

APEPDCL PDF Toolkit

Comprehensive User Manual

Eastern Power Distribution Company of Andhra Pradesh Limited

✓ 28 PDF Tools

✓ Auto OCR

✓ Secure Upload

✓ No Install

✓ Browser-Based

Version 1.0 | April 2026 | IT Division – APEPDCL

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1. Introduction

The **APEPDCL PDF Toolkit** is an internal web-based platform for Eastern Power Distribution Company of Andhra Pradesh Limited employees. It provides 28 PDF tools accessible from any browser — no installation required. Files are processed securely on internal servers, virus-scanned, and automatically deleted after 2 hours.

28 PDF Tools	100 MB Max File	2 Hours Auto-Delete	AES-256 Encryption
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Key Capabilities

- Merge, split, rotate, reorder, and extract PDF pages
- Convert PDFs to Word, Excel, PowerPoint, JPG, and Markdown
- Convert Word, Excel, PowerPoint, JPG, and HTML files to PDF
- Auto OCR: extract text from scanned/image-based PDFs before converting
- Password-protect or unlock PDF documents
- Add watermarks, page numbers, and digital signatures
- Crop, redact sensitive content, and fill PDF forms
- Compress PDF file size without quality loss

2. Getting Started

2.1 Accessing the Application

Open any modern web browser (Chrome, Edge, Firefox) and navigate to:

<http://10.150.6.26:8088>

■ ■ **Note**

This application is accessible only within the APEPDCL internal network.

2.2 Creating an Account

Eastern Power Distribution Company of Andhra Pradesh Limited

Create account
No credit card required - Free forever

Email address
you@example.com

Password
At least 8 characters
Minimum 8 characters

Create account

Already have an account? [Sign in](#)

Figure 2.1 – Registration page

- Step 1** Enter your official APEPDCL email address.
- Step 2** Enter your full name.
- Step 3** Create a strong password (minimum 8 characters).
- Step 4** Click **Create account**. You will be logged in automatically.

2.3 Logging In

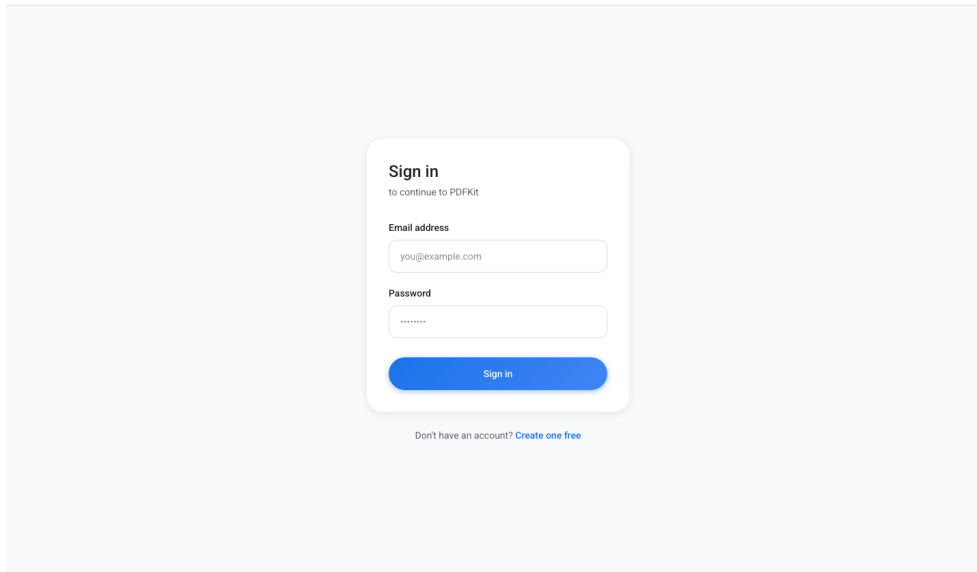


Figure 2.2 – Sign-in page

- | | |
|---------------|---|
| Step 1 | Enter your registered email address. |
| Step 2 | Enter your password. |
| Step 3 | Click Sign in . |
| Note | You can use all tools without logging in . An account is optional. |

3. Dashboard Overview

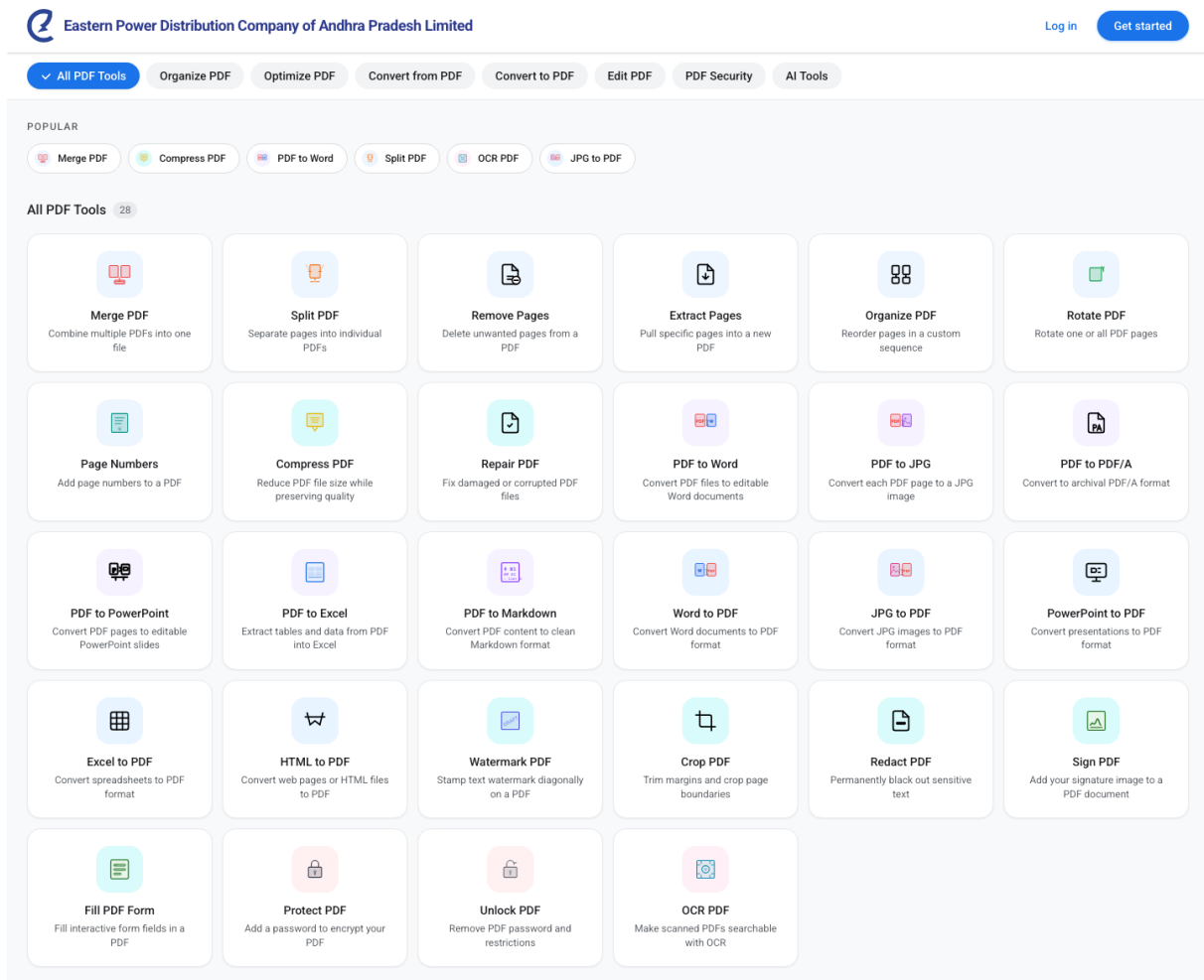


Figure 3.1 – Main dashboard showing all 28 PDF tools

3.1 Navigation Bar

- **APEPDCL Logo / Name** — click to return to the dashboard from any page.
- **Log in** — opens the sign-in page.
- **Get started** — opens account registration.

