Please follow these guidelines before uploading any PDF file in DMS

Remember the Sequence

1. [Merge](#)

2. [Flatten](#)
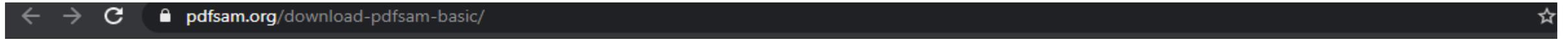
3. [Compress](#)

How to Merge multiple files in one single PDF

Using PDFSAM tool

Download PDFSAM Basic on your Desktop/Laptop

1. Visit https://pdfsam.org/download-pdfsam-basic/ **and download PDFsam Basic installer.**

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⬇ **Windows downloader (.exe)**

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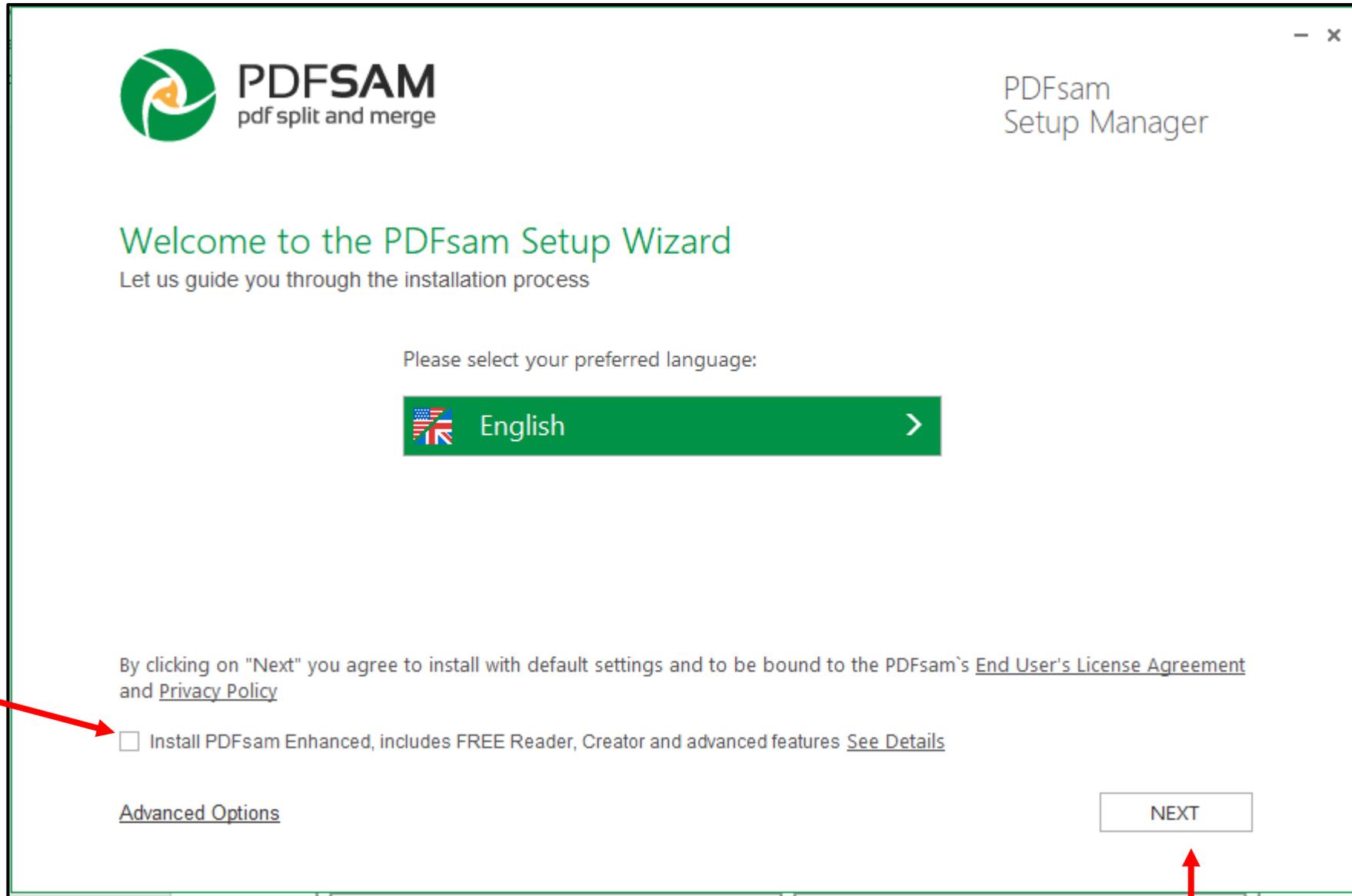
Advanced Options   [NEXT]

