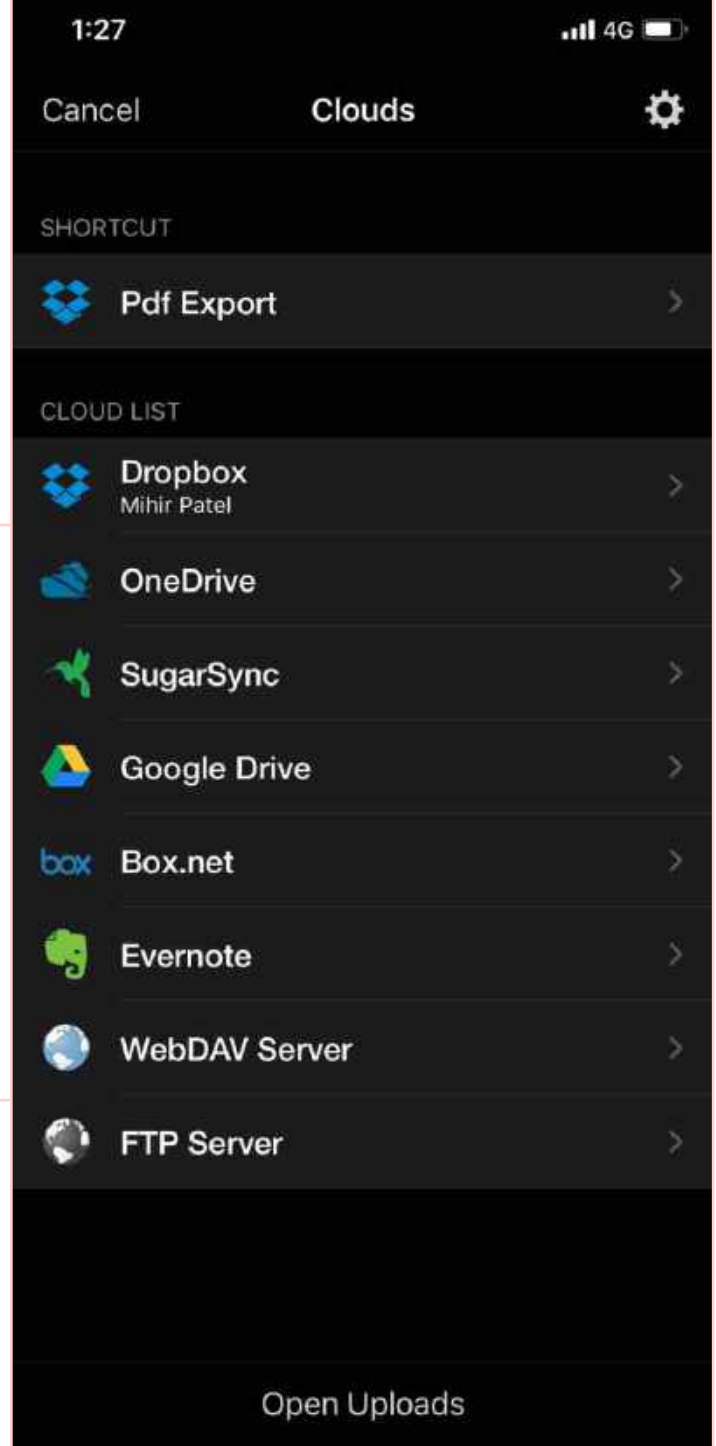
Cloud and Sharing

Dropbox	One Drive	Sugar Sync	Google Drive

Box.net	Ever note	Web Dav Server	FTP Server

Utility Folder

The app provides flexibility to manage PDF documents with the utility folder. The options provide the users to choose recent documents, transfer files to the PC, sync between Apple devices, access documents on iCloud, share them through WiFi, or secure critical documents in a private folder.

Private and Wifi Share

Private folder
A folder secured with a cryptic password to place private files.