3.2 Tool Category Tabs

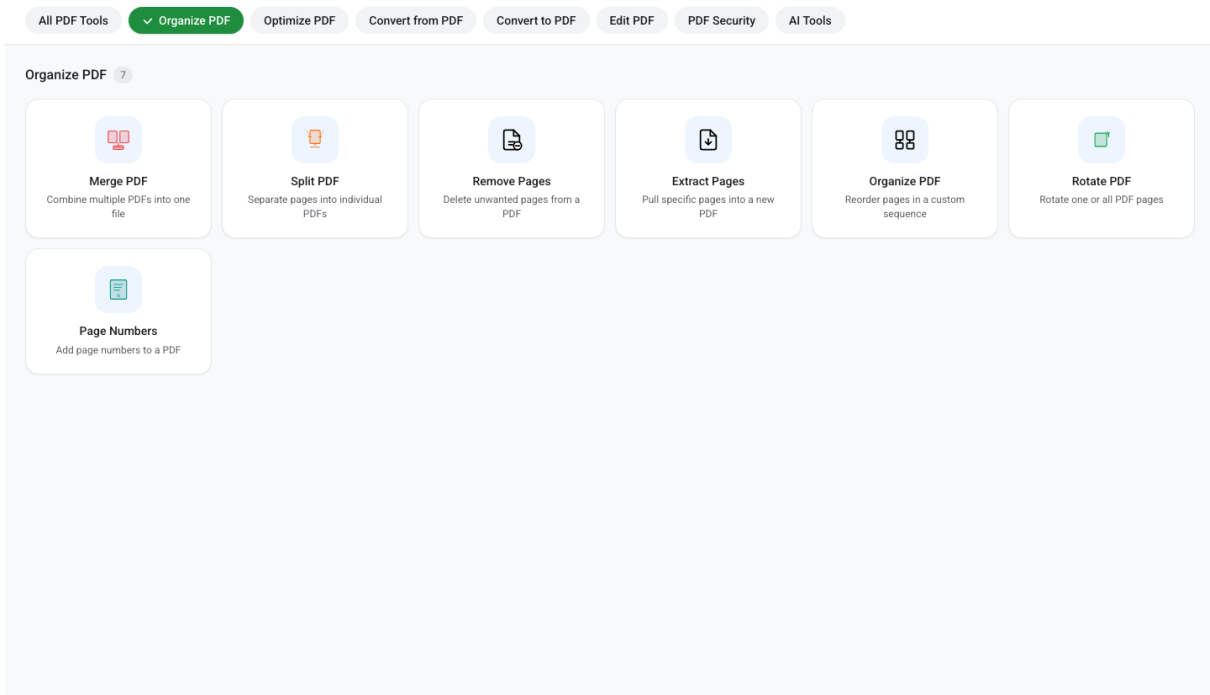


Figure 3.2 – Category filter tabs

Tab	Tools Included	#
All PDF Tools	All 28 tools in one view	28
Organize PDF	Merge, Split, Remove Pages, Extract Pages, Organize, Rotate, Page Numbers	7
Optimize PDF	Compress, Repair	2
Convert from PDF	PDF → Word, PPT, Excel, JPG, Markdown, PDF/A	6
Convert to PDF	Word, PPT, Excel, JPG, HTML → PDF	5
Edit PDF	Watermark, Crop, Redact, OCR, Fill Form	5
PDF Security	Protect, Unlock, Sign PDF	3
AI Tools	OCR PDF (AI-enhanced)	1

3.3 Popular Tools Quick-Access

Chip shortcuts below the tabs: **Merge PDF**, **Compress PDF**, **PDF to Word**, **Split PDF**, **OCR PDF**, and **JPG to PDF**. Click any chip to open that tool directly.

4. How to Use Any Tool – Common Steps

Every tool follows the same three-step workflow:

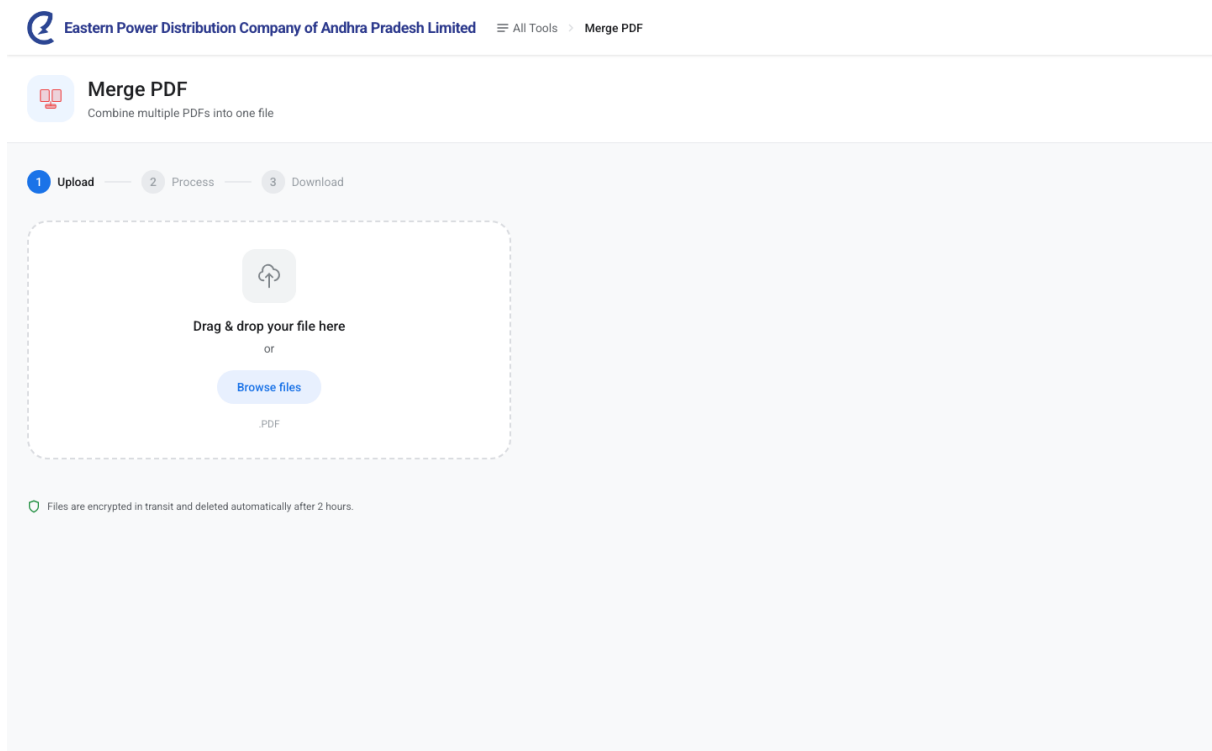


Figure 4.1 – Upload → Process → Download workflow

Step 1: Upload your file(s)

Drag and drop your PDF (or supported file) onto the dashed drop zone, or click **Browse files**. Some tools (e.g. Merge) accept multiple files simultaneously.

Step 2: Configure options (if any)

Some tools show additional settings after uploading — such as compression level, word version, rotation angle, or watermark text.

Step 3: Process & Download

Click the action button (e.g. **Merge PDFs**). A progress bar shows real-time status. Once complete, click **Download**. Files available for **2 hours**.

■ **Security** All uploaded files are encrypted in transit, virus-scanned by ClamAV, and automatically deleted after 2 hours.

5. Organize PDF Tools

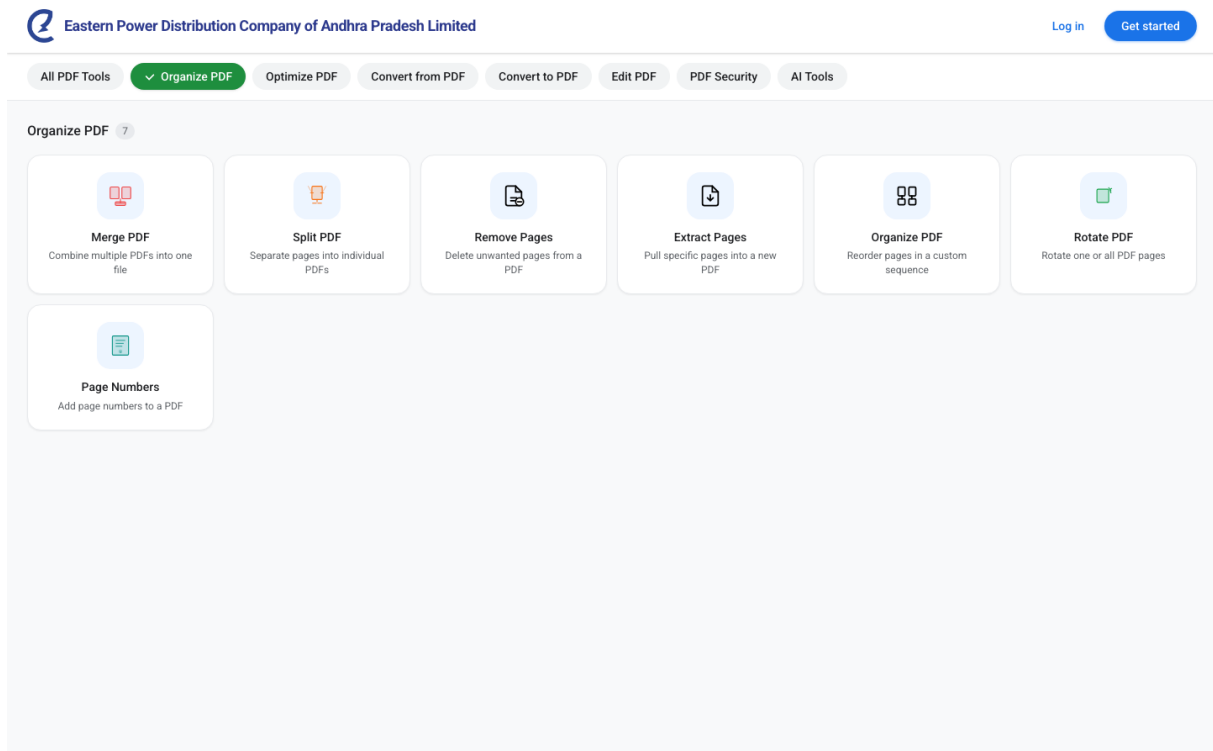


Figure 5.1 – Organize PDF category (7 tools)

