

Image to PDF converter convert and merge TIFF, BMP, JPG (JPEG), PNG and GIF files into PDF document.

## Overview

- A simple, flexible and yet powerful interface to convert image files to PDF. It will take only 2 minutes to learn Image to PDF Converter.
- Not only image files, but include folder and subfolder also having the image files to be converted into PDF.
- Change the sequence of the image files in the PDF file as per user's requirement.
- Create Single PDF for each image file selected.
- Merge all the files selected into one PDF file.
- Merge group of image files into PDF file.
- Different Naming Options for various Conversion options.
- Numeric sequence for naming all the multiple PDF files.
- Import list of image files in text file.
- Set Global PDF settings for all the output PDF files, like Title, Subject, Author, Bookmarks etc.
- Create Password protected PDF files.
- Export the list of PDF files created

## **User Interface Guide**

- A. Managing Files
  - a. Adding Files
    - (i) Drag and Drop Files
    - (ii) <u>Choose the files you want to add into application</u>
    - (iii) Add folder and sub-folder with files into it
    - (iv) Import Files
  - b. Deleting Files
- B. Conversions
  - a. <u>Conversion Options</u>
    - 1. Single PDF for each Image
    - 2. Single PDF from all selected images (merged)
    - 3. <u>Single PDF from group of images</u>
  - b. Naming Options
    - 1. Same as Source File
    - 2. New Name
    - 3.<u>Base Name</u>
  - c. Global PDF Setting
- C. Output Options
- D. Export

## A. Managing Files

**a. Adding Files:** You can add image files; you want to convert into PDF document. There are four ways to add the files in the grid.

### (i) Drag and Drop Files

You can just drag and drop files and folders into the application and it will search for the supported file types and add into the application.

### (ii) Choose the files you want to add into application

Press Add Files... and choose the files you want to add.

#### (iii) Add folder and sub-folder with files into it

Press Add Folder... if you want to add all the files in one folder. You can select "Include subfolder", if you have files within sub-folder. If this check box is checked the application will look for supported file types into sub-folder also.

### (iv) Import Files

You can choose this option by clicking at <sup>y</sup>Import... to add files into application if you have list of files into a text file. You can also copy and paste your list into text box.

b. Deleting Files: If you want to delete any file in the grid, select the file and right click ->Remove Selection or you can press Delete button on your keyboard as well or click at . If you want to delete all the files in the grid, either right click on any file -> Remove All or click at .

## **B.** Conversions

	Conversion Options Output Options			
2. Single PDF from all selected images(merged). 3. Single PDF from group of 2 images.  Naming Options 1. Same as Source File. 2. New Name 3. Basename + Number.  Global PDF Settings Apply PDF Settings on each file. Open PDF Settings	$\bigcirc \underline{1}$ . Single PDF for each image.			
<ul> <li>3. Single PDF from group of 2 images.</li> </ul> Naming Options <ul> <li>1. Same as Source File.</li> <li>2. New Name</li> <li>3. Basename</li> <li>H Number.</li> </ul> Global PDF Settings <ul> <li>Apply PDF Settings on each file.</li> <li>Open PDF Settings</li> </ul>	2. Single PDF from all selected images(merged).			
Naming Options	• <u>3</u> . Single PDF from group of 2 🗘 images.			
	Naming Options			
2. New Name 3. Basename + Number. Global PDF Settings Apply PDF Settings on each file. Open PDF Settings	1. Same as Sou	rce File.		
3. Basename + Number.  Global PDF Settings Apply PDF Settings on each file. Open PDF Settings	2. New Name			
3. Basename + Number. Global PDF Settings Apply PDF Settings on each file. Open PDF Settings	2. New Name			
Global PDF Settings	3. Basename	+	Number.	
Apply PDF Settings on each file. Open PDF Settings	Global PDF Setting	15		
Apply PDF Settings on each file. Upen PDF Settings				
Chippin, E. Settings on each mer Open i Di gettingsin	Apply PDF S	ettings on each file.	Open PDF Settings	

- **a. Conversion Options:** There are different requirements every time and for everybody. Considering this, there are three conversion options in Image to PDF Converter 1.0.
- 1. Single PDF for each Image
- 2. Single PDF from all selected images (merged)
- 3. Single PDF from group of images

#### 1. Single PDF for each Image

With this option, you can convert one Image file into one PDF document. For example, if you have 500 image files, the application will create 500 PDF documents.

#### 2. Single PDF from all selected images (merged)

With this option, the application will convert multiple image files into one PDF document.

## 3. Single PDF from group of images

If you want to convert specific group of files to be converted into one PDF document, this application is for you. You can choose any group size as per your requirement. For example you want to convert group of five files into one PDF document and another group of five files into another one, you can choose this option.

- **b. Naming Options:** There are 3 conversion options and you can give/see 3 Naming Options for these conversions respectively.
  - **1. Same as Source File:** Enable only when converting single image to single PDF file. New PDF file will have the same name as the base file.
  - **2. New Name:** Enable only when converting multiple images to single multi-page PDF.
  - **3. Base name:** This option is enabled, only when you are creating the multiple PDF files from the group of multiple images. You need to give a name to the file and the application will name all the PDF files by suffixing the number to the base name given.
- **c. Global PDF Settings:** These are global PDF settings. You can choose to apply these on any newly created PDF document. These options are familiar to all who are using PDF Documents frequently, such as Description, Bookmark, Security and Restrictions. You can create password protected PDF file by giving the Open password under Security & Restrictions.

## **C. Output Options**

	Conversion Options Output Options		
Output Folder			
	Set current as <u>d</u> efault ouput folder		
	Open folder after conversion		
Note: If there is output files int	Note: If there is no output folder provided then application will save output files into the source file folder location.		

You can choose output folder, where you want the file to be saved. You can also set the default Output folder for all the conversions.

If you wish to open the folder immediately after the conversion is over, you can select the option "Open folder after Conversion".

# D. Export Export

You can export list of files you can see in file grid into text delimited text file. All the columns you can see will be exported in the text file separated by a tab.