2. Click to begin installation
↓

⬤ PDFsam_Basic_4_I....exe
6.9/17.5 MB, 25 secs left   ∧

Begin installation

Deselect to skip enhanced version

Click Next

Open Application

PDF Split and Merge Basic Edition

PDFSAM @Modules

Click Merge Tab

Split
Split a PDF document at the given page numbers.

Merge
Merge together multiple PDF documents or subsections of them.

Alternate Mix
Merge two or more PDF documents, taking pages alternately in natural or reverse order.

Rotate
Rotate the pages of multiple PDF documents.

Extract
Extract pages from PDF documents.

Split by bookmarks
Split a PDF document at bookmarked pages by specifying a bookmark level.

Split by size
Split a PDF document in files of the given size (roughly).

Merge PDF Files

PDF Split and Merge Basic Edition

PDFSAM @Merge

| Add ▾ | Clear ▾ | Remove | Move Up | Move Down |

1. Drag and drop all files here
OR
Add files using Dialogue box window

Arrange sequence of files using Drag & drop

▼ Merge settings

☐ Add a blank page if page number is odd ⃝

☐ Add a footer ⃝

☐ Normalise page size ⃝

Interactive forms (AcroForms): [Flatten ▾] ⃝

Bookmarks handling: [Discard bookmarks ▾] ⃝

Table of contents: [Don't generate ▾] ⃝

Select FLATTEN option
*(*if you don't select this then 'Invalid Page' error might coming while eSigning)*

▼ **Destination file**

C:\Users\acer\Downloads\PDFsam_merge.pdf   [Browse]

2. Check Destination folder & rename file name

☐ Overwrite if already exists ⃝

▼ Hide advanced settings

☑ Compress output file/files ⃝

Output PDF version: [Version 1.5 ▾]

3. Click RUN to begin

4. After Completion, open file to check (Merged File is saved in destination folder)

▶ Run   📄 Open ▾   Completed

How to flatten the PDF

Using Microsoft Print to PDF tool

*By default available in Windows

Flatten means converting all fields of PDF (eg. eSign, Tables, Forms, etc) into image in the PDF file. Incorrect merging of fields may give error sometimes, therefore repairing (flattening) the PDF file is necessary before uploading in DMS.

Flatten the PDF file
(to avoid errors while e-Signing)

1.Open the PDF file in Adobe Acrobat Reader

Flatten the PDF file
(to avoid errors while e-Signing)

1. Click File →

Test Office Note 16-Jul-20201.pdf - Adobe Acrobat Reader DC

File Edit View Sign Window Help

Open...		Ctrl+O
Reopen PDFs from last session		
Create PDF		
Save		Ctrl+S
Save As...		Shift+Ctrl+S
Convert to Word, Excel or PowerPoint		
Save as Text...		
Compress File		
Password Protect		
Share File		
Revert		
Close File		Ctrl+W
Properties...		Ctrl+D
Print...		Ctrl+P

2. Click Print →

1 F:\...\Test Office Note 16-Jul-20201.pdf
2 C:\...\CRL wc note merged for DMS(4) (1).pdf
3 F:...\OFFICE NOTE Addit...th COMPLIANCES.pdf
4 C:\Users\acer\Desktop\...\CE DIST.pdf
5 F:...\ON_Additional_Inf...3_07_2020_1737.pdf

View All Recent Files...

