WELCOME GUIDEBOOK

STEP-BY-STEP INSTRUCTIONS

Updated: June 15, 2023

Welcome to SimplePDFConverter!

We are a team of passionate software developers who are dedicated to making your life easier. Our product allows you to easily convert and edit PDFs, as well as a variety of other file types, all without the need to download any software.

In this Welcome Guidebook, we'll show you how to convert any type of document into a PDF and vice versa. We'll also introduce you to our powerful Editor Tool that makes editing your documents a breeze. You'll get to know its awesome features like adding electronic signatures, uploading images and files, tweaking text, images, and shapes, and a bunch of other handy editing functions.

Oh, and don't miss out on learning how to change your document's format! You'll discover useful features like adding, deleting, rotating, and reordering PDFs.

At our core, we believe that software should be accessible and easy to use for everyone. That's why we designed our product to be intuitive and simple, so that even those who are not tech-savvy can use it with ease.

We want to say a big thank you for choosing our software to handle all your document conversion and editing needs. We're dedicated to giving you the best user experience possible, so we'd love to hear your feedback and suggestions on how we can make our product even better.
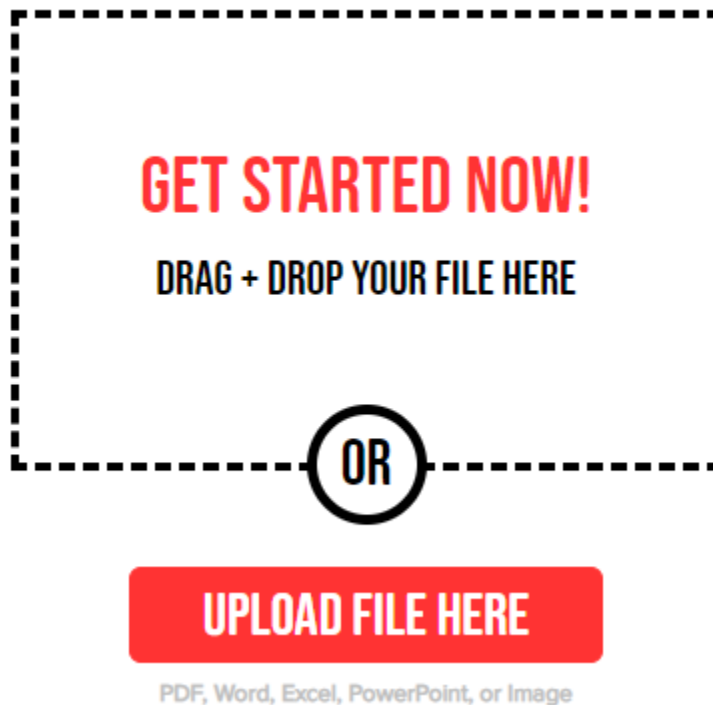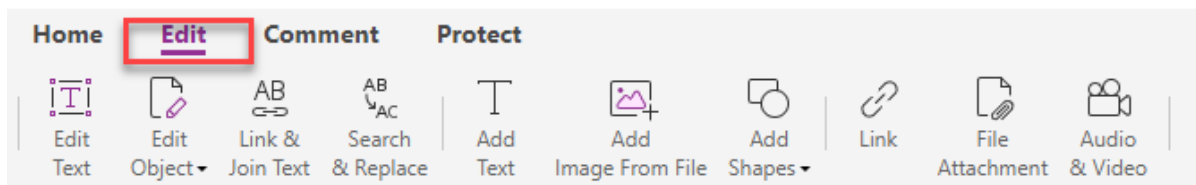
Happy editing!

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1. How to Edit a PDF, Word, Excel, PowerPoint, or Image

1. Upload your PDF, Word, Excel, Powerpoint or Image from the Home page (https://simplepdfconverter.com) or from My Account (https://simplepdfconverter.com/my-account) if you have an account and already logged in.

GET STARTED NOW!

DRAG + DROP YOUR FILE HERE

OR

UPLOAD FILE HERE

PDF, Word, Excel, PowerPoint, or Image

2. Once your file is uploaded, you will be taken to the Editor Tool. Click on the *Edit* tab to view the different edit functions.

| Home	Edit	Comment	Protect
Edit Text	Edit Object	Link & Join Text	Search & Replace	Add Text	Add Image From File	Add Shapes	Link	File Attachment	Audio & Video

a. **Edit Text** - Select *Edit Text* to add, change or remove text within your PDF.
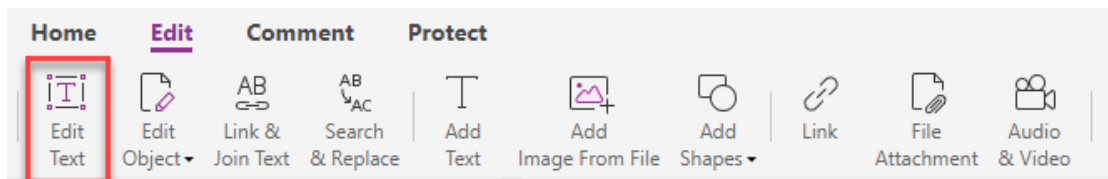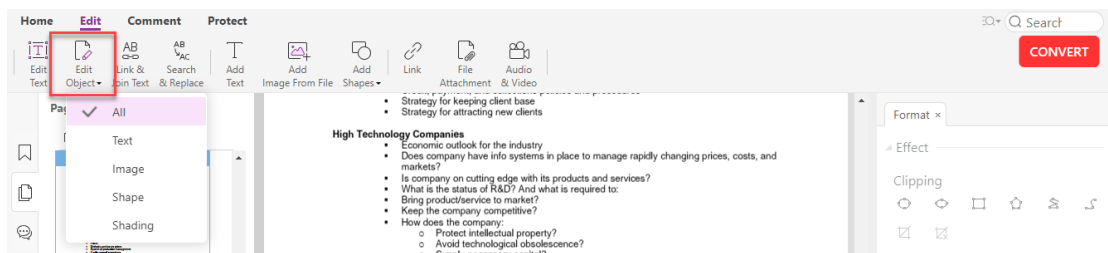

On the right-hand side panel, you will find a range of options for formatting your text. You can change the font type, size and color as well as make your text bold or italic. You can also add an underline, strikethrough, superscript and subscript. If you want to change the character spacing, you may do so from the same panel.

In terms of paragraph formatting, various options are available such as numbering, paragraph alignment, indention, line spacing and paragraph spacing.
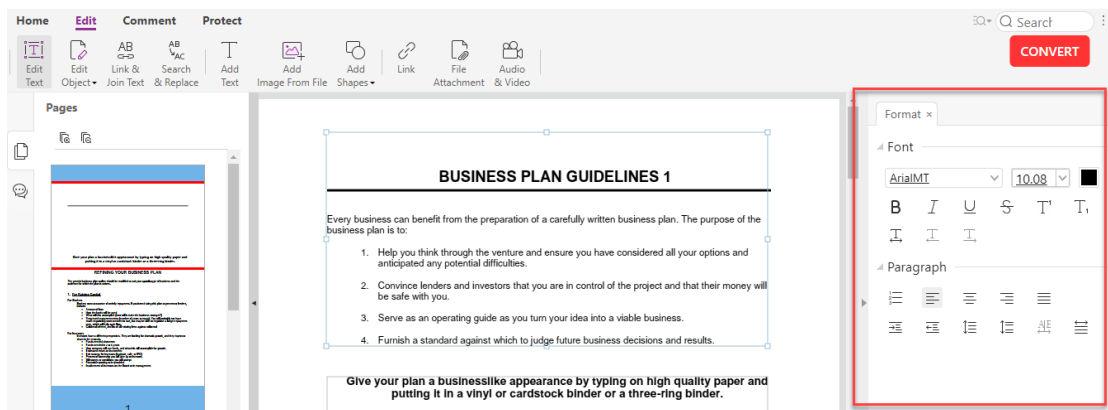

b. **Edit Object** – Click the *Edit object* dropdown and choose which of the following you want to edit: Text, image, shape, shading or all.

