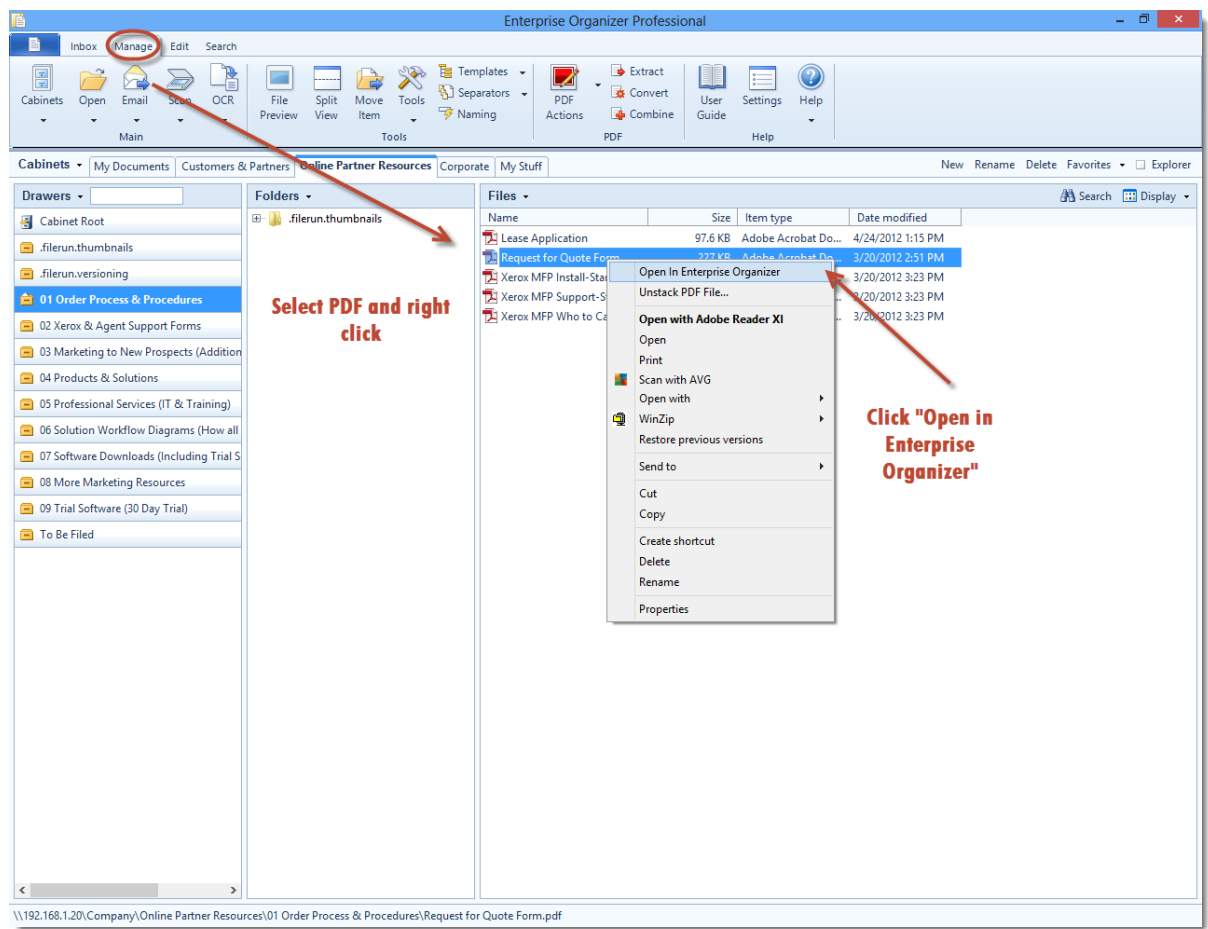


- PDF Overview

The heart of a paperless office is the PDF file. The PDF file is also at the heart of Enterprise Organizer, with numerous time-saving features that make it simple to create and work with PDF files. This topic will help you get started.

To open a PDF in Enterprise Organizer, do any of the following:

1. Select PDFs in *Manage* view, then click *PDF Actions > Open in Enterprise Organizer*
2. Select PDFs in *Manage* view, then click the *Files* button > *Open in Enterprise Organizer*
3. Right-click on a PDF in *Manage* view > *Open in Enterprise Organizer*
4. Select PDFs in *Manage* view, then click the drop-arrow under the *Open* button > *Open in Enterprise Organizer*
5. Go to the *Edit* view and click *Open*



Tip:

You can make Enterprise Organizer your default program for opening PDF files. Go to *Settings > General > Make Enterprise Organizer Your Default PDF Application*.

Highlight, Annotate, Type, Digitally Sign ...

The *Edit* tab in Enterprise Organizer is a PDF editor with a rich assortment of

features for commenting, marking up, typing on, stamping, and even securing and digitally signing your PDFs.

Expose More Features

The toolbar on the PDF editor shows the most common tools. But there are many others. To see the rest, right-click anywhere in blank space on the PDF editor's toolbar. You'll see a pop-up menu with other toolbars you can expose.

Tip:

You can expose a menu bar in the PDF editor that has all of the features in it. Right-click anywhere in blank space on the PDF editor's toolbar, then select *Menu Bar*.

Stack, Join, Split, Extract, Transfer Pages ...

The *PDF Actions* button has many features for joining and splitting PDF files. You can use these features in both *Edit* view and *Manage* view:

- Combine PDFs
- Unstack PDF
- Insert Document
- Split View
- Transfer Pages
- Extract Pages
- Convert to PDF

PDF Thumbnails

In *Manage* view, you can show your PDF files as thumbnails. You can even scroll through the pages on the thumbnails. Go to the *Files* button > *Views* > *Enhanced Thumbnails*.

Make PDFs

There are two ways to make PDFs: convert other files to PDF, or "print" content to PDF. Both are explained in [Convert to PDF](#).

What about TIFF Files?

Almost all of the instructions for PDF files apply equally to TIFF files. You can open them in Enterprise Organizer and use the same PDF tools to manipulate them. The only difference is that the TIFF editor only offers features for manipulating pages. You can't do things like annotate, stamp, or digitally sign with a TIFF file.

Online URL: <https://support.quikbox.com/article.php?id=236>