Wifi Share
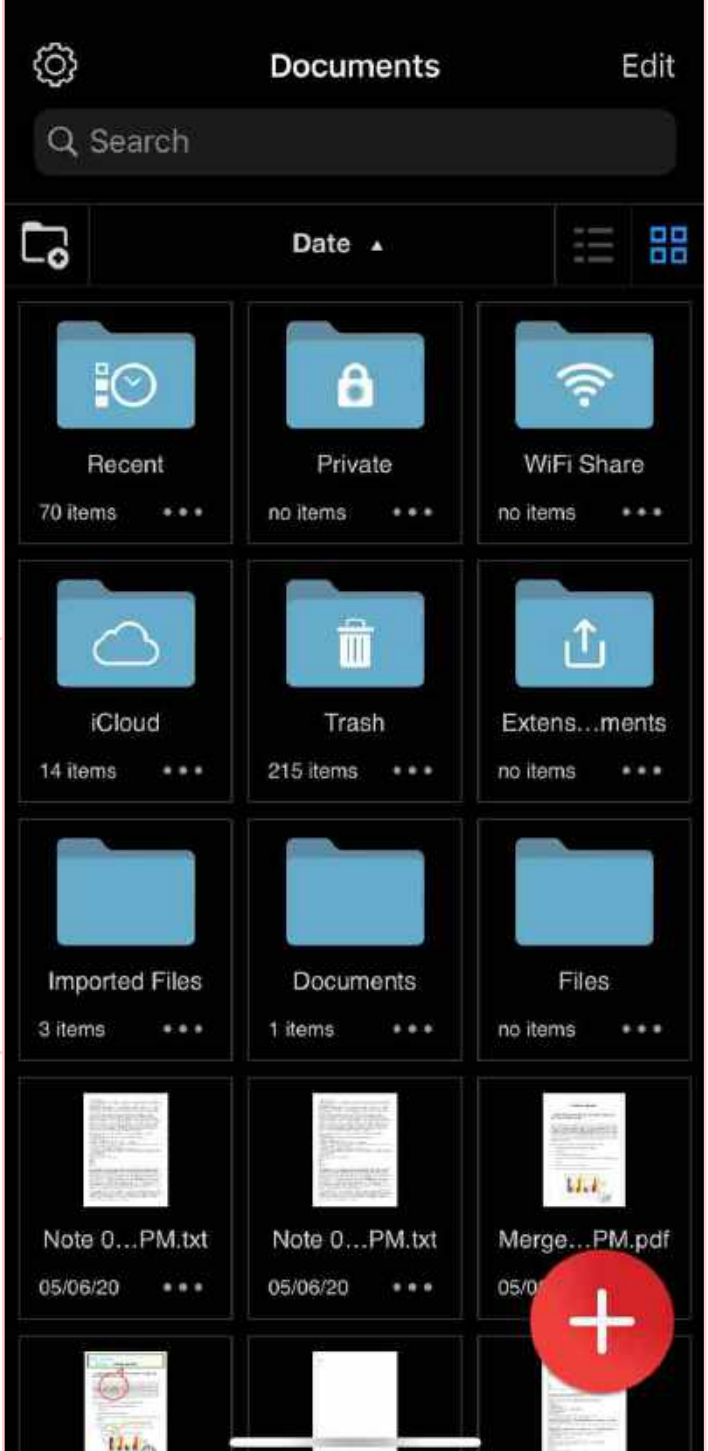Share files from your Apple Device to your PC seamlessly, without hassle.

iCloud and Trash

iCloud
Sync your content on Apple Devices with the iCloud automatically.

Trash
All deleted files go to the trash folder, aiding file recovery, if they are deleted mistakenly.