On the right-hand side panel, you will find a range of options for formatting the selected text or object.
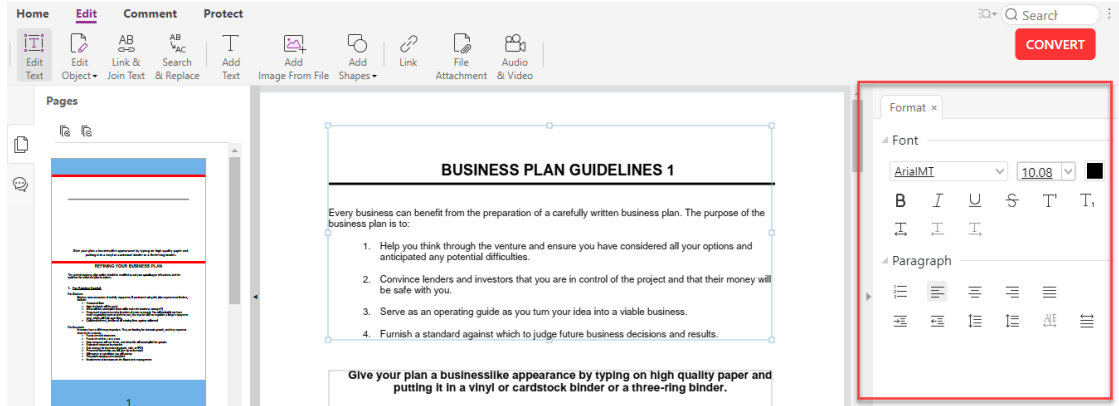
c. **Link & Join Text** – Click *Link & Join Text* and select the text blocks you want to join/split. These text blocks will then be numbered. If you choose the *Join* option, the selected blocks will be joined together as one block. If you choose the split option, then the selected block will be divided.
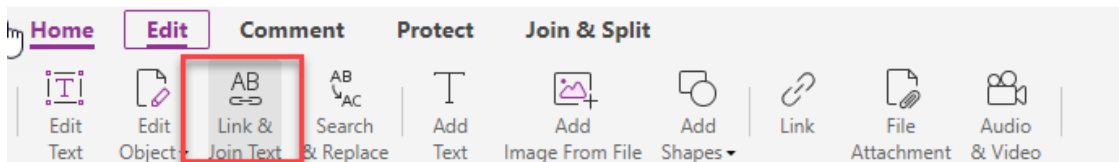

d. **Search & Replace** – Select *Search & replace* if you want to locate a text in the document. You may also use the replace option to change the text.
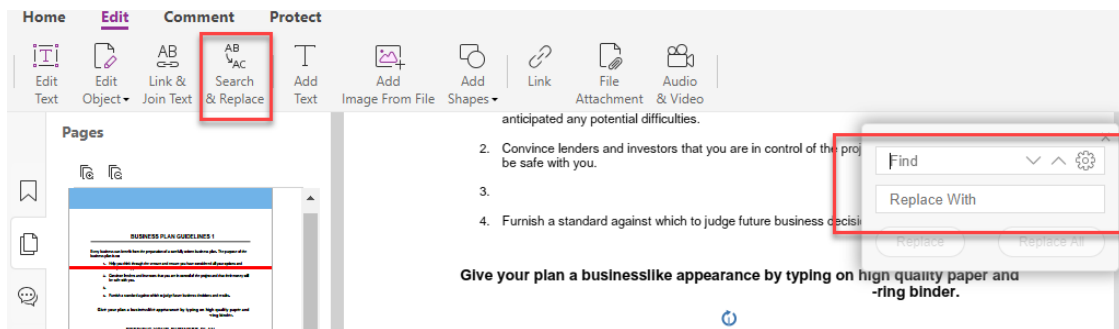
e. **Add text** – Select the *Add text* option to insert text into the document. Once you have clicked on the area where you want to insert the text, the formatting options will be enabled at the right-hand side.
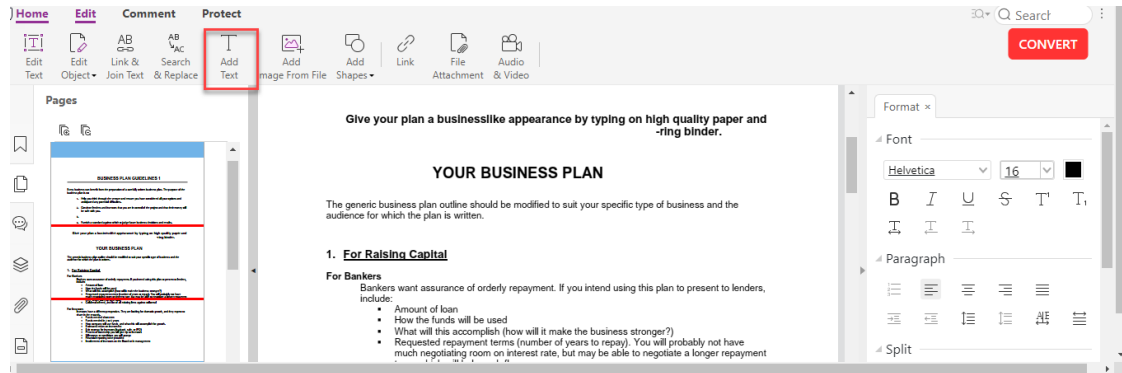

f. **Add image from file** – Select the *add image* option to insert an image file from your computer.
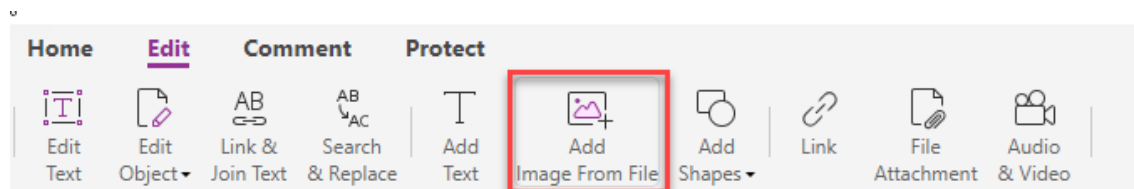
g. **Add Shapes** – Select *Add shapes* to insert shapes into the document. It will also enable the formatting features available at the right-hand side.
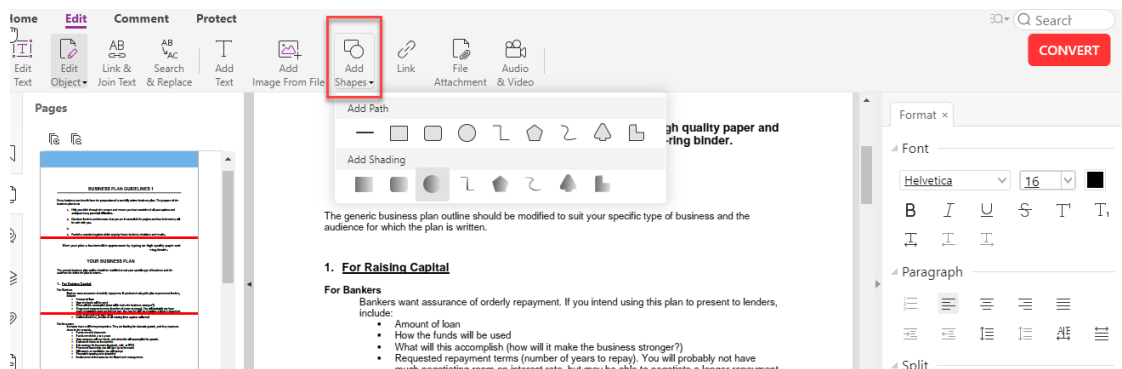
h. **Link** – Click the *link* option to add a link to a page or a webpage. Simply draw a square around the text you want to hyperlink, select the action and enter the target page or url of the webpage.
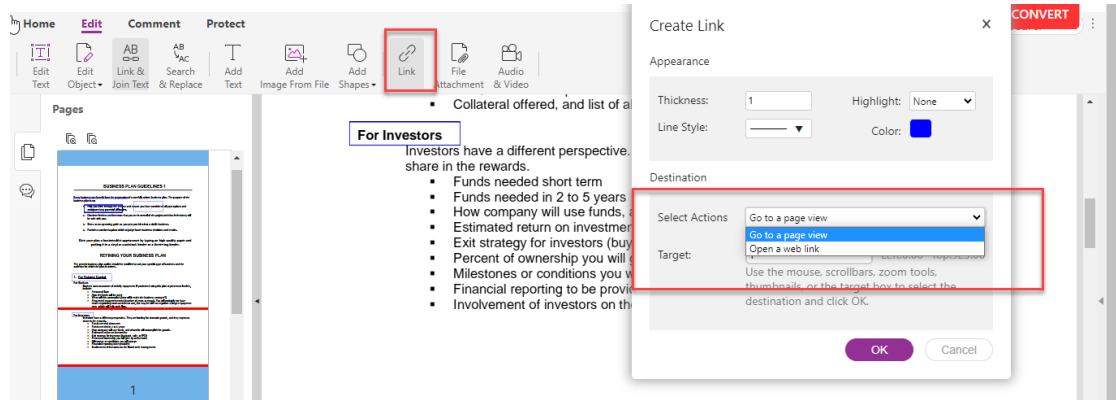

