

How to use PDFescape

Brought to you by:



- There is **no need to pay**, although it may be very beneficial for you to “REGISTER” especially if you use PDF’s often. **For example:** Registered users can sign-in later and find recent files that were in progress or lost.

- Many people find this web-based program to be the best way to “fill-out-forms”, and there are BROWSER

PLUG-INS allowing folks to open forms directly into the program from the web. Even un-registered users have amazing capabilities. You can add and delete pages, combine documents, highlight, cross-out, white-out, insert “form-fields”, change text size and font and adjust the view, italics, bold.

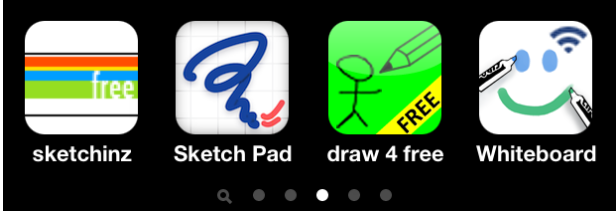
- Before you even get started with the actual program you have to create images for each signature or initial

Here are examples:



There are dozens of ways to create these images:

- If you have a smart-phone you can download a number of **free apps** that allow you to scribble on the screen and then email the picture or whatever.



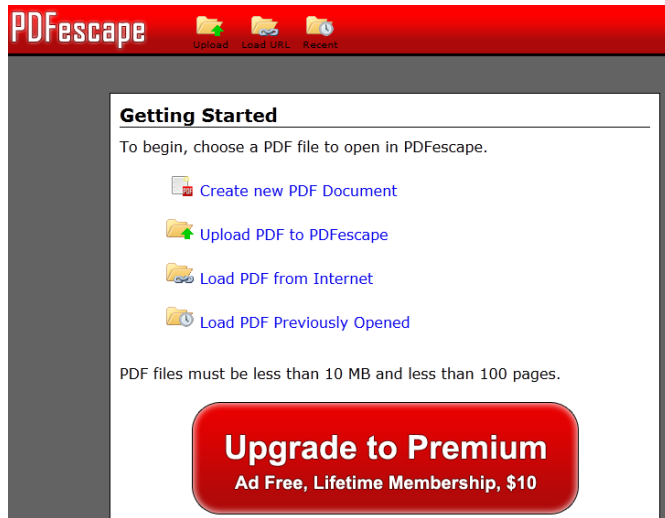
- Here you can see one possibility, and the next step would be cropping and saving. I like to name things I use often starting with a number so that it will be at the top of the folder when I go looking for it. So, the signature might be named **0-sig.jpg**