5.1 Merge PDF

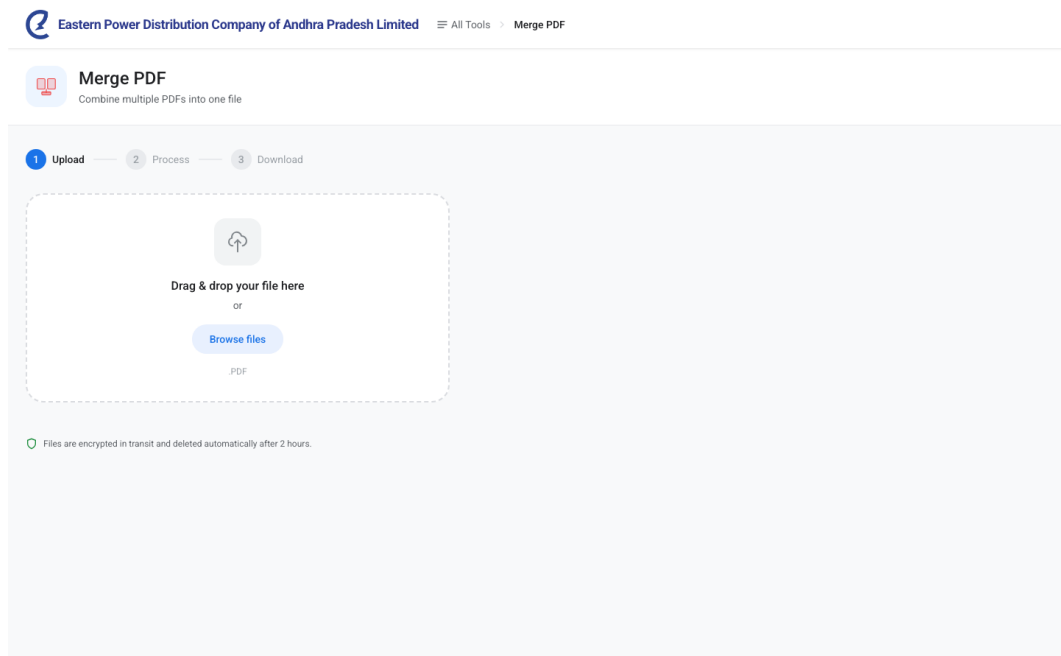


Figure 5.2 – Merge PDF

Purpose: Combine two or more PDF files into a single document.

Steps:

- Step 1** Upload the first PDF.

Step 2 Click + **Add more files** to upload additional PDFs.

Step 3 Arrange files in the desired order.

Step 4 Click **Merge PDFs** and download.

Tip Up to 100 MB total. Bookmarks and metadata from the first PDF are preserved.

5.2 Split PDF

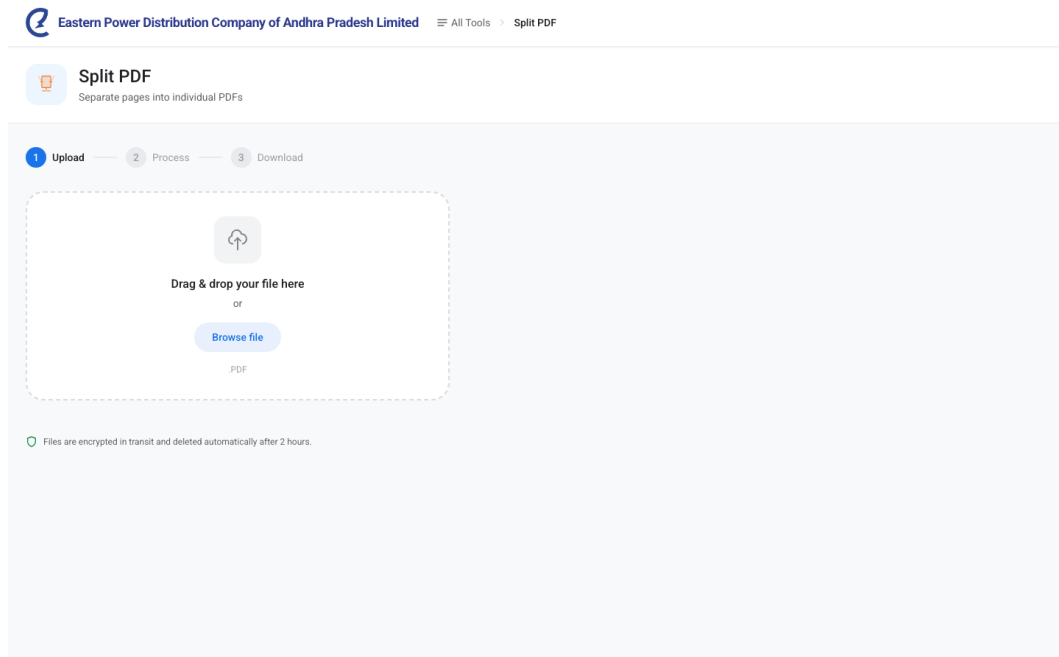


Figure 5.3 – Split PDF

Purpose: Separate a PDF into individual pages or page ranges.

Steps:

Step 1 Upload your PDF.

Step 2 Specify how to split: by page, by range, or every page separately.

Step 3 Click **Split PDF**. Multi-page results are packaged as a ZIP file.

5.3 Remove Pages

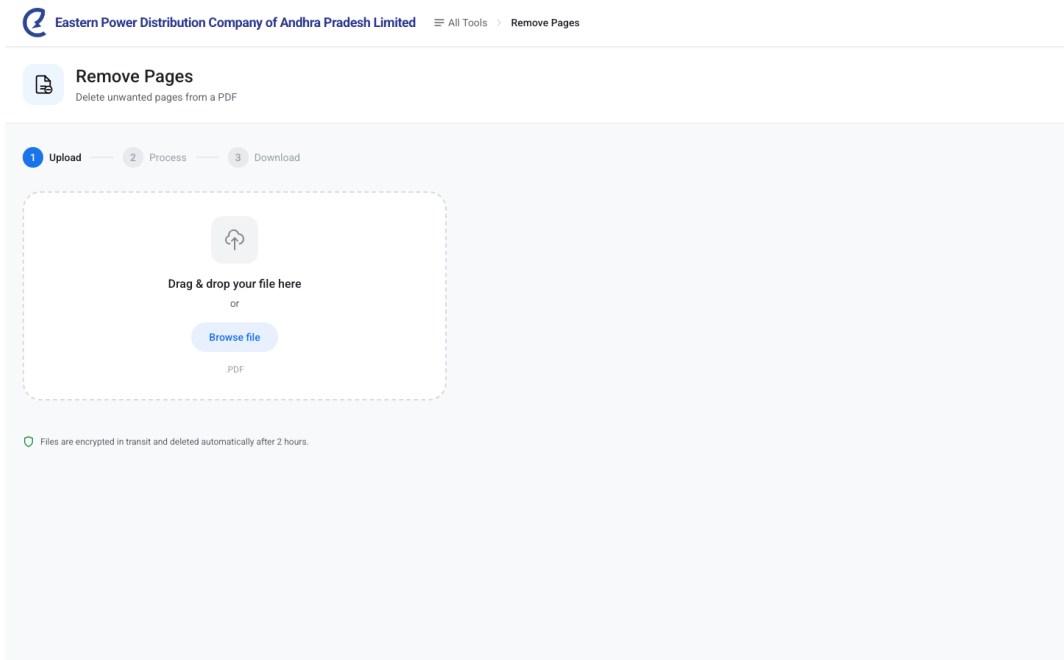


Figure 5.4 – Remove Pages

Purpose: Delete specific pages from a PDF.

Steps:

- Step 1** Upload your PDF.
- Step 2** Enter page numbers to remove (e.g. 2,4,6–8).
- Step 3** Click **Remove Pages** and download.