i. **File attachment** – Select *File attachment* to insert your locally stored files into the document. Click on *add files* and search for the file in your computer. Click *OK* once all the files you need to upload has been added to the list.
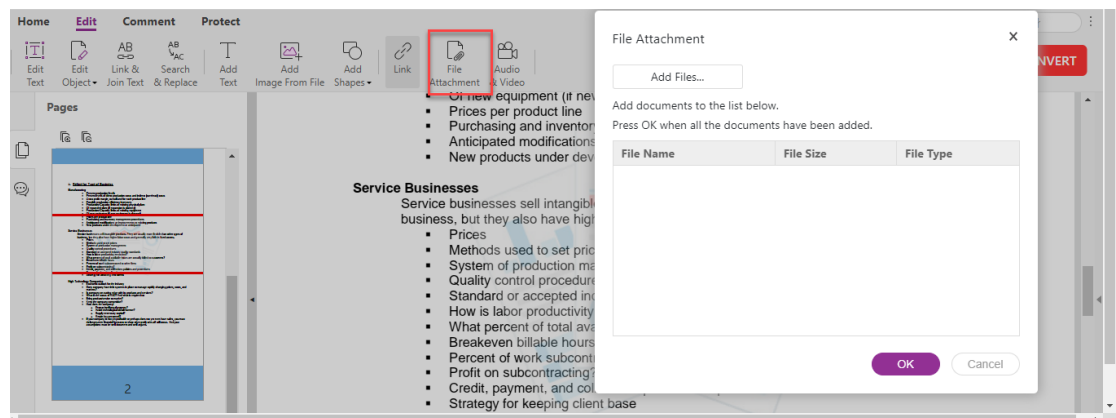
j. **Audio & Video** – Select *Audio & Video* to insert a Video, Audio or Graphics file into the document. You also have the option to directly record an audio file.
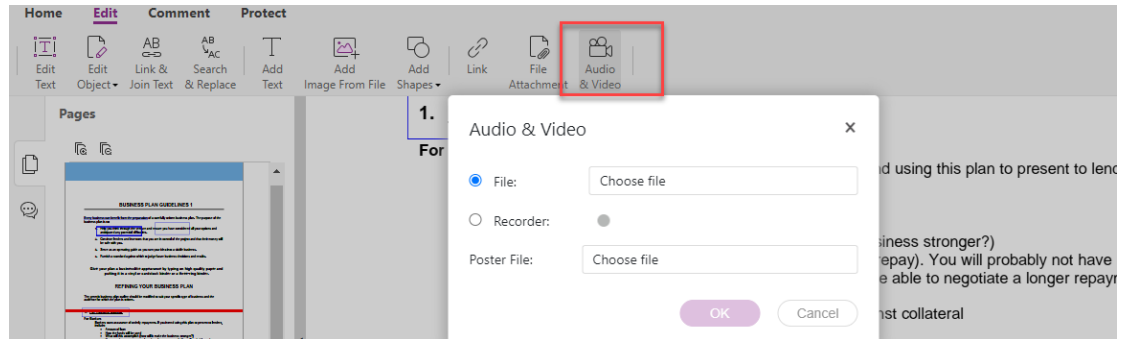
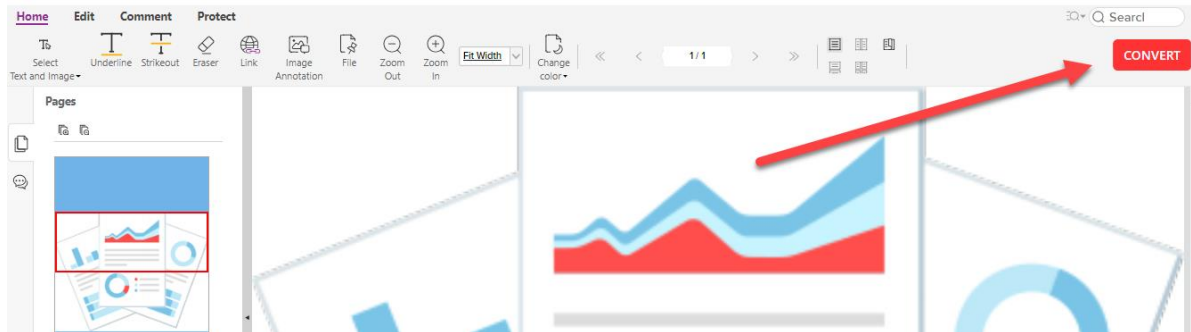## 2. How to Convert a PDF, Word, Excel, PowerPoint, or Image

1. Login to https://simplepdfconverter.com/login
2. Under *My documents* tab, select the file that you wish to upload.

3. Once the file has been uploaded, you will be redirected into the Editor Tool. Click on the *Convert* button.

4. A window will pop up where you can select the file format, enter the file name and click the *Download* button.
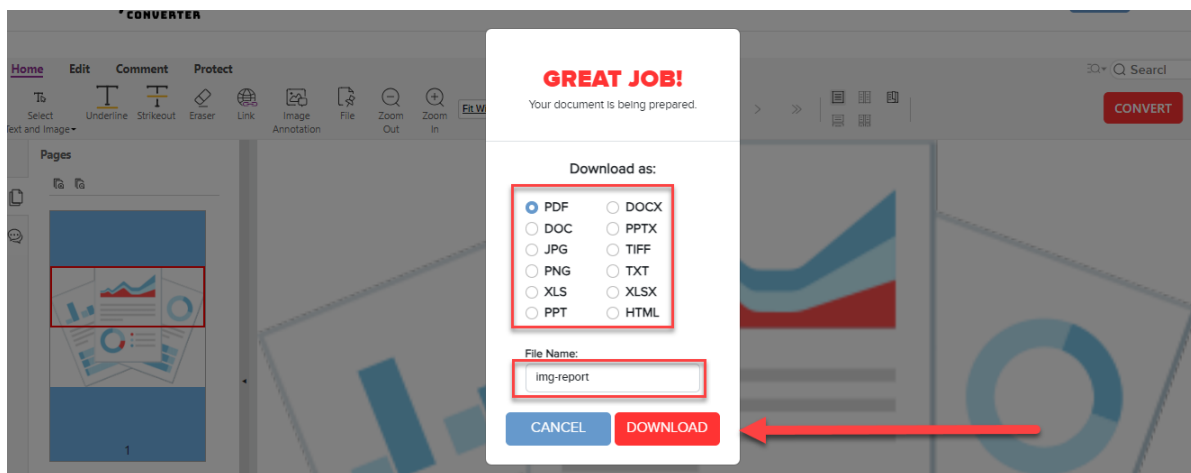
5. Once the file has been converted, you will be redirected back to *My documents* page where you can download the file into your computer.
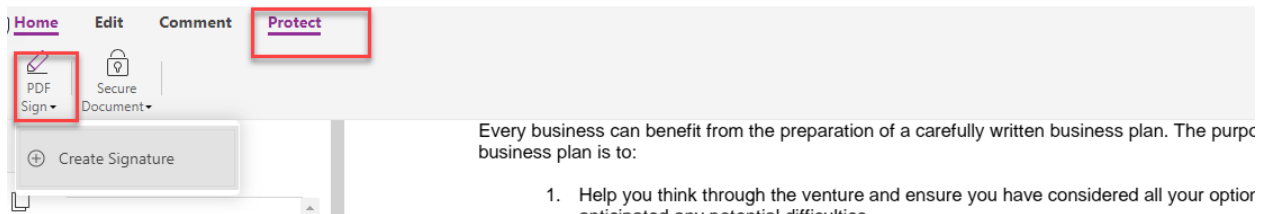
File Types Supported for Conversion

From	To
PDF	DOC, JPG, PNG, XLS, PPT, DOCX, PPTX, TIFF, TXT, XLSX, HTML
Word	PDF, JPG, PNG, XLS, PPT, DOCX, PPTX, TIFF, TXT, XLSX, HTML
Excel	PDF, DOC,JPG, PNG, PPT, DOCX, PPTX, TIFF, TXT, HTML
PowerPoint	PDF, DOC,JPG, PNG, XLS, DOCX, TIFF, TXT, XLSX, HTML
Image files	PDF, DOC, XLS, PPT, DOCX, PPTX, TIFF, TXT, XLSX, HTML

3. How to E-sign a Document

1. Go to the P*rotect* tab, select the *PDF sign* button and click on *create signature*

![Simple PDF Converter logo]

2. Choose a type of signature - Drawing, Text or image.
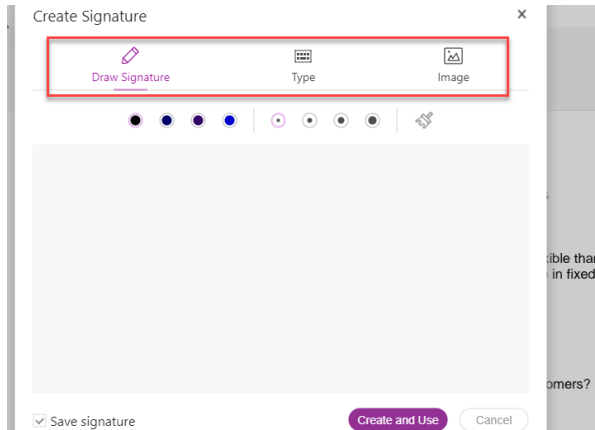
3. Once the signature has been entered, click on *create and use*.
4. Your signature is now saved and you can go to any part of the document to insert it.

Ways of adding a signature

1. Drawing – You can enter a signature through the space provided using your mouse or any other pointing devices.
2. Text – You may enter your signature through text using your keyboard. You may also choose the type of font to be used.
3. Image – You may upload an image file in JPG or PNG format stored in your computer.