Exit Application   Ctrl+Q

/ 5   119%

CKET SHEET

. Approval for Test Office   Section Ref. no.: CGM/IT/ [INITIATOR]
Note Approval for Test
Office Note. Approval for   Date:
est Office. Note Approval

M SENT   **REMARKS**

thority 1

Flatten the PDF file
(to avoid errors while e-Signing)

1. Select Printer
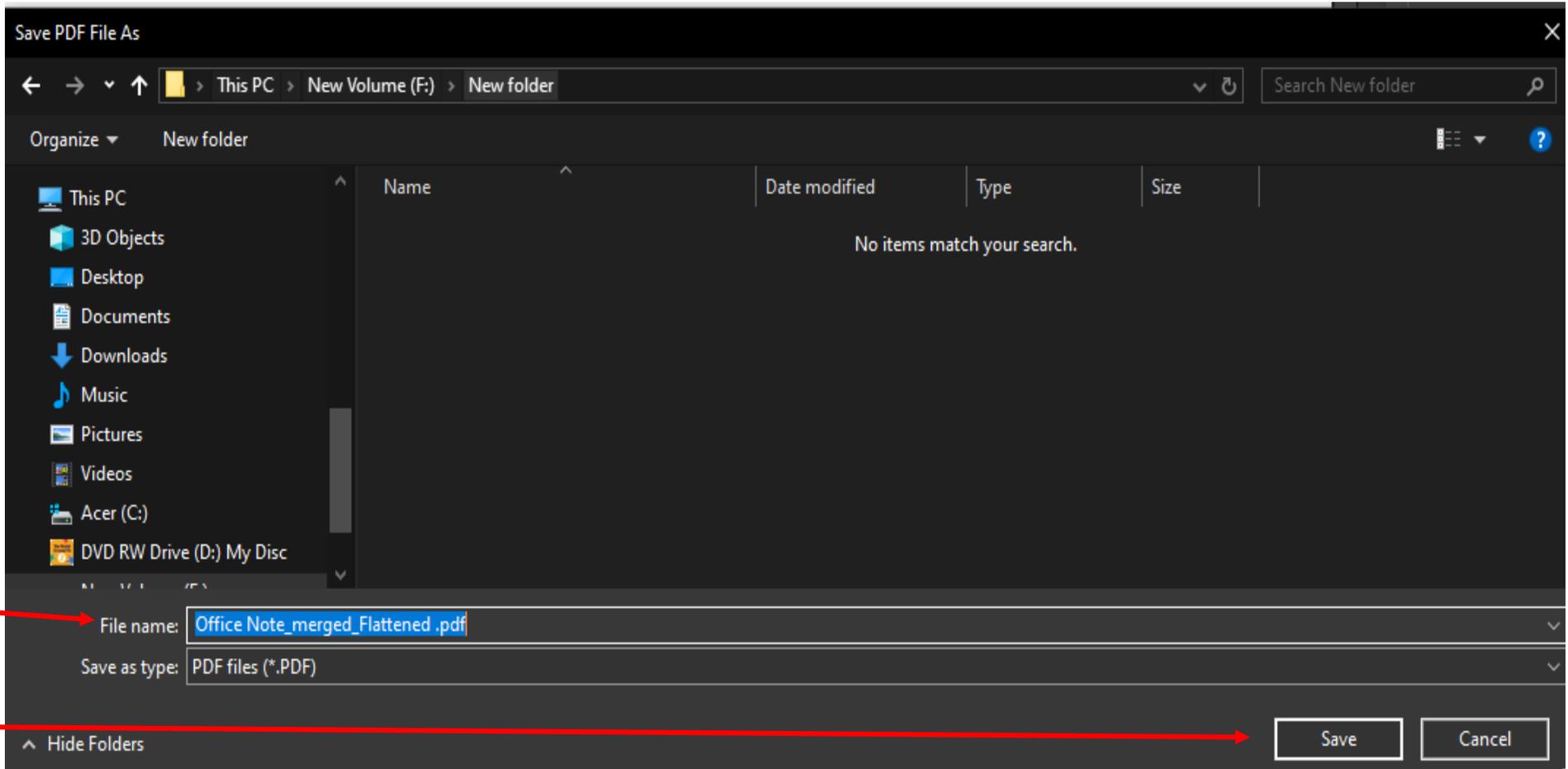
2. Select Microsoft Print to PDF

3. Click Print
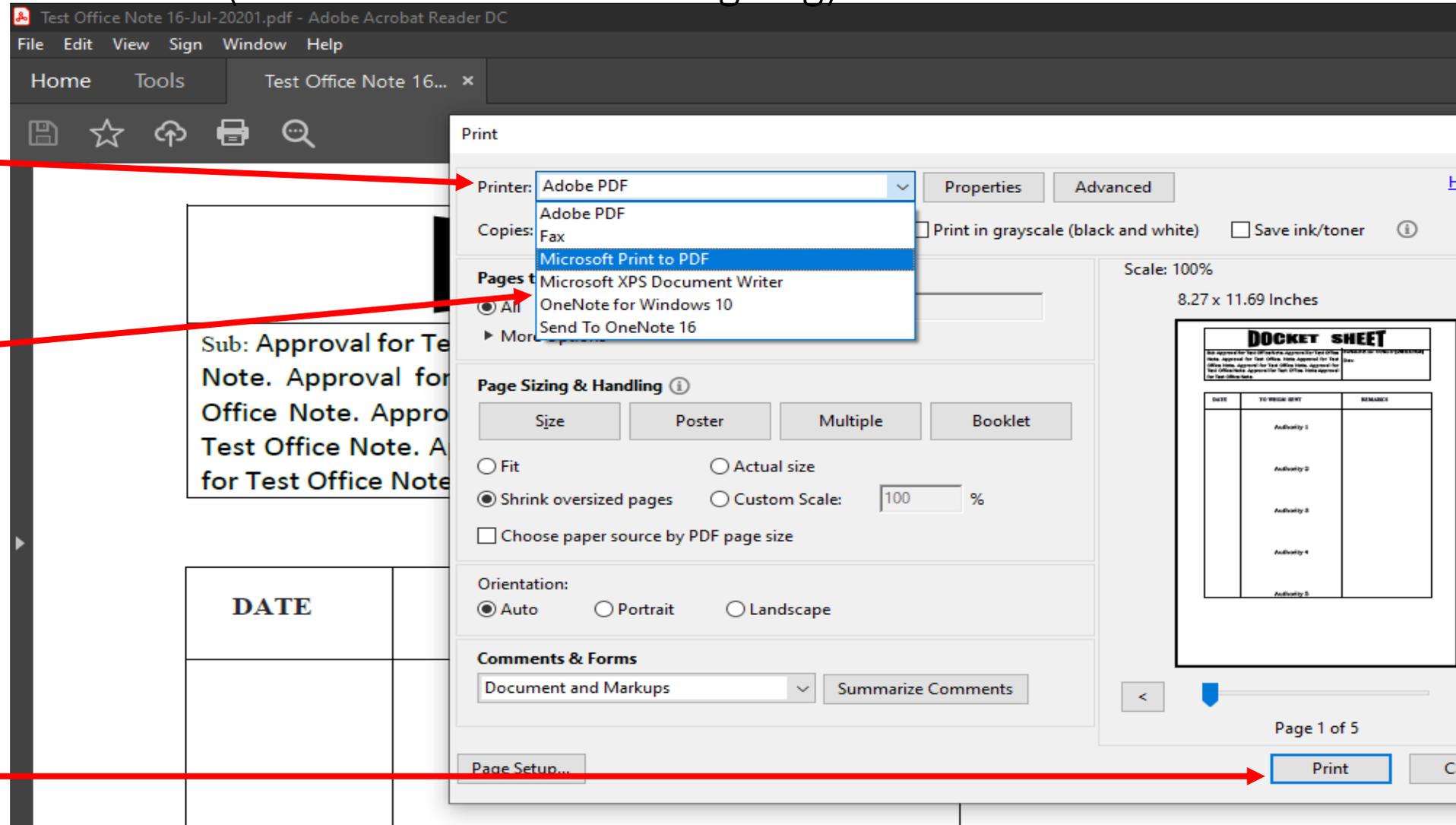
If Microsoft Print to PDF is unavailable (Older version of Windows) or deleted, you may use CutePDF as printer. [Click here](#) to install CutePDF.