5.4 Extract Pages

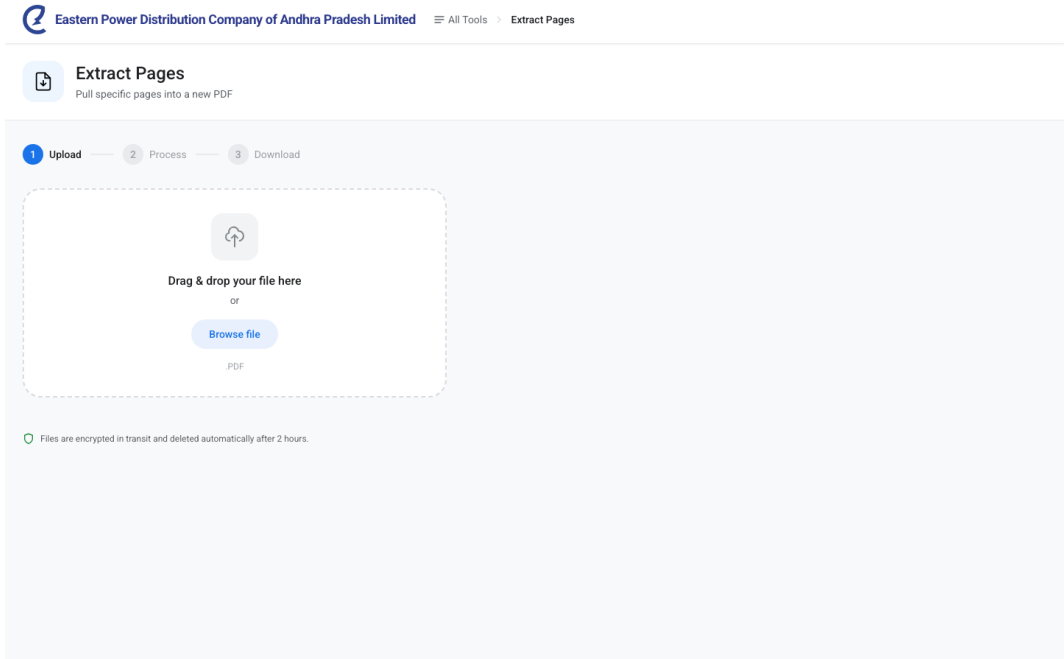


Figure 5.5 – Extract Pages

Purpose: Pull out specific pages into a new PDF.

Steps:

- Step 1** Upload your PDF.
- Step 2** Specify page numbers or ranges to extract (e.g. 1–3,7).
- Step 3** Click **Extract Pages** and download.

5.5 Organize PDF (Reorder Pages)

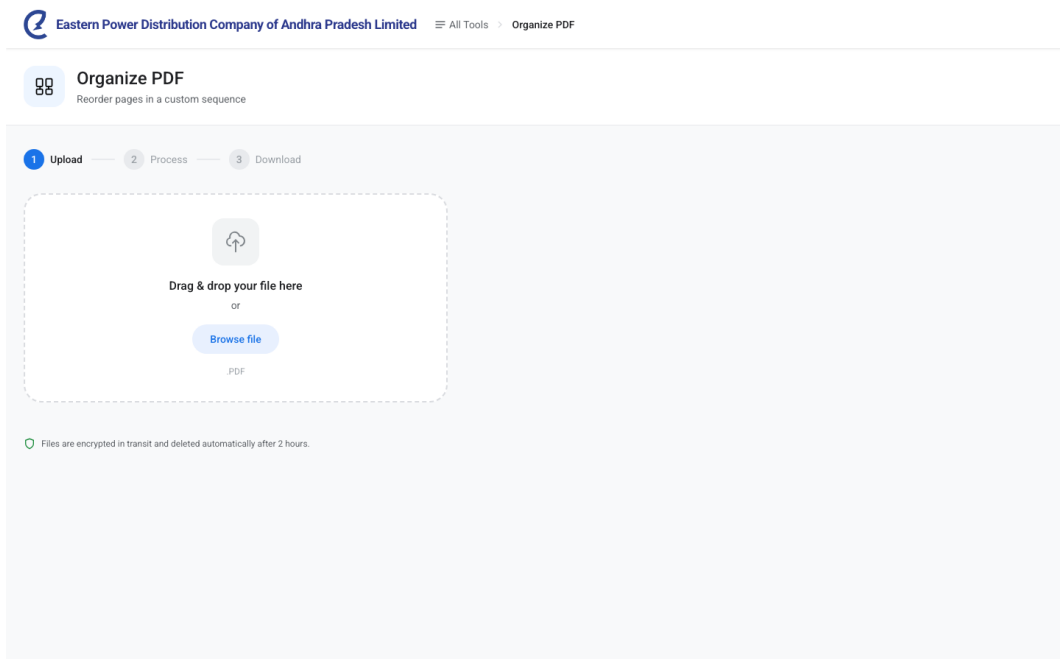


Figure 5.6 – Organize tool

Purpose: Change the order of pages within a PDF.

Steps:

- Step 1** Upload your PDF.
- Step 2** Enter the new page order as a comma-separated sequence (e.g. 3,1,2).
- Step 3** Click **Organize Pages** and download.

5.6 Rotate PDF

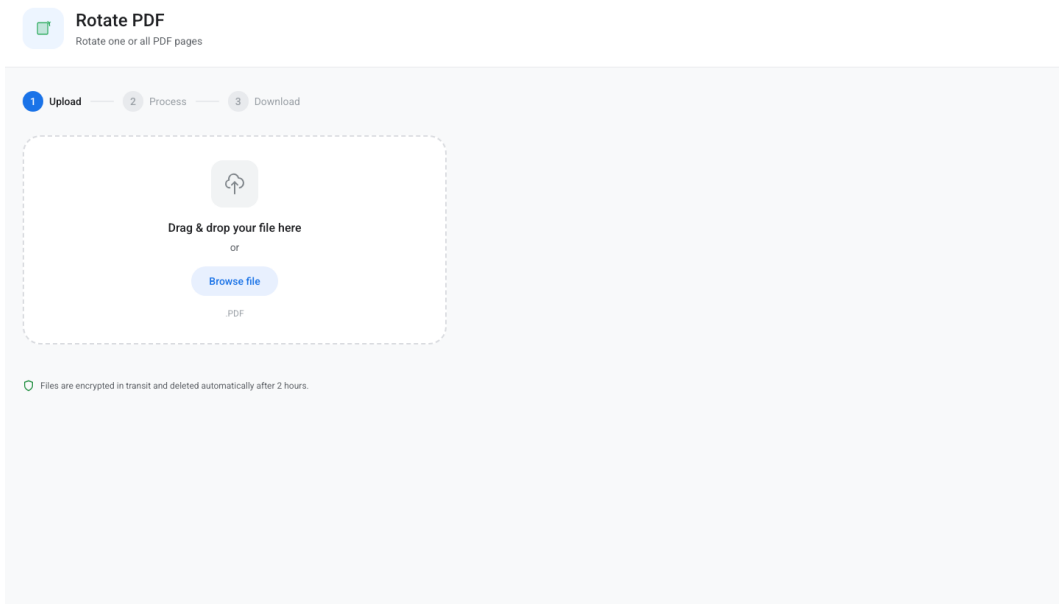


Figure 5.7 – Rotate PDF

Purpose: Rotate all or selected pages by 90°, 180°, or 270°.

Steps:

- Step 1** Upload your PDF.
- Step 2** Select rotation angle (90° CW, 180°, or 90° CCW).
- Step 3** Click **Rotate PDF**.

5.7 Page Numbers

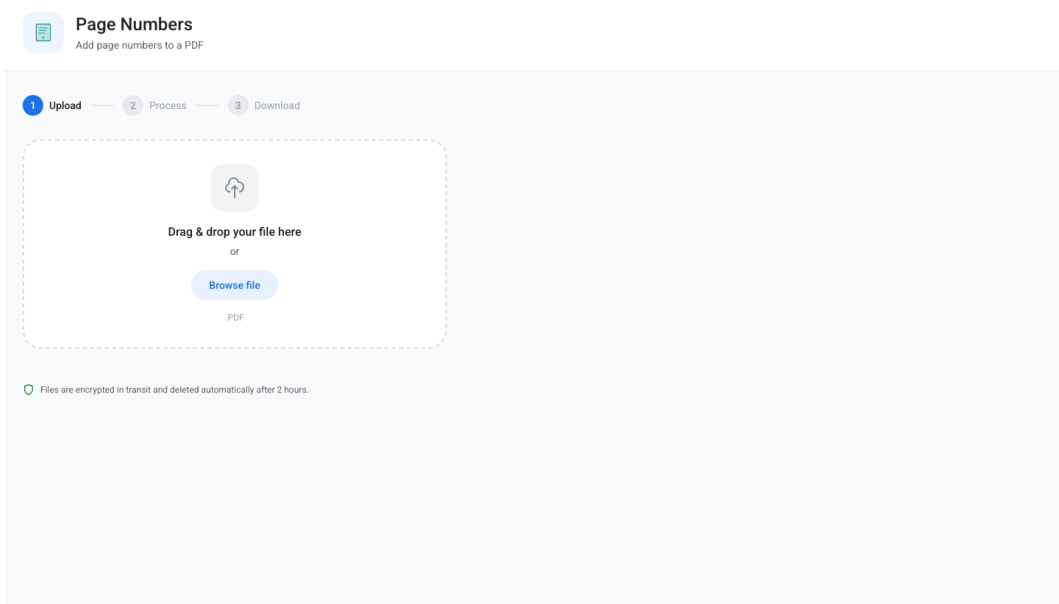


Figure 5.8 – Page Numbers

Purpose: Stamp page numbers on every page of a PDF.