4. How to Add Text, Images, Shapes

1. To add text, images and shapes into the document, go to the *Edit* tab.
   a. **Add text** – Click *Add Text* if you want to insert text into your document. You may then select any part of the document where you want to insert the text. The formatting options will also be enabled at the right-hand side panel.
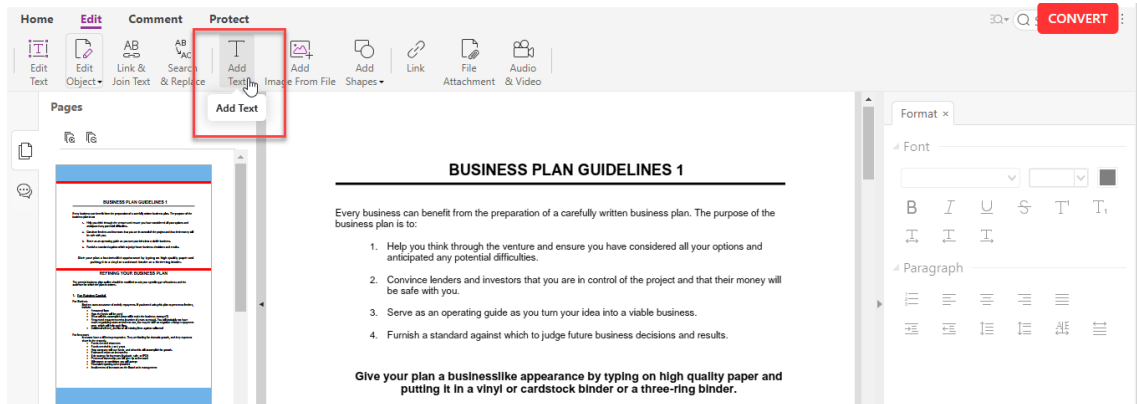
b. **Add Image From File** - Click *Add Image From File* if you want to insert an image into your document. You will then be able to select an image file from your computer which will be added into the document. You have the option to edit the image and move it to the desired area in the document. The formatting options will also be enabled at the right-hand side panel.
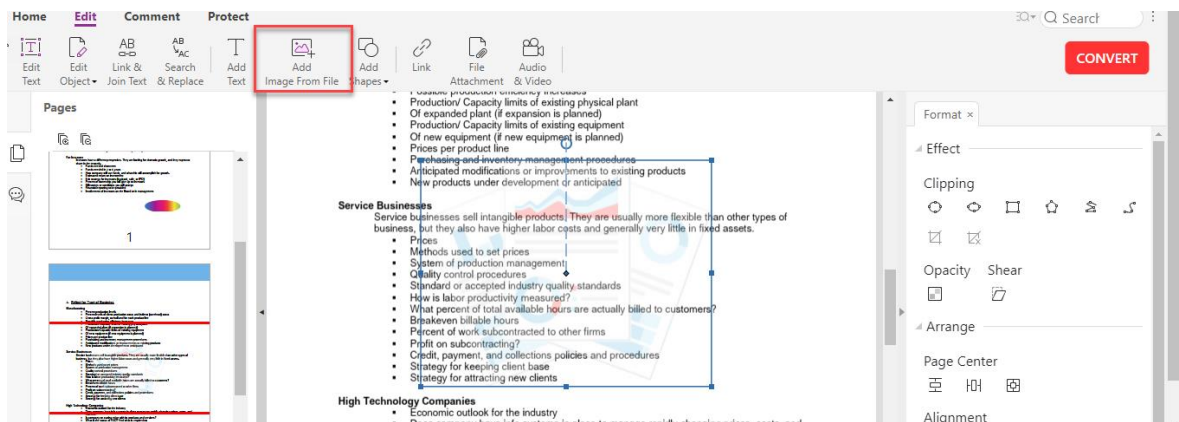
c. **Add Shapes** – Click the *Add Shapes* dropdown if you want to insert a shape or shading into your document. You have the option to select a type of shape or shading to your liking. You may then select an area in the document to post it. The formatting options will also be enabled at the right-hand side panel.
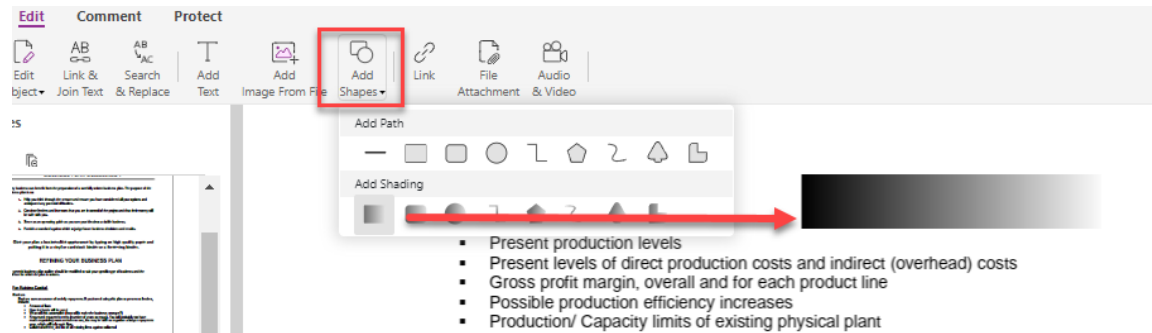
5. How to Add Links or File Attachments

1. To add links in the document, go to the edit tab and Click the *link* option. You will then be able to create a link to redirect to a page or a webpage. Simply draw a square around the text you want to hyperlink, select the action and enter the target page or url of the webpage.
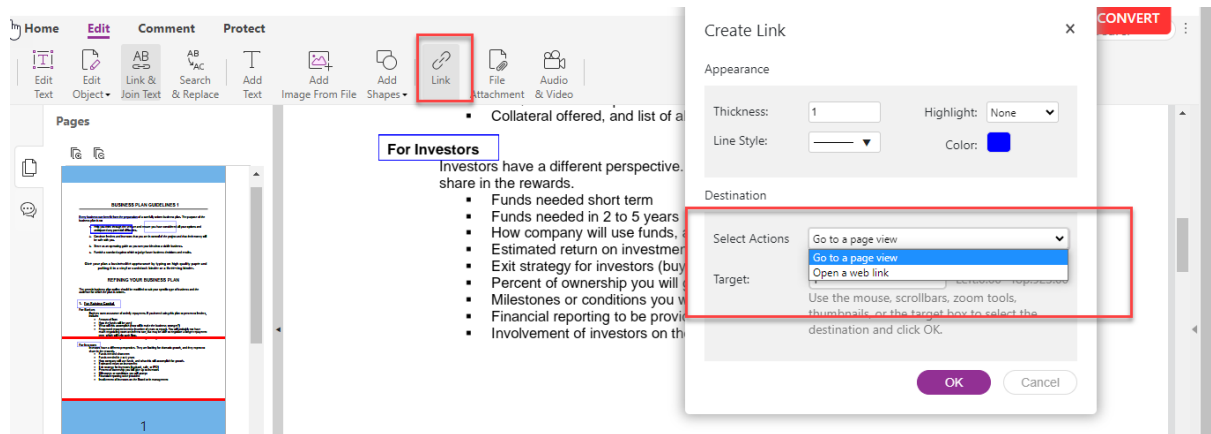
2. To add a file attachment, go to the edit tab and click *file attachment*. Select your locally stored files, click on *add files* and search for the file in your computer. Click *OK* once all the files you need to upload has been added to the list.
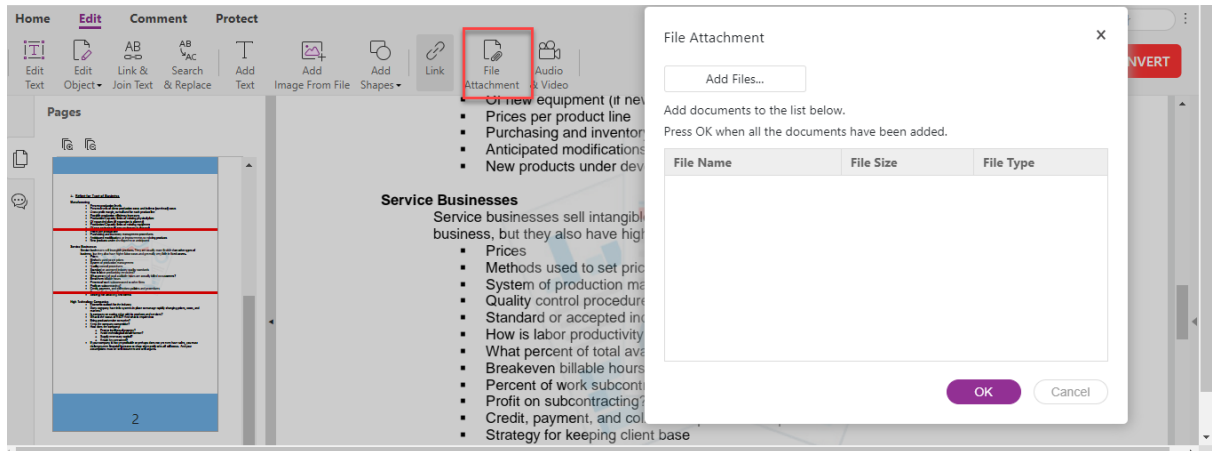
6. How to Password Protect a Document

The secure document feature allows you to set a password to restrict access to your documents.

You can create a password to restrict access and editing of the document. You have the option to specify the permissions and enable password encryption to help make your document more secure.