Utility Folder

|		
Recent	Private	Wifi Share
iCloud	Trash	Extension Document

FTP Share / Wifi Share

FTP Sharing through WiFi on Mac OS

For Mac users, you can download Cyberduck on private local networks and turn on file sharing on the PDF Export App. Select Anonymous Login on the Bonjour tab on Cyberduck to access the link. Use the FTP connection to copy files from Cyberduck's window to PDF Export.
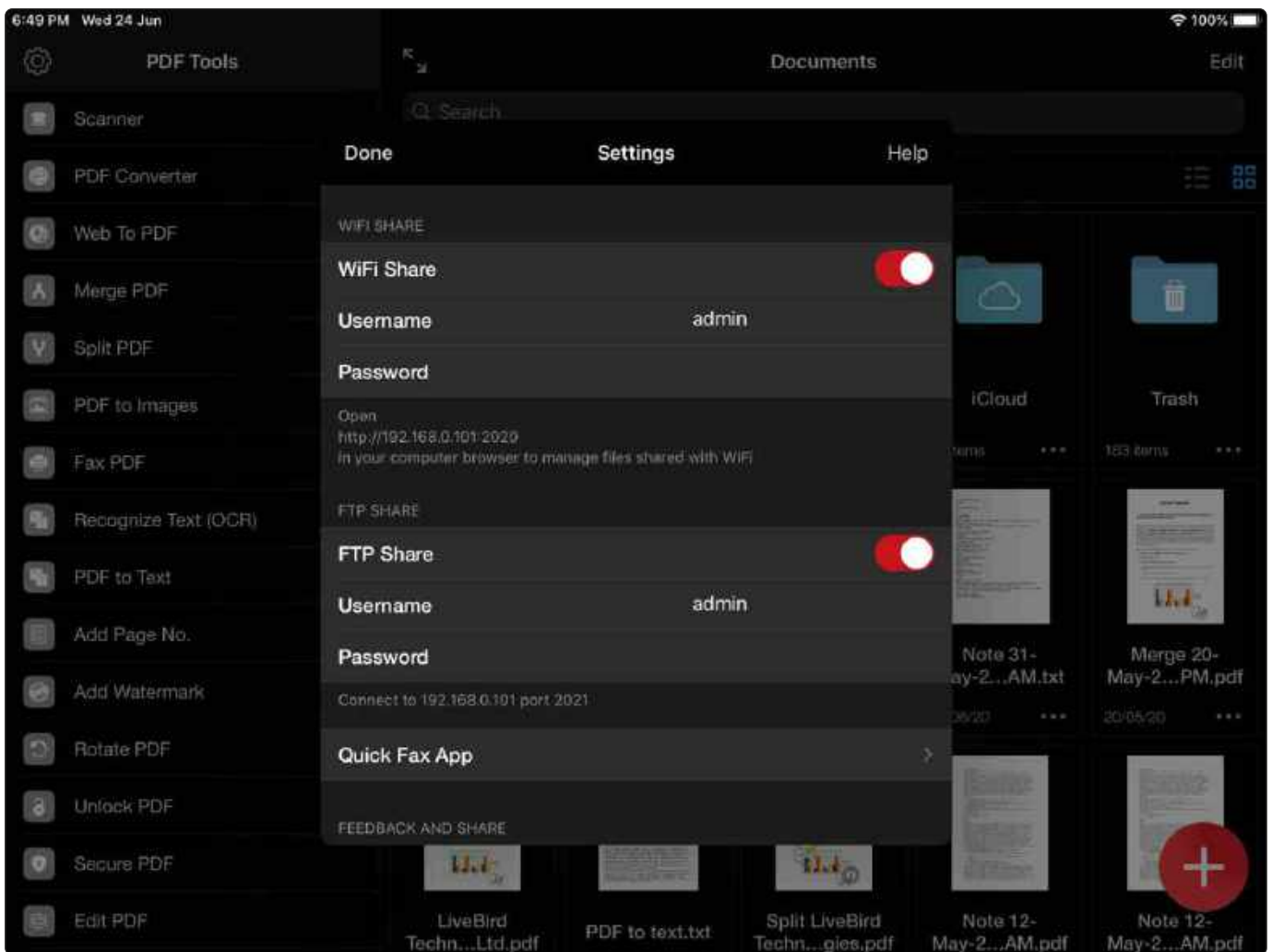
FTP Sharing through WiFi on Windows

Use FTP Sharing option through WiFi on Windows on private local networks. One can map network drive in "My Computer," and then connect to a website that stores the files and images.

Use a custom network location, added through the Add Network Location Wizard for the export process. Key in the FTP address while keeping the PDF export app open and running with its FTP Share option. Copy the files and images on the newly created PDF Export network location.

Security Settings

**Passcode Lock with Face ID/Touch ID**

The PDF Export App includes passcode lock option with Face ID and Touch ID access.