and the initials might be named **0_init.jpg**

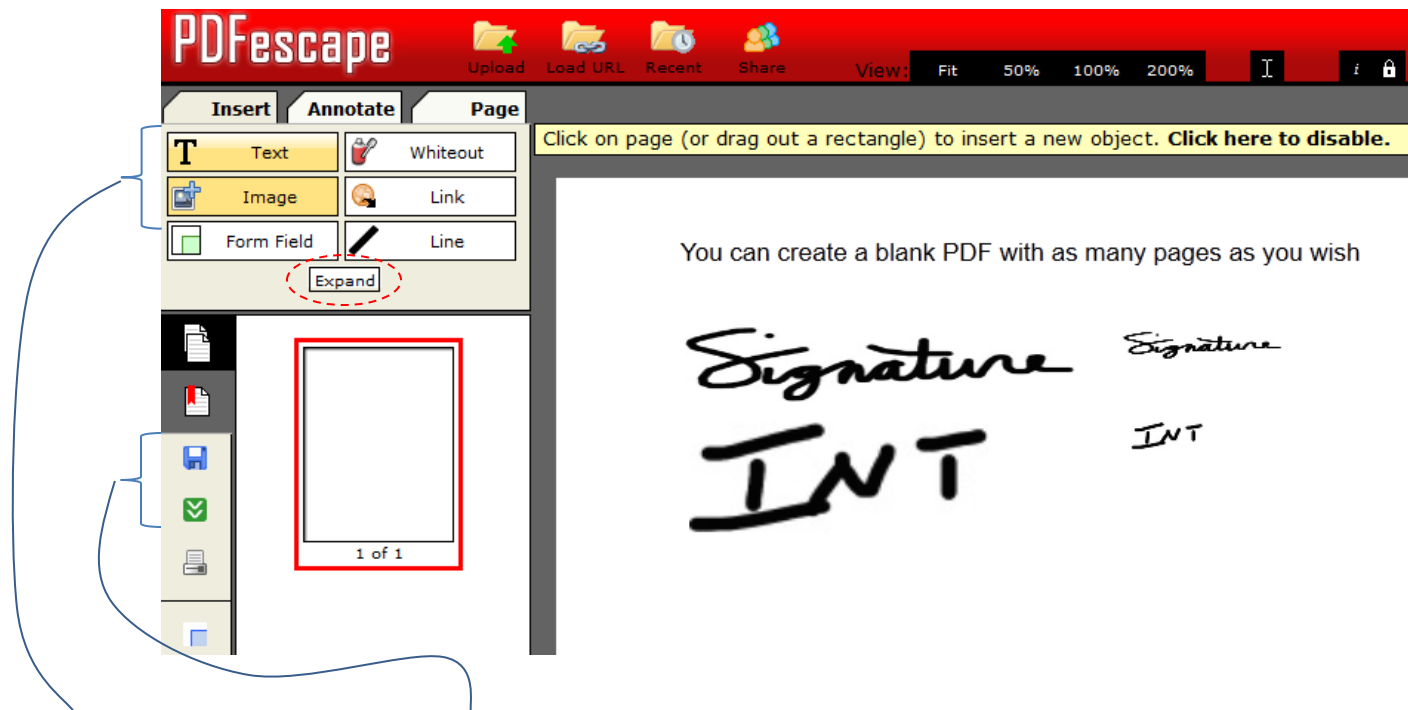


UPLOADING the ORIGINAL PDF file is EASY!!!

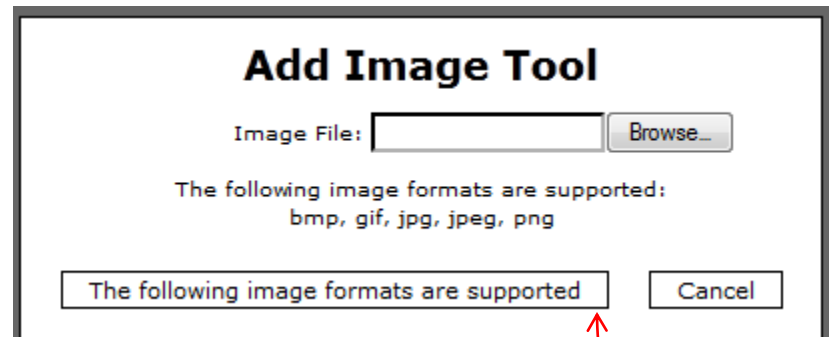
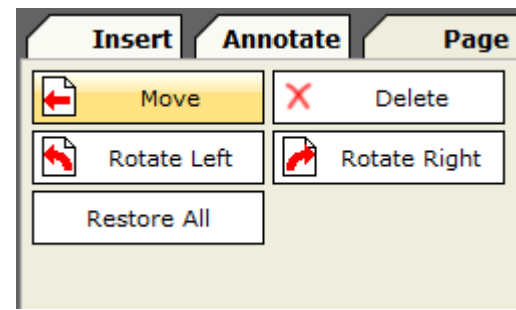
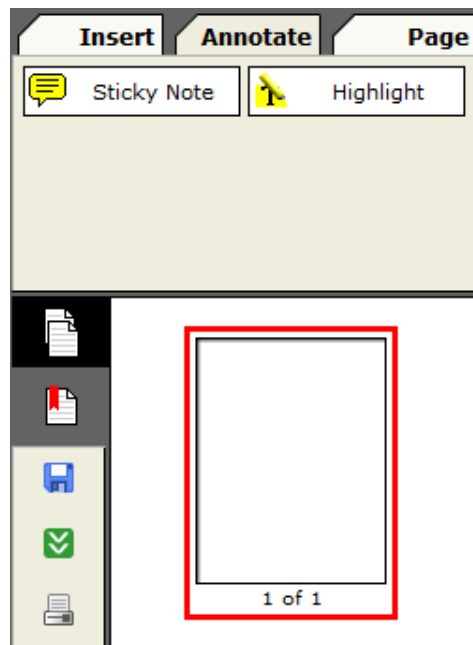
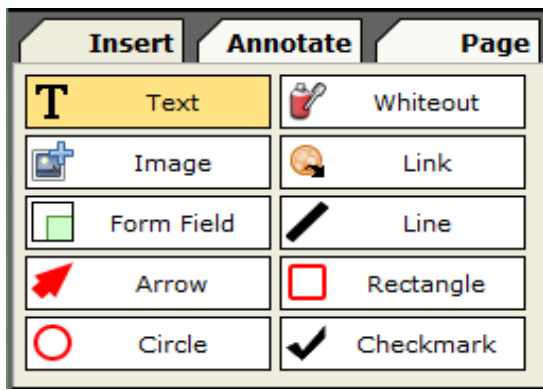
- It is just like attaching any file to an email.
You just have to find the document.



Once you have the document opened you need to click around for a few minutes and learn how to advance pages, drop in pictures, and mess around. You should realistically devote 3 minutes just to messing around with the program as I have done here:



You may only need **2 tools** for editing PDF's and **2 buttons** for saving and down-loading the files onto your computer.



There are a few **GLITCHY** things you'll notice if you use the program often, so as always, I recommend saving your changes as you go and downloading a copy to your hard-drive every few minutes changing the name each time as you go.

When you are adding your little images for signing and initialing you will see that the button doesn't say **upload**, but it has some other text about which image types you can use. When in doubt use JPEG or .jpg

Please don't hesitate to call our office if you have any questions. Good luck.