Steps on how to setup a password:

1. Go to *Protect* tab
2. Click the *secure document* button and select *Password protect*
3. Create a password for document open settings (this prevents other users from opening your document without entering the password)
4. Create a password for document restriction (this prevents other users from editing your document without entering the password)
5. To edit premission spefications, click the *permission* button and select the settings as specified
6. To enable password encryption, select the *encryption algorithm*. If you do not want to enable it, select *Don't encrypt metadata*
7. Click *OK* once all the required information has been entered

7. How to Erase Text

Erase text allows you to remove existing text from the document you have uploaded.
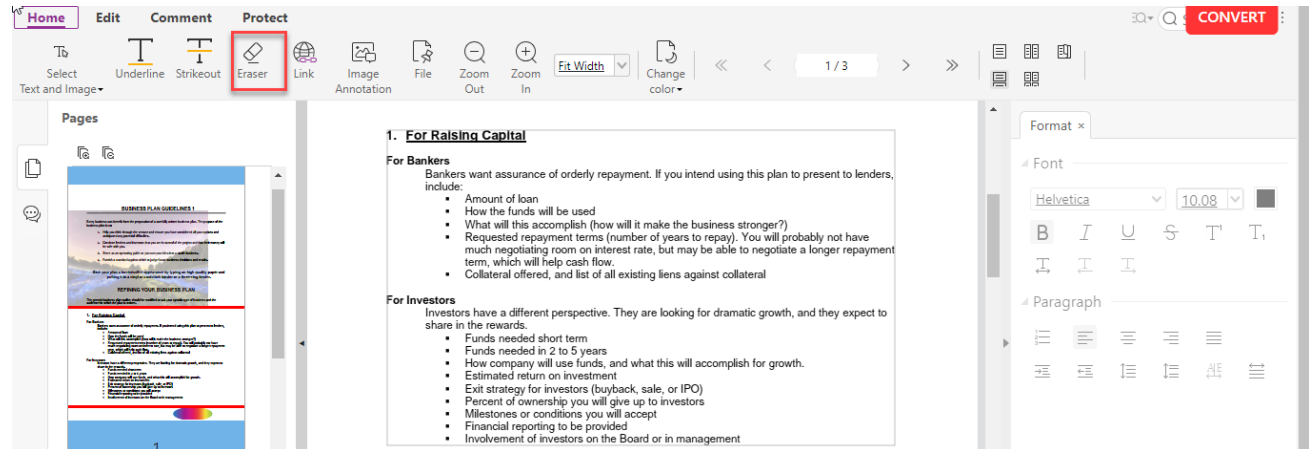
8. How to Highlight, Underline and Strikethrough

1. Go to the *Comment* tab, select the function you want and drag the cursor over the text.
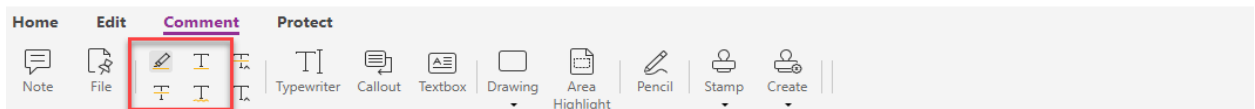
a. **Highlight** – This function adds a highlight to the selected text
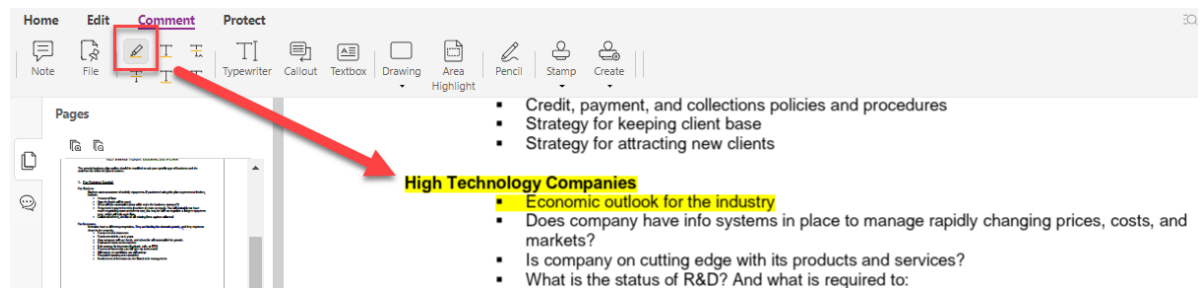
b. **Underline** – This function will add an underline on the selected text
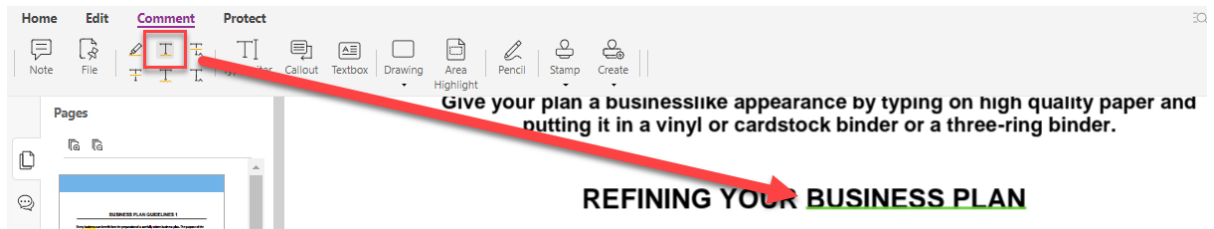
c. **Replace** – This adds a horizontal line over the selected text and an *insert symbol* at the end which signifies to replace the text with something else.
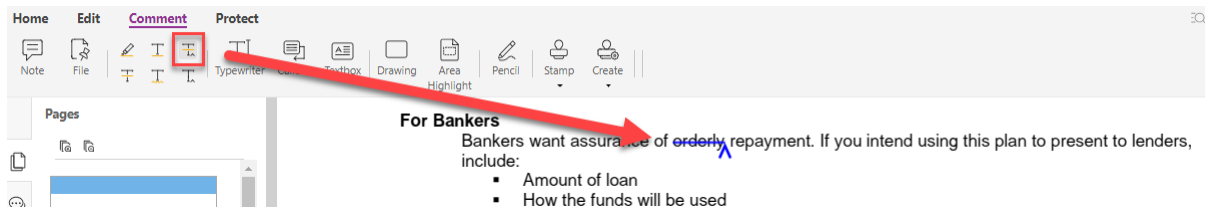
d. **Strikethrough** – This function will draw a horizontal line over the selected text.
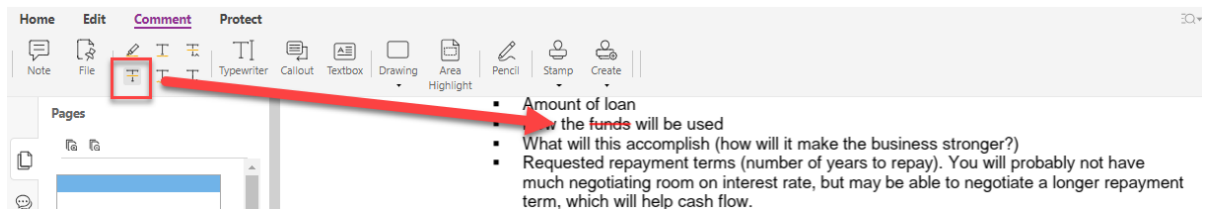
e. **Squiggly** – This function adds a squiggly to the selected text
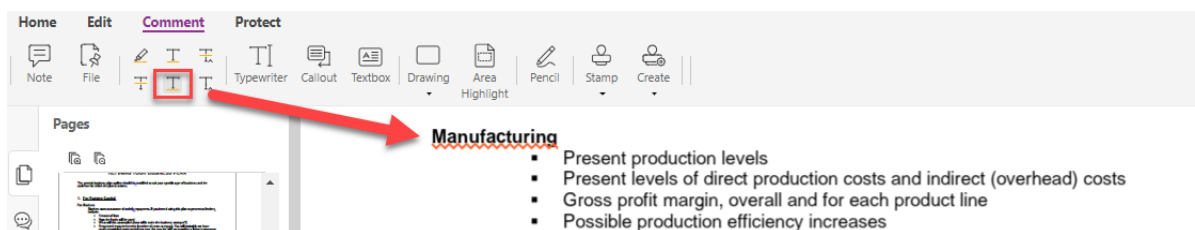
f. **Insert Text** – This function adds an insert text symbol to the area selected

<div style="border:2px solid red; padding:10px;">
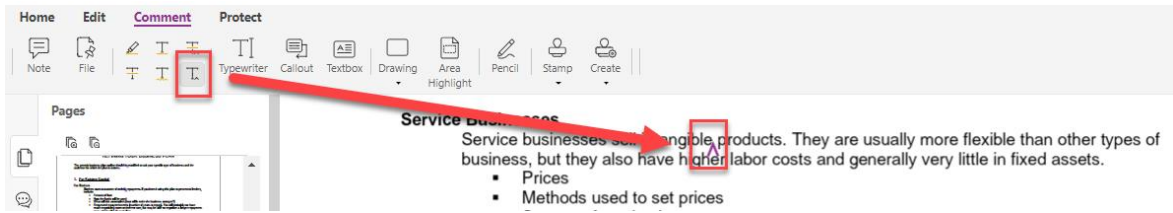
9. How to Add Shapes, Arrows, Lines etc.