Steps:

- | | |
|---------------|--------------------------------------|
| Step 1 | Upload your PDF. |
| Step 2 | Choose position and starting number. |
| Step 3 | Click Add Page Numbers . |

6. Optimize PDF Tools

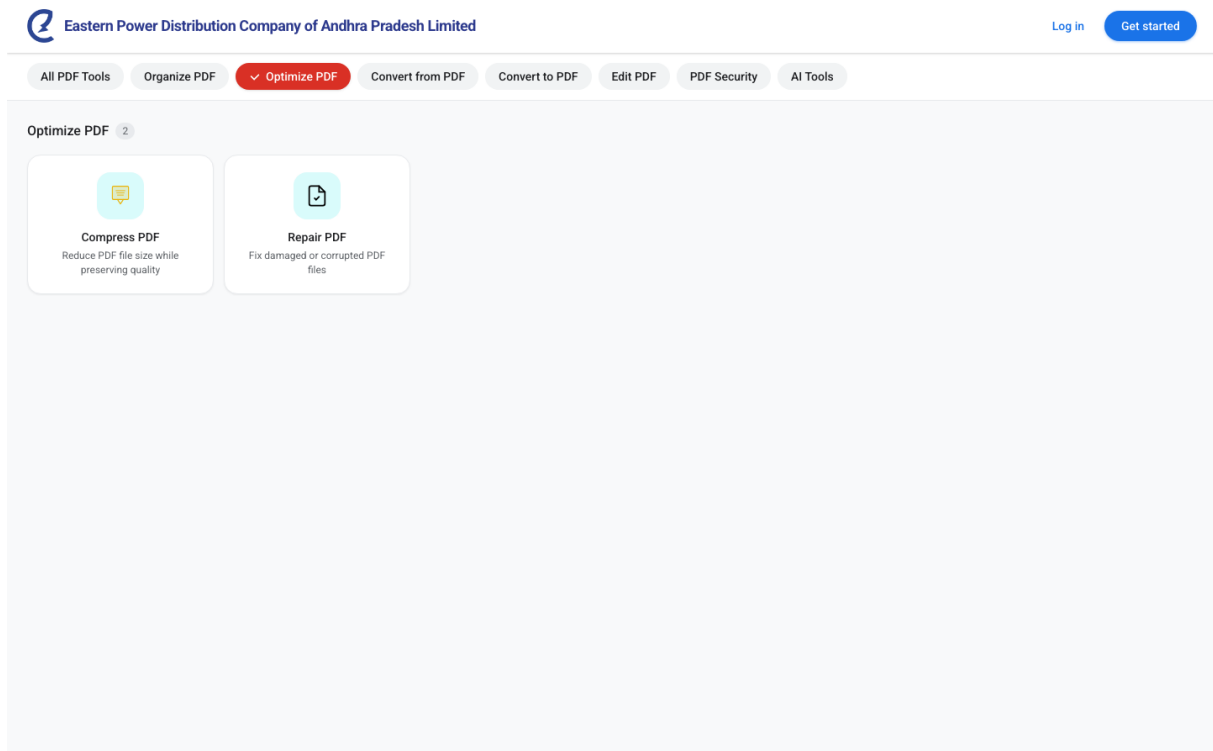


Figure 6.1 – Optimize PDF category

6.1 Compress PDF

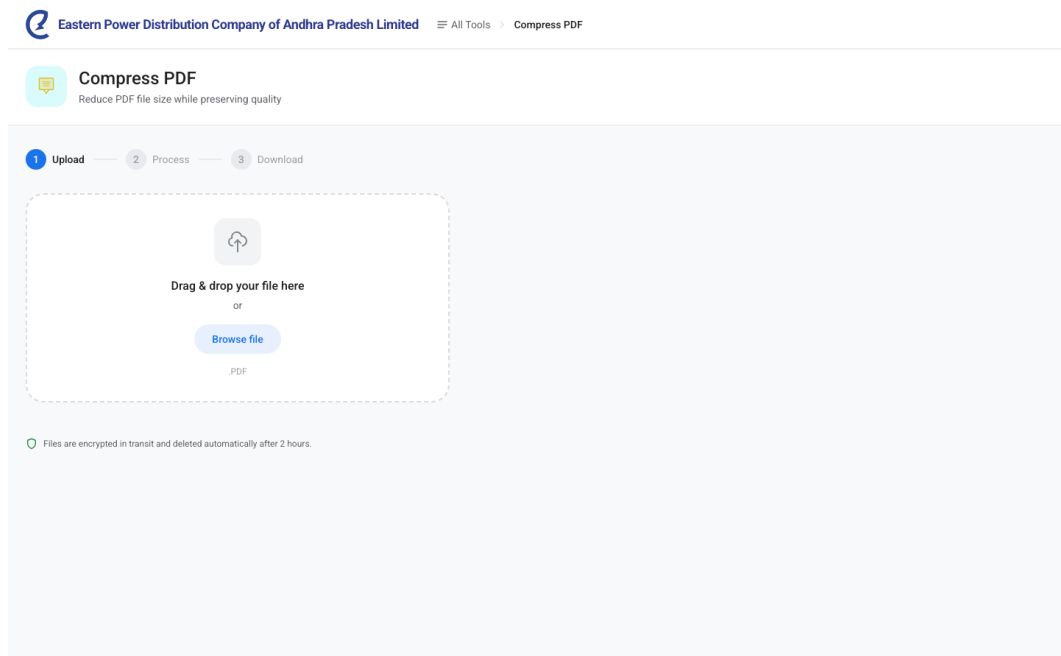


Figure 6.2 – Compress PDF

Purpose: Reduce PDF file size while preserving visual quality. Useful before emailing or uploading.

Steps:

Step 1 Upload your PDF (up to 100 MB).

Step 2 Select compression level: Screen (smallest), eBook, Printer, or Prepress (best quality).

Step 3 Click **Compress PDF**. The tool shows the size reduction achieved.

Tip 'Screen' is suitable for email. Use 'Printer' for documents that will be printed.

6.2 Repair PDF

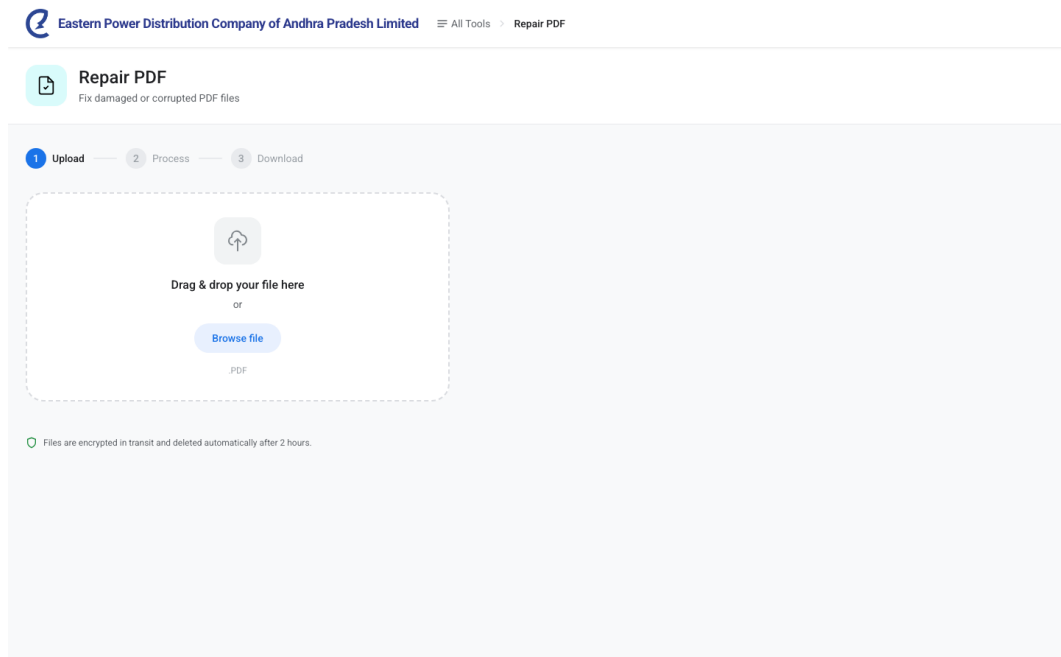


Figure 6.3 – Repair PDF

Purpose: Fix corrupted or damaged PDF files that cannot be opened normally.

Steps:

Step 1 Upload the damaged PDF.

Step 2 Click **Repair PDF**.

Step 3 Download the repaired file.