Flatten the PDF file
(to avoid errors while e-Signing)

File Saving dialog box will appear

1. Name the file

2. Save the file

Upload the newly saved PDF file into DMS
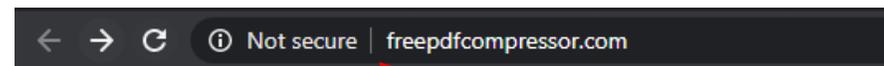
How to Compress the PDF

Using freepdfcompressor tool

*Free Software to be installed in Windows

Compressing file makes it easier to upload /download the PDF files in DMS.
Compressed PDF files also takes less space on DMS server..

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Compress the PDF File

Free PDF Compressor   ✕

PDF File

1. Browse Input File to be compressed.

`F:\OFFICE_WORKS\Nanded Part 2 ( DD-118) Revised Closure Free`   Browse

Output File

`\Nanded Part 2 ( DD-118) Revised Closure Freezing.compressed.pdf`   Save As

Settings

- ⦿ Screen - low resolution, screen-view-only quality, 72 dpi images

2. Select proper option
   as per the PDF file.

- ○ eBook - medium resolution, low quality, 150 dpi images
- ○ Printer - high quality, 300 dpi images
- ○ Prepress - high quality, color preserving, 300 dpi images
- ○ Default - a wide variety of uses, possibly larger output file

Progress

Done

3. Click Compress

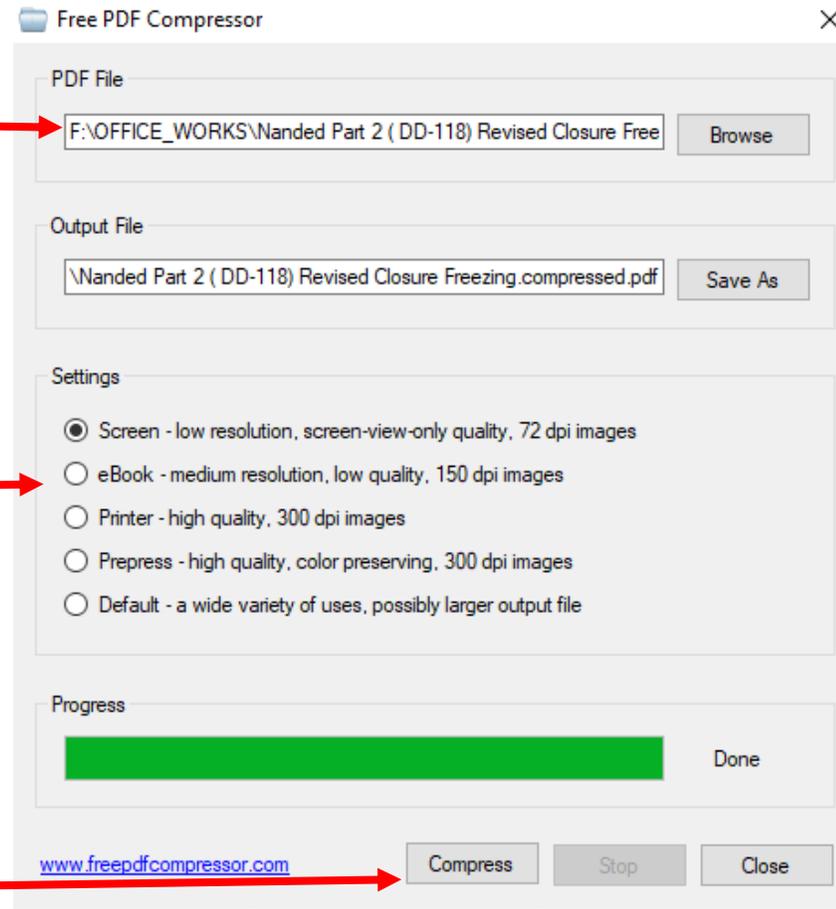www.freepdfcompressor.com   Compress   Stop   Close

You may also use online compression tools www.easepdf.com, www.ilovepdf.com, ww.pdf2go.com , etc. to reduce the size before uploading. But Data Privacy concerns should be first considered before using online tools.

THANK YOU