</div>

1. To add shapes, arrows and lines, go to the *Comment* tab and select *Drawing*. You may choose from the list if you want to insert a shape, arrow or line. Once selected, drag your cursor over the area where you want it to be inserted.
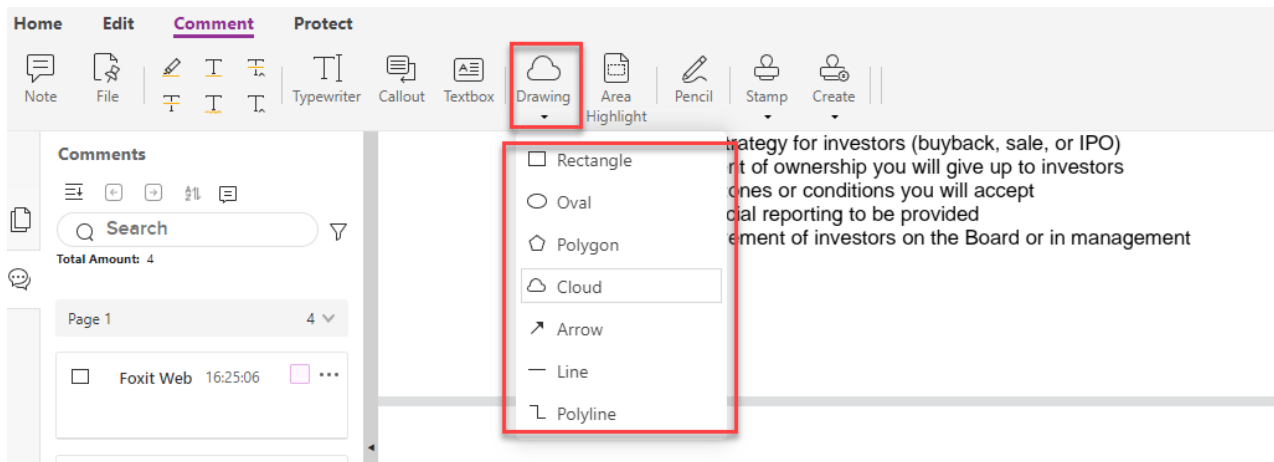
a. **Shapes** – This function allows you to add shapes into the document. You can use a rectangle, oval, polygon or cloud shape.
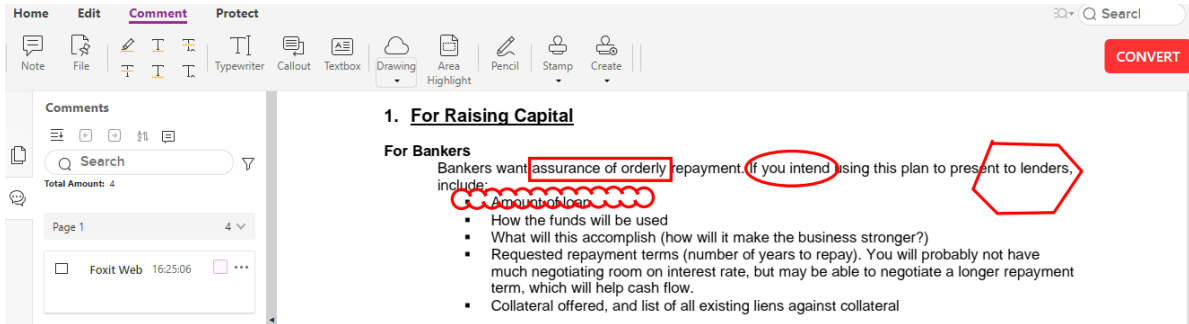
b. **Arrow** – This function lets you add an arrow to point into a text or object in the document.
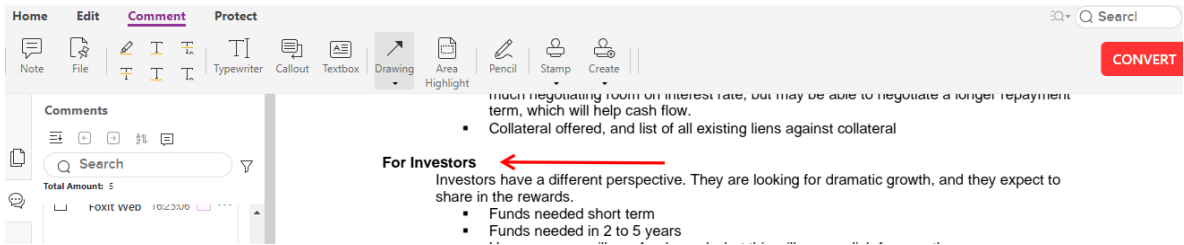
c. **Lines** – This function lets you insert single or polylines into the document.
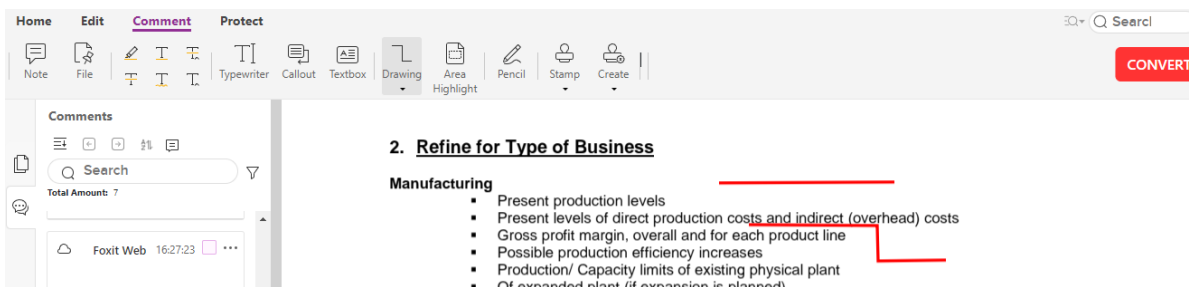
10. How to Add, Delete, Rotate and Reorder PDFs

1. To add, delete and rotate a page, select the page view on the left-hand side navigation panel.
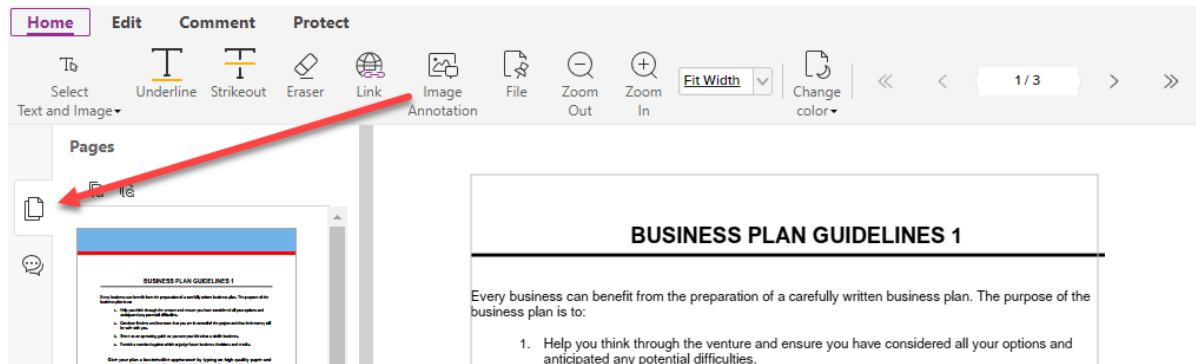
2. Right click on the pages thumbnail to open the menu.
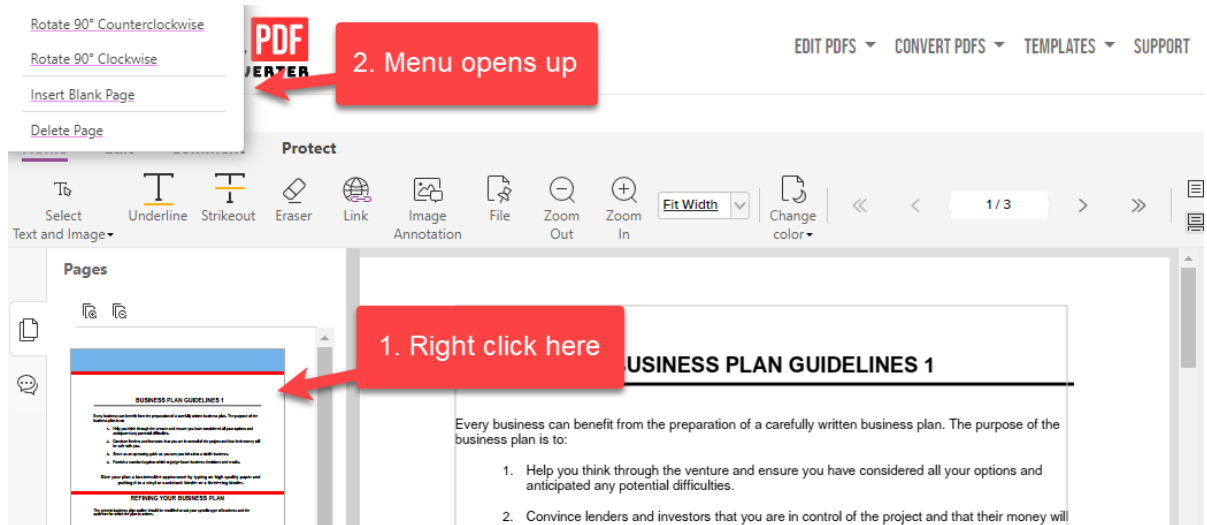
3. From there you can choose to either rotate, insert or delete pages.