7. Convert from PDF

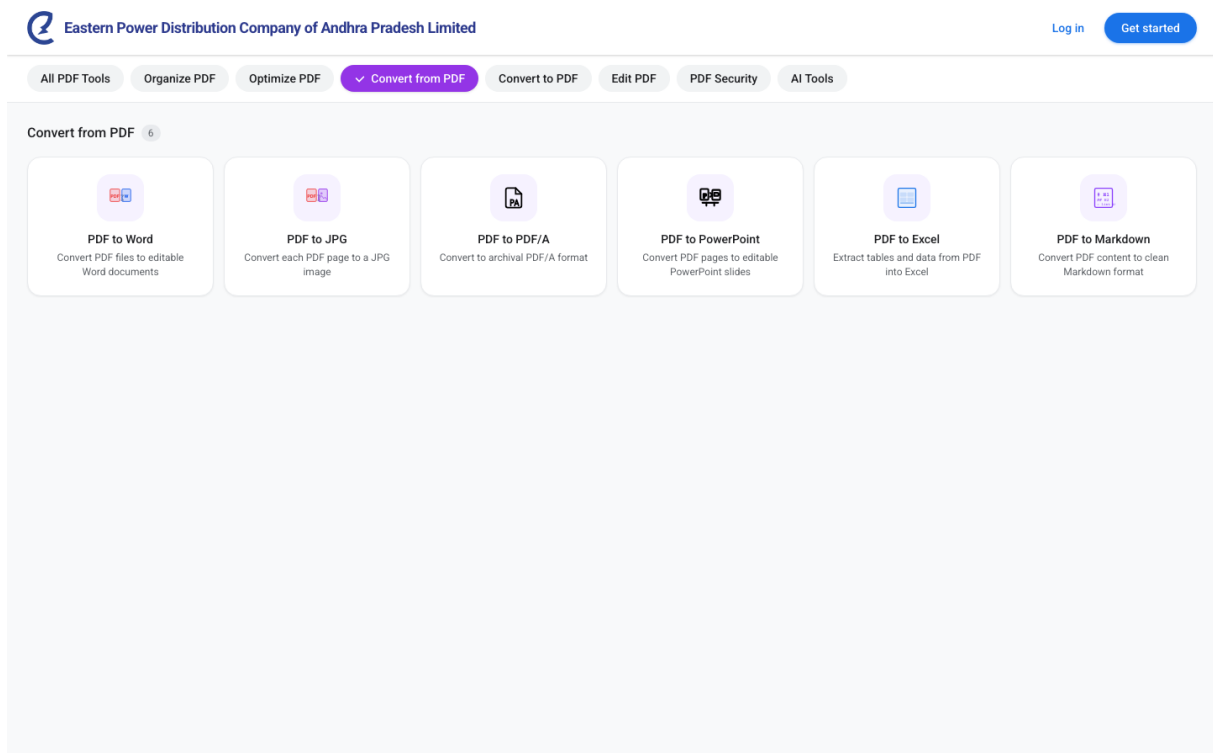


Figure 7.1 – Convert from PDF category

Smart OCR

All Convert from PDF tools automatically detect scanned/image-based PDFs and run OCR before converting. Even electricity bills, scanned forms, and photo-PDFs will have their text correctly extracted.

7.1 PDF to Word

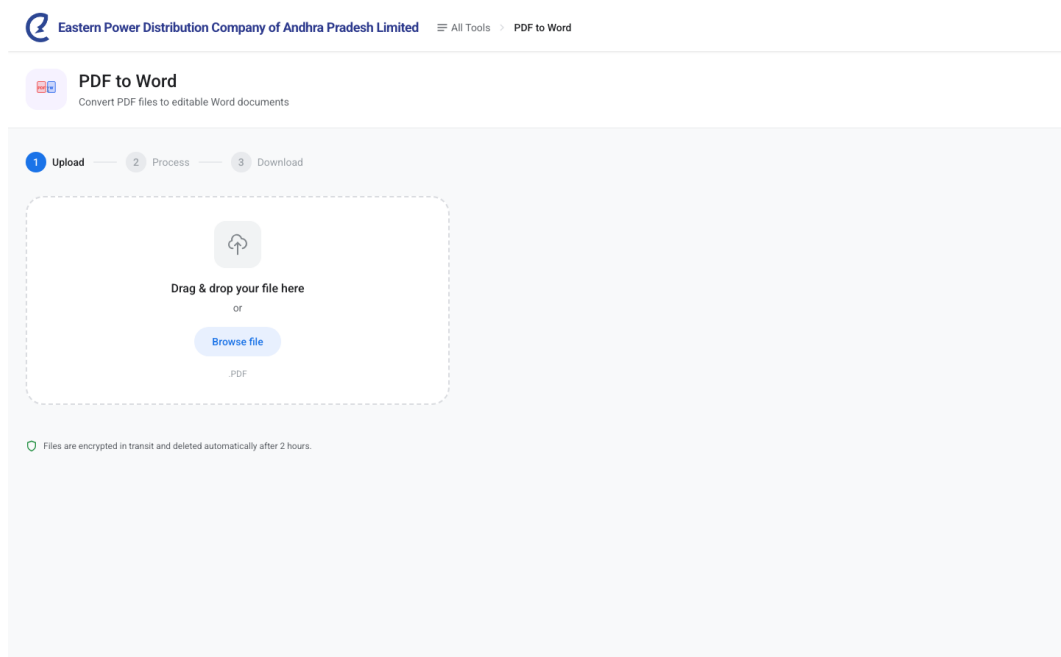


Figure 7.2 – PDF to Word

Purpose: Convert a PDF into an editable Microsoft Word document (.docx or .doc). Scanned PDFs are OCR-processed automatically.

Steps:

- Step 1** Upload your PDF.
- Step 2** Select Word version: 2007/2010/365 (.docx) or 2003 (.doc).
- Step 3** Click **Convert to Word** and download.

7.2 PDF to PowerPoint

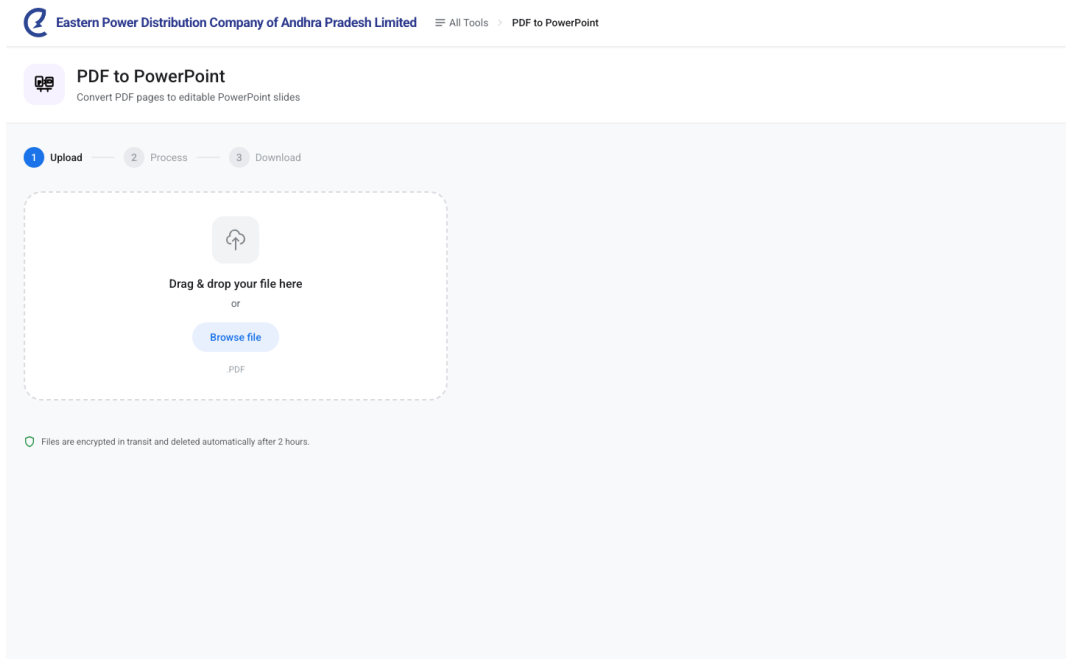


Figure 7.3 – PDF to PowerPoint

Purpose: Convert each PDF page into a PowerPoint slide (.pptx) with an invisible searchable text layer.

Steps:

- Step 1** Upload your PDF.
- Step 2** Click **Convert to PowerPoint** and download the .pptx file.