Users can either add Passcode to App or unlock with Passcode or Face ID/ Touch ID.

The passcode is useful if there are multiple users using the PDF export app on the device. If there is an individual user, it is preferable to opt for Face ID or the Touch ID option.
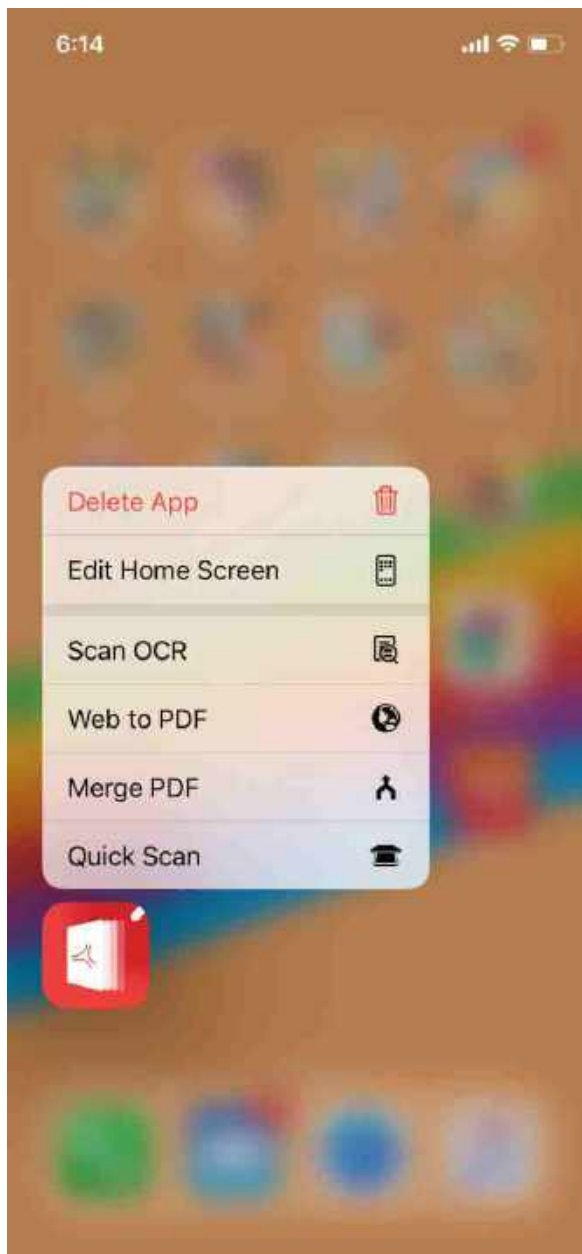
Quick Option
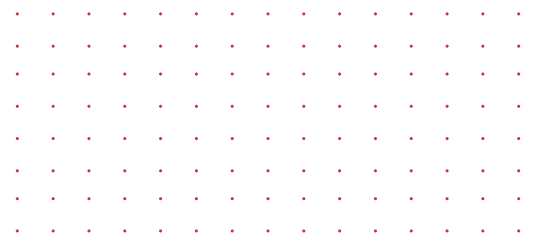
The PDF Export App provides quick options for users by leveraging 3D Touch technology on their smartphones. Additionally, the app provides quick spotlight search to access scanning options for varied documents.
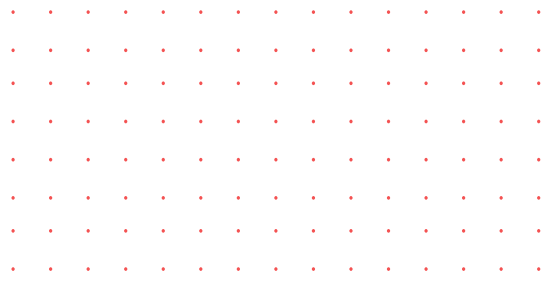
3D Touch
The 3D Touch option of the app provides users to enable quick scanning of all kinds of documents without having to navigate the app itself. The options also include merging of PDF documents, conversion of web content to PDF format and OCR recognition on images to identity and convert to text documents.

Spotlight Search
The Spotlight Search option accessed through 3D Touch ensures that users can perform quick scanning of documents and perform OCR recognition on images.

Thank You!