a. **Rotate** – This function allows you to rotate the page 90 degrees either clockwise or counter clockwise.
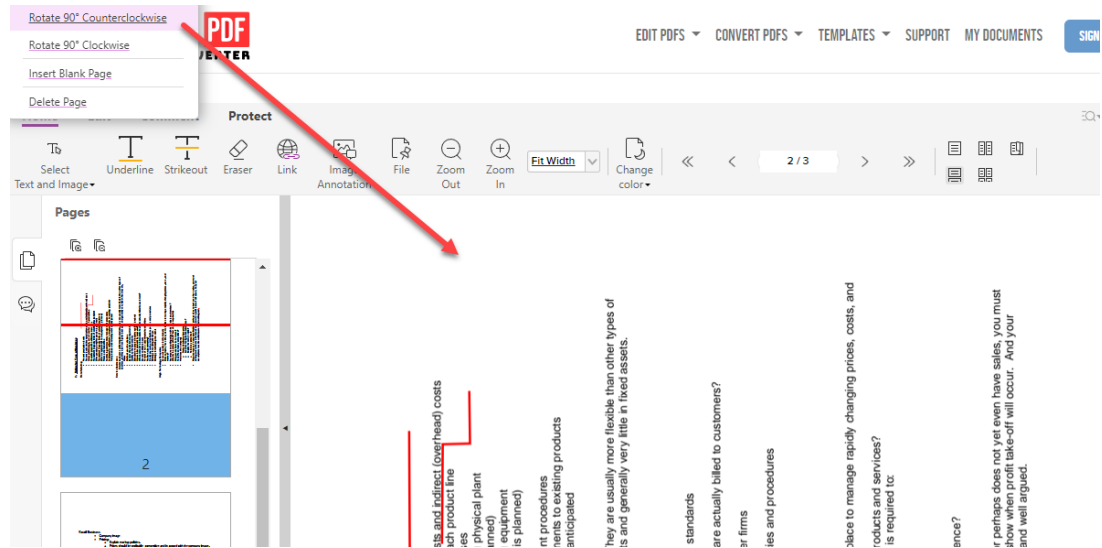
b. **Insert blank page** – This function allows you to insert a new page into the document
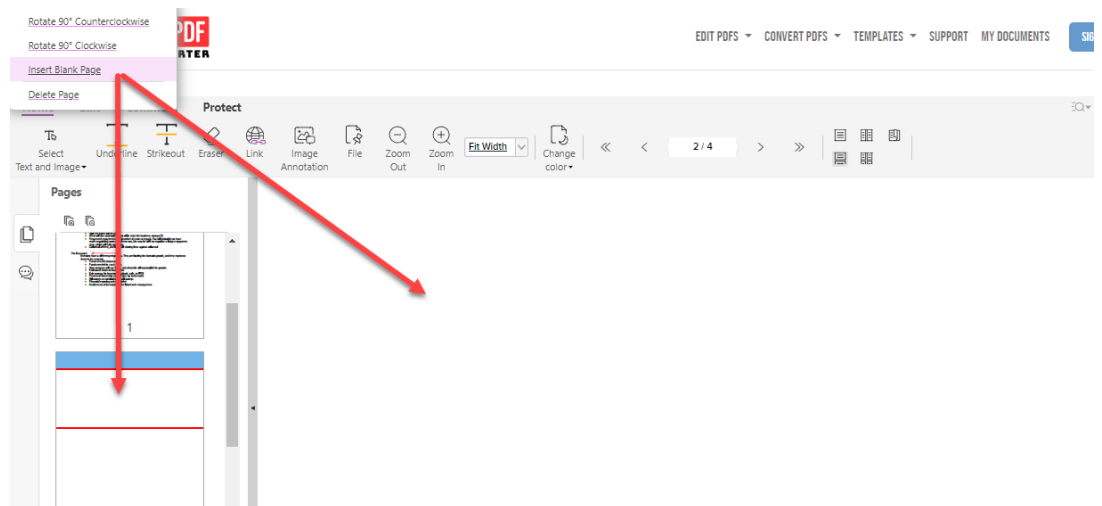
c. **Delete page** – This function allows you to remove a page

4. To reorder pages, select the page from the left-hand side navigation panel and drag the page to the desired position
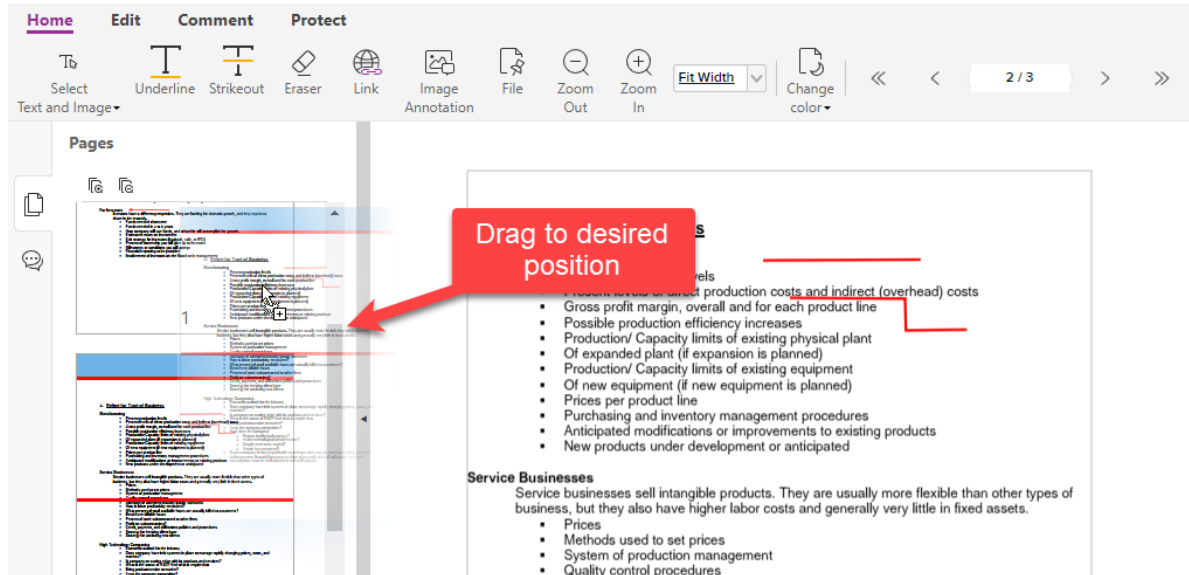
11. How to Add a Textbox or Callout

1. Go to Comment tab, select *Callout or Textbox* and drag the cursor over the area where you want to insert it.
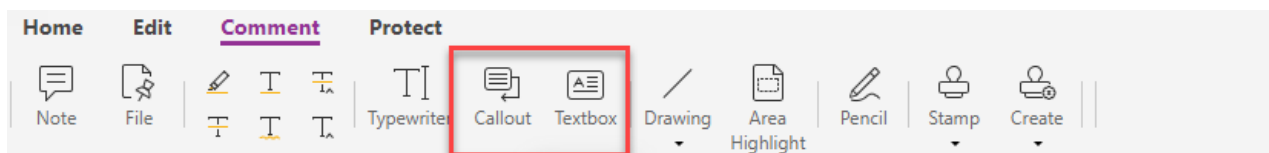
a. **Callout** – This lets you insert a text box or bubble that is connected to the relevant area of the document through a line or an arrow.
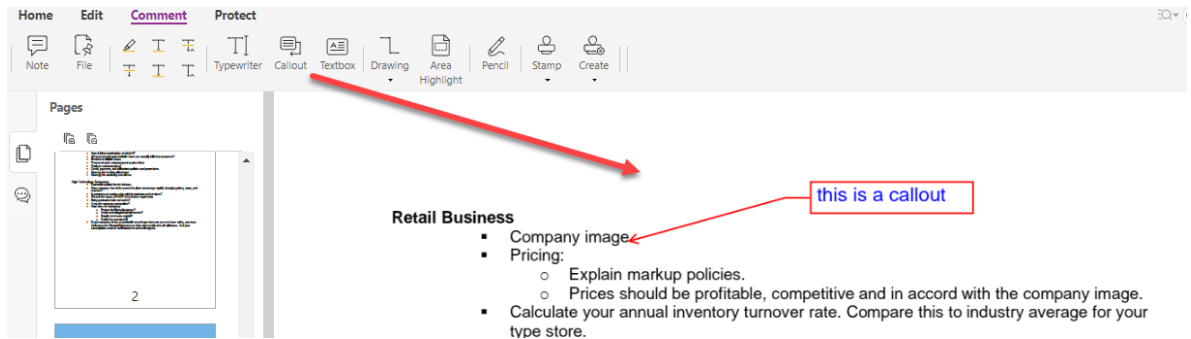
b. **Textbox** – This lets you insert a textbox and enter text.
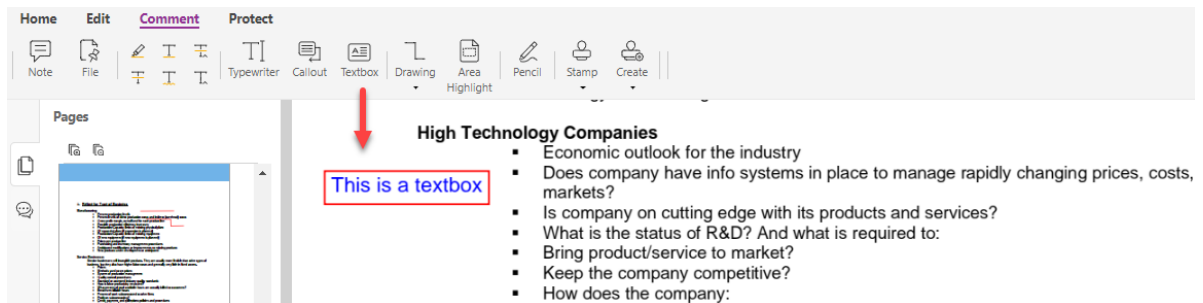
11. FAQs

Q: What is SimplePDFConverter?