7.3 PDF to Excel

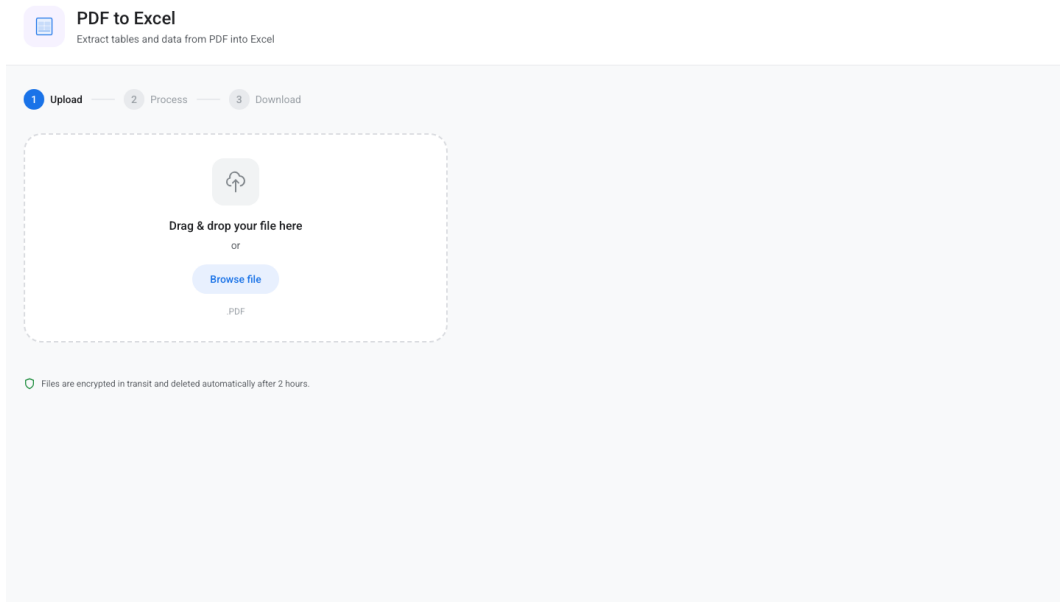


Figure 7.4 – PDF to Excel

Purpose: Extract tables and text from a PDF into Excel (.xlsx). Each PDF page becomes a separate sheet.

Steps:

- Step 1** Upload your PDF.
- Step 2** Click **Convert to Excel** and download.
- Step 3** Tables are auto-detected; free text goes into column A.

Tip For scanned bills and invoices, OCR runs first so all numbers appear correctly in Excel cells.

7.4 PDF to JPG

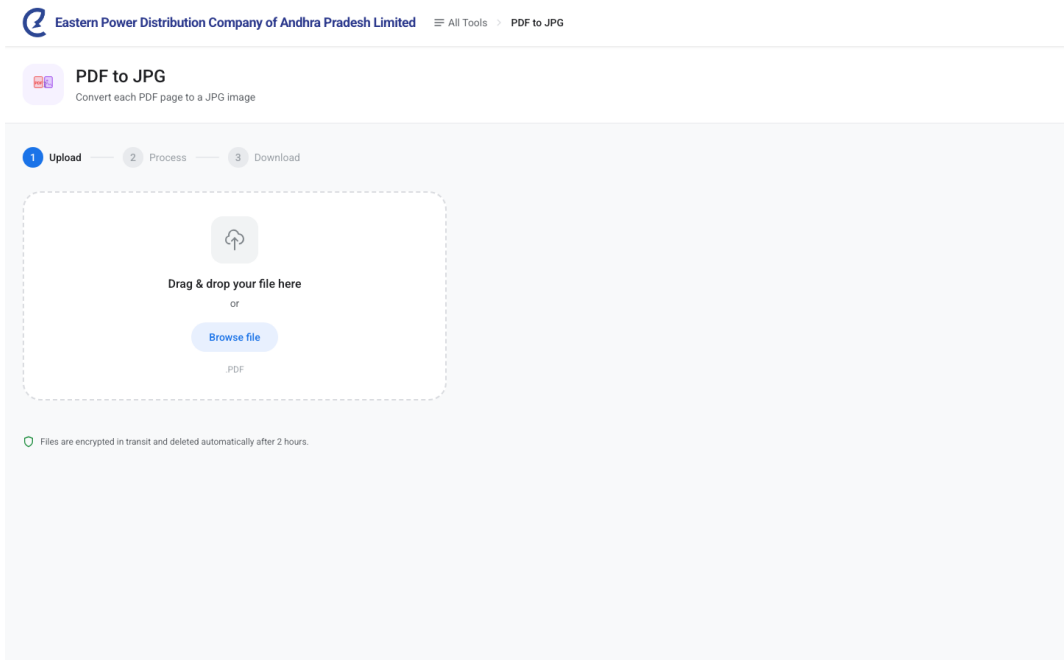


Figure 7.5 – PDF to JPG

Purpose: Convert each PDF page to a high-quality JPEG image. Multi-page PDFs come as a ZIP archive.

Steps:

- Step 1** Upload your PDF.
- Step 2** Select DPI: 72 (screen), 150 (standard), or 300 (print quality).
- Step 3** Click **Convert to JPG** and download.

7.5 PDF to Markdown

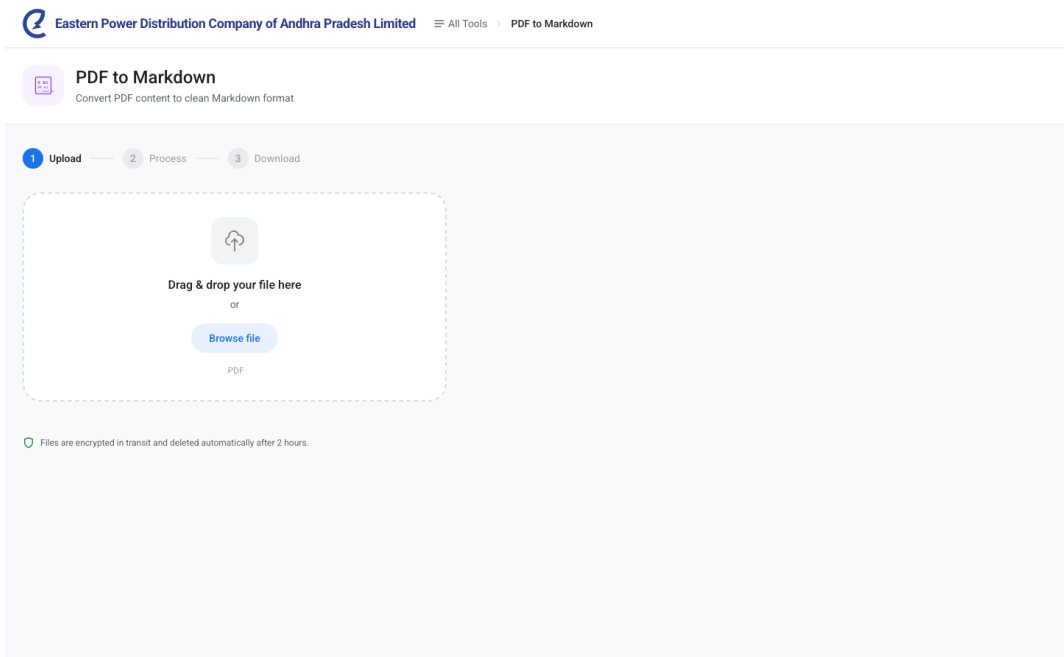


Figure 7.6 – PDF to Markdown

Purpose: Convert PDF text into Markdown format (.md) for technical documentation or wikis.

Steps:

- Step 1** Upload your PDF.
- Step 2** Click **Convert to Markdown** and download the .md file.

7.6 PDF to PDF/A

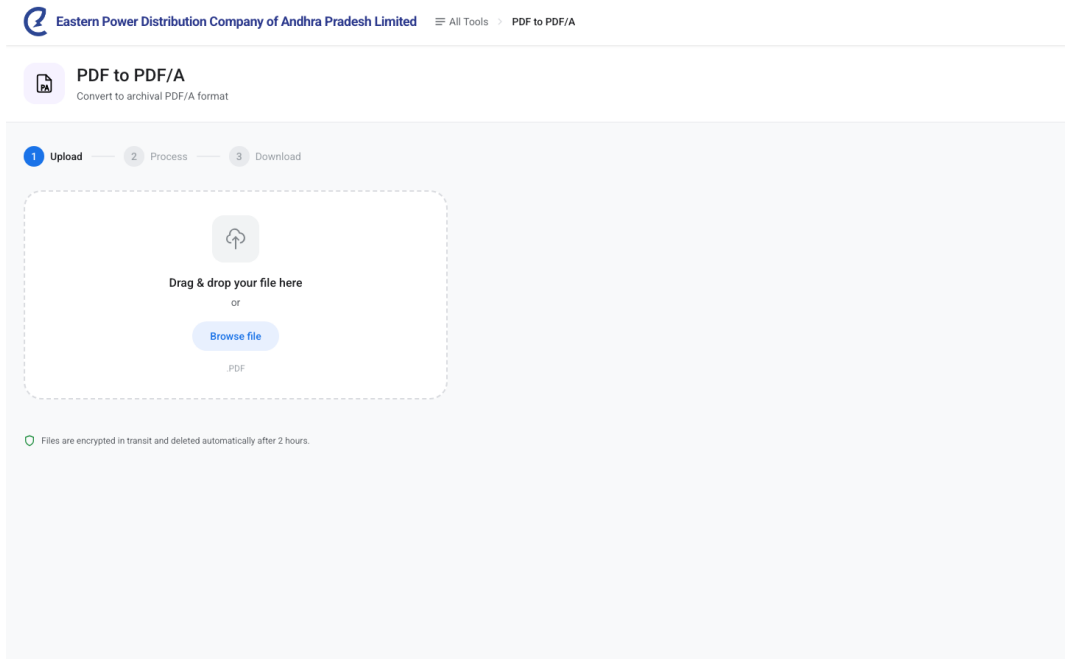


Figure 7.7 – PDF to PDF/A

Purpose: Convert a PDF to archival PDF/A format for long-term preservation and regulatory compliance.

