



HOW TO CONVERT WORLD DOCUMENTS TO OPTIMIZED* PDF FORMAT

USING THE SERVER'S APP TOOLS ON DRIVER Y:

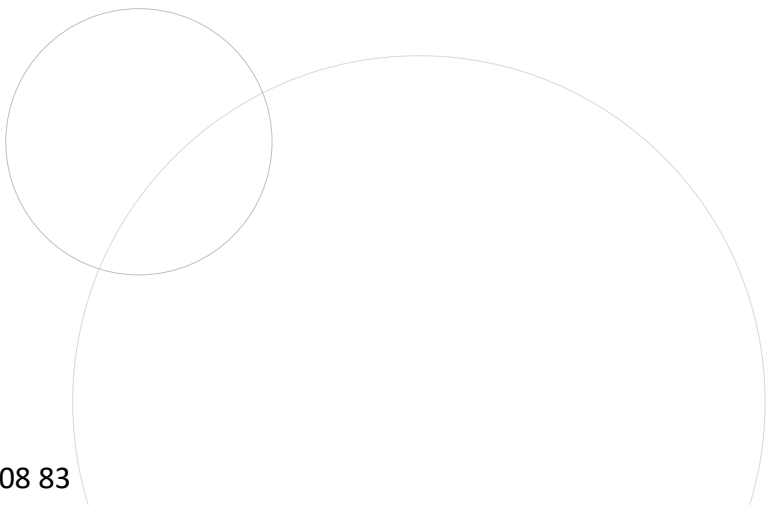




WHY CONVERT FILES TO PDF ?



- PDF files are optimized for quick opening in browsers.
- All systems are compatible to open it.





HOW TO PROCEED :

When your documents are finalized and saved on a hard disk:

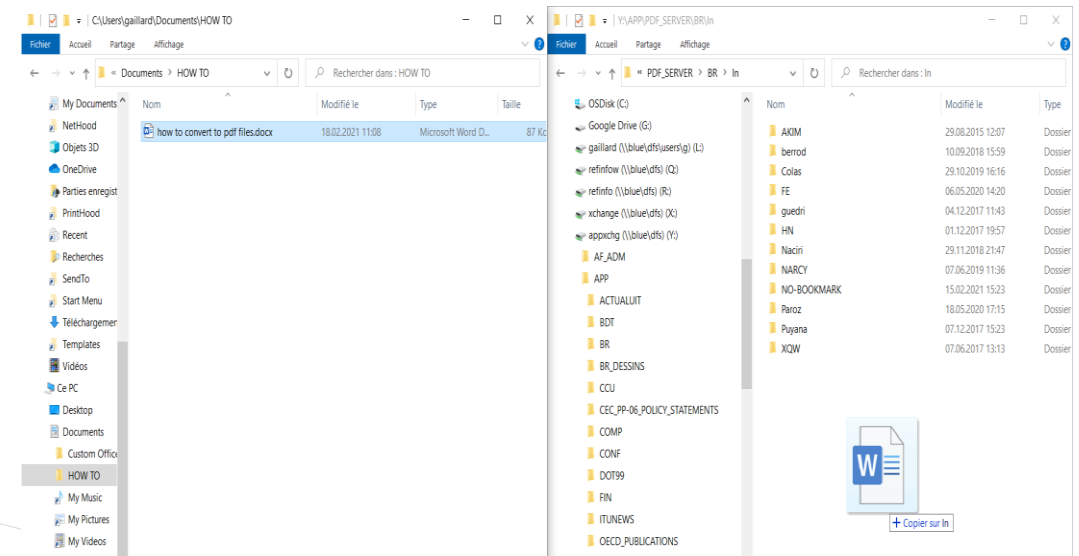
- You can simply drag and drop on the server or
- You can also use the copy paste function

Server directory for this tool :

- Y:\APP\PDF_SERVER\BR\In

In the “in” folder on the server, you can choose a create a folder to find your output documents more easily.

The documents deposited in these folders will be converted with the bookmarks (titles in the files)





HOW TO PROCEED :



Once the operation is completed you will find 4 files in the respective “Out” folder : the world document that you placed in the “In” Folder, the pdf document, and 2 other files.

Please collect your PDF and suppress the 3 other files.