A: SimplePDFConverter is an online software platform that allows users to seamlessly convert and edit a wide range of document types. It enables editing and conversion of PDFs to numerous alternative formats. SimplePDFConverter boasts a comprehensive suite of advanced features, including document editing, signing and watermarking, establishing it as a full-featured PDF editor. Whether you require assistance in completing existing PDF forms or creating customized ones, SimplePDFConverter is the product for you.

Q: Do I need to download or install anything?

A: Absolutely not! Simple PDF Converter is completely web-based and does not require any downloads.

Q: Where are my documents stored?

A: All documents are stored on Amazon Web Services (AWS) with advanced encryption using Key Management Services and SSL/TLS protocols.

Q: How do I fill in a form?

A: Simply upload the PDF form into Simple PDF Converter and you will be able to fill it in from the editor.

Q: How do I add text to my document?

A: Navigate to the edit tab and Select Add text option to insert text into the document.

Q: How do I add a signature?

A: Go to the Protect tab, select PDF sign and click create signature. From there, you have the option to draw a signature, type your signature, or upload an image of your signature. Select 'Create and Use' to place your signature in the desired position.

Q: How do I copy and paste text?

A: Go to edit tab, click the edit text button and use your mouse to highlight the text you want to copy. Now you can use ctrl / cmd + C or right click + copy. To paste the text, press ctrl/cmd + v or right click + paste.

Q: How do I edit a document?

A: Once you upload your PDF into the SimplePDFConverter platform, you should select 'Edit text, image & shapes' from the top navigation. Once selected, highlight the text you want to edit and a selection bar will appear. Simply add, delete or update the desired text, image or shape. You can then Save or Convert your document to another format. The updated document will be available in your dashboard to print, download or share.

Q: How do I zoom in on the document?

A: To zoom on the document, click on the Zoom Out or Zoom In function under the 'Home' tab.

Q: How do I change font settings like type or size?

A: Once you upload your PDF into the SimplePDFConverter platform, select 'Edit text, image & shapes' from the top navigation. Once selected, highlight the text you want to edit and a selection bar will appear enabling you to change font type and size.

Q: How do I type in Bold, Italics, or Underline my text?

A: To type in Bold or Italics go to the edit tab, select add text and select the format from the right-hand side panel. To underline existing text, select edit text, highlight the text and select underline from the right-hand side panel.

Q: How do I add shapes?

A: To add a shape, go to the edit tab and select the 'Add shapes' tool from the top navigation bar. Select the shape you want added and move it to the desired location on your document.

Q: How do I sign a document?

A: Go to the Protect tab, select PDF sign and click create signature. From there, you have the option to draw a signature, type your signature, or upload an image of your signature. Select 'Create and Use' to place your signature in the desired position.

Q: Is my Digital Signature legal?

A: Digital signatures are generally legally recognized and accepted in many countries around the world. Several countries have enacted laws and regulations that give digital signatures the same legal status as traditional handwritten signatures.

Q: How do I insert images (photos, pictures) into my document?

A: Once you upload your PDF into the SimplePDFConverter platform, you will have the option to insert an image into your document. Go to the edit tab and select add image from file. The file explorer will launch and you can select the desired image to be uploaded. Select the image and move it to the desired location on your document.

Q: How do I split a PDF?

A: At the top panel (opposite the SimplePDFConverter logo), go to edit PDFs and click split PDF

Q: How do I merge a PDF?

A: At the top panel (opposite the SimplePDFConverter logo), go to edit PDFs and click merge PDF

Q: How do I convert a PDF to Word document?

A: Once you upload your PDF into the SimplePDFConverter platform, you will get redirected to the editor page. From there click on the convert button at the right-hand side, select DOC or

DOCX format and click download. Once the file is converted, you can access the document in the 'My Documents' section of your customer dashboard. Your document will be available to download, print or share.

Q: How do I convert a Word document to PDF?

A: Upload the DOC file into the SimplePDFConverter platform. You will then get redirected to the editor page. From there click on the convert button at the right-hand side, select PDF format and click download. Once the file is converted, you can access the document in the 'My Documents' section of your customer dashboard. Your document will be available to download, print or share.

Q: How do I convert a PDF to JPG?

A: Upload the PDF file into the SimplePDFConverter platform. You will then get redirected to the editor page. From there click on the convert button at the right-hand side, select JPG format and click download. Once the file is converted, you can access the document in the 'My Documents' section of your customer dashboard. Your document will be available to download, print or share.

Q: How do I convert a JPG to PDF?

A: Upload the JPG file into the SimplePDFConverter platform. You will then get redirected to the editor page. From there click on the convert button at the right-hand side, select PDF format and click download. Once the file is converted, you can access the document in the 'My Documents' section of your customer dashboard. Your document will be available to download, print or share.

Q: How do I convert a PDF to PNG?

A: Upload the PDF file into the SimplePDFConverter platform. You will then get redirected to the editor page. From there click on the convert button at the right-hand side, select PNG format and click download. Once the file is converted, you can access the document in the 'My

Documents' section of your customer dashboard. Your document will be available to download, print or share.

Q: How do I convert a PNG to PDF?

A: Upload the PNG file into the SimplePDFConverter platform. You will then get redirected to the editor page. From there click on the convert button at the right-hand side, select PDF format and click download. Once the file is converted, you can access the document in the 'My Documents' section of your customer dashboard. Your document will be available to download, print or share.

Q: How do I convert TIFF to PDF?

A: Upload the TIFF file into the SimplePDFConverter platform. You will then get redirected to the editor page. From there click on the convert button at the right-hand side, select PDF format and click download. Once the file is converted, you can access the document in the 'My Documents' section of your customer dashboard. Your document will be available to download, print or share.

Q: How do I convert a Power Point to PDF?

A: Upload the PPT file into the SimplePDFConverter platform. You will then get redirected to the editor page. From there click on the convert button at the right-hand side, select PDF format and click download. Once the file is converted, you can access the document in the 'My Documents' section of your customer dashboard. Your document will be available to download, print or share.

Q: How do I Convert Excel to PDF

A: Upload the XLS file into the SimplePDFConverter platform. You will then get redirected to the editor page. From there click on the convert button at the right-hand side, select PDF format and click download. Once the file is converted, you can access the document in the 'My Documents' section of your customer dashboard. Your document will be available to download, print or share.

Q: How do I cancel my account?

A: We strive to make it easy to cancel your subscription for any reason and have a number of ways to do this. First, you can log-in to your account and click on the 'Account Settings' tab and locate 'Plan and Billing' from the left navigation. Select 'Cancel Plan' to cancel your subscription. You will receive a confirmation email once the process is complete. You can also email support@simplepdfconverter.com at any time to cancel your subscription.

Q: How do I contact support?

A: You can contact our support team via email at: support@simplepdfconverter.com or submit a question through the Contact Us page.

Q: What is SimplePDFConverter's Refund Policy?

A: We're confident that our PDF editing software will meet your needs and expectations and offer a 30-day money-back guarantee if you are not satisfied. Our team will process all refund requests within 1 business day of receiving your request.

Q: How do I add, move and rotate pages?

A: Once you upload your PDF into the SimplePDFConverter platform, you will have the option to add, reorder or rotate pages in your document. Select the page you want to reorder from the left navigation and right click. The options to Rotate, Insert or Delete pages are available.   Select the desired option and then save or convert your document to another file format once completed.

Q: How do I delete the pages from the PDF?

A: Once you upload your PDF into the SimplePDFConverter platform, you will have the option to add or delete pages from a PDF. Right click on the image of the PDF page from the left navigation. This gives the option to add or delete pages from your document. Once finished, you can save or convert your document to another file format if desired.

Q: How do I Protect PDF?

A: Once you upload your PDF into the SimplePDFConverter platform, you will have the option to password protect your document. Select 'Protect' from the top navigation bar and then 'Secure Document.' The first option is to 'Require a password to open the document.' Once selected, you can add a password to protect your document.

Q: How do I redact and highlight certain lines in the PDF?

A: Go to the comment tab and select Area highlight and drag it across the text. To redact, click the pencil button and drag it over the text.

Q: How do I insert image in a PDF?

A: Once you upload your PDF into the SimplePDFConverter platform, you will have the option to insert an image into your document. Go to the edit tab and Select 'Add image from file' from the top navigation. The file explorer will launch and you can select the desired image to be uploaded. Select the image and move it to the desired location on your document.

Q: How do I overwrite the text in PDF?

A: Go to the edit tab, click on edit text and click on the area you want to overwrite on the document.

Q: How do I change the sequence of the pages after merging the document?

A: Once you upload your PDF into the SimplePDFConverter platform, you will have the option to reorder the pages in your document. Select the page you want to reorder from the left navigation. Drag and drop the page to its desired location. Once finished, you can save or convert your document to another file format if desired.

Q: How do I reset my password?

A: Go to your Account Settings and select Password. You will be asked to enter the current password and then you may set the new password. If you have forgotten the current password, go to the login page and click lost password.