Steps:

- Step 1** Upload your PDF.
- Step 2** Click **Convert to PDF/A** and download.

8. Convert to PDF

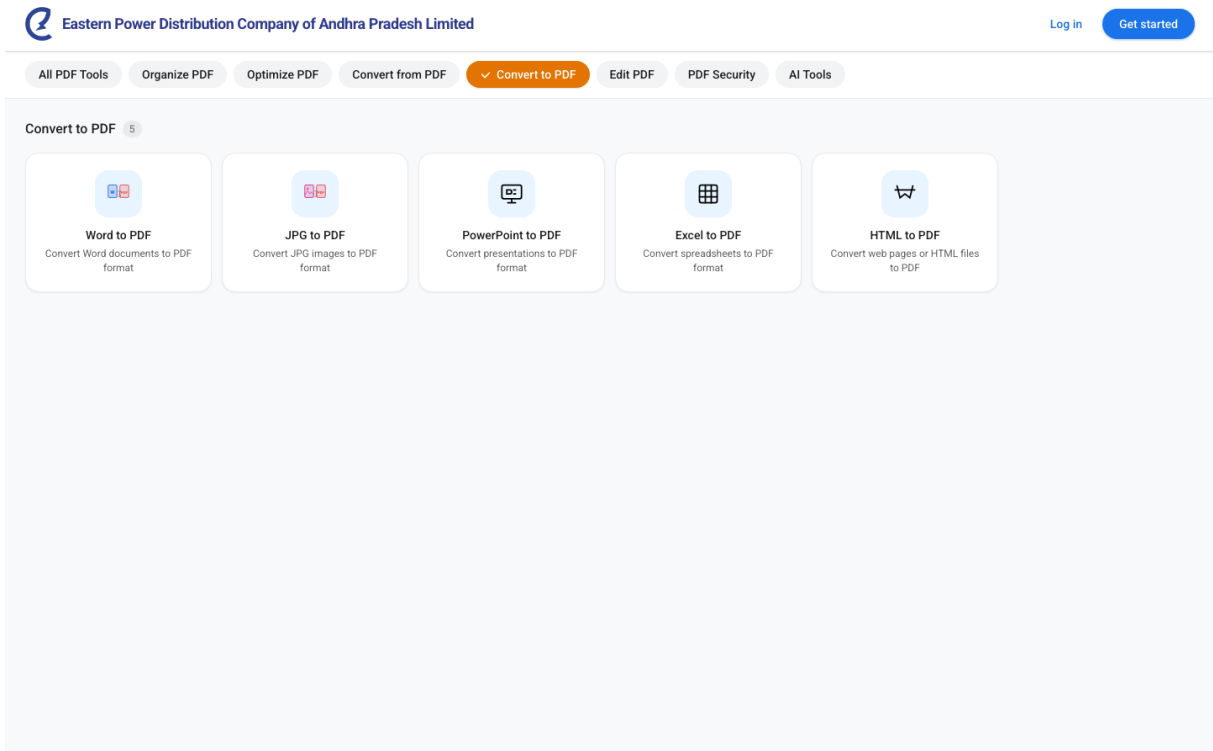


Figure 8.1 – Convert to PDF category

8.1 Word to PDF

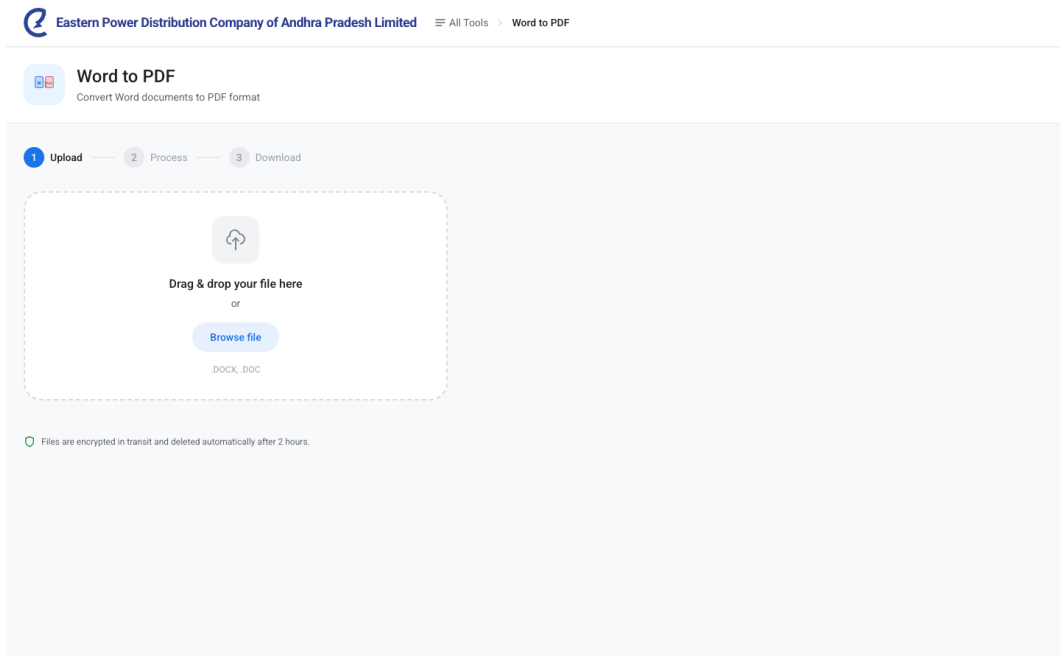


Figure 8.2 – Word to PDF

Purpose: Convert .docx or .doc files to PDF.

Steps:

- Step 1** Upload your Word file.

Step 2

Click **Convert to PDF**.

8.2 PowerPoint to PDF

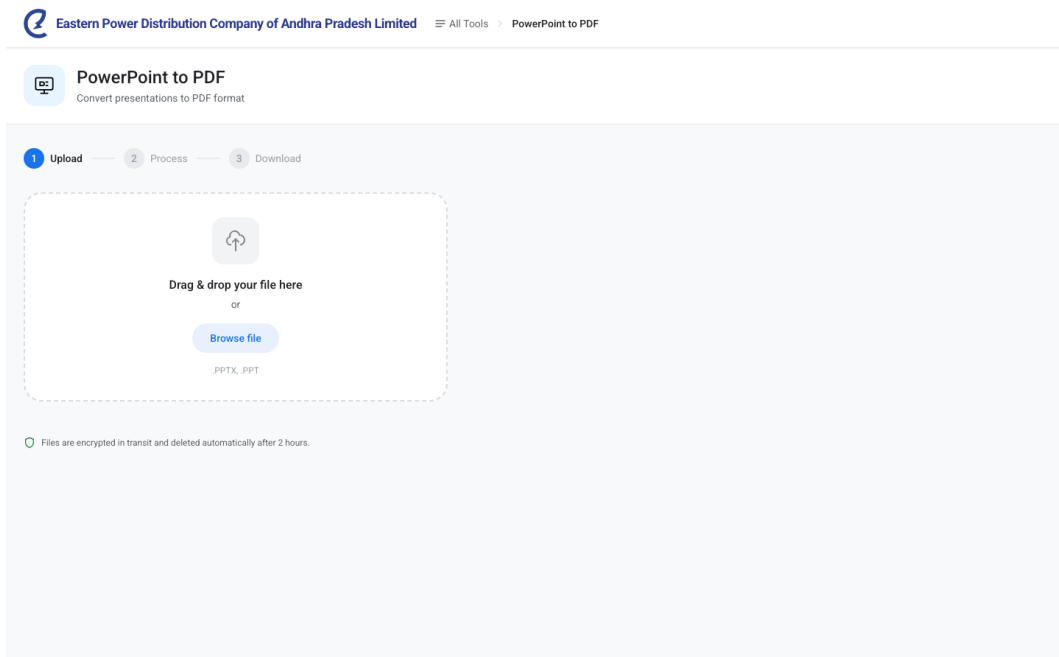


Figure 8.3 – PowerPoint to PDF

Purpose: Convert .pptx presentations to PDF.

Steps:

Step 1

Upload your PowerPoint file.

Step 2

Click **Convert to PDF**.

8.3 Excel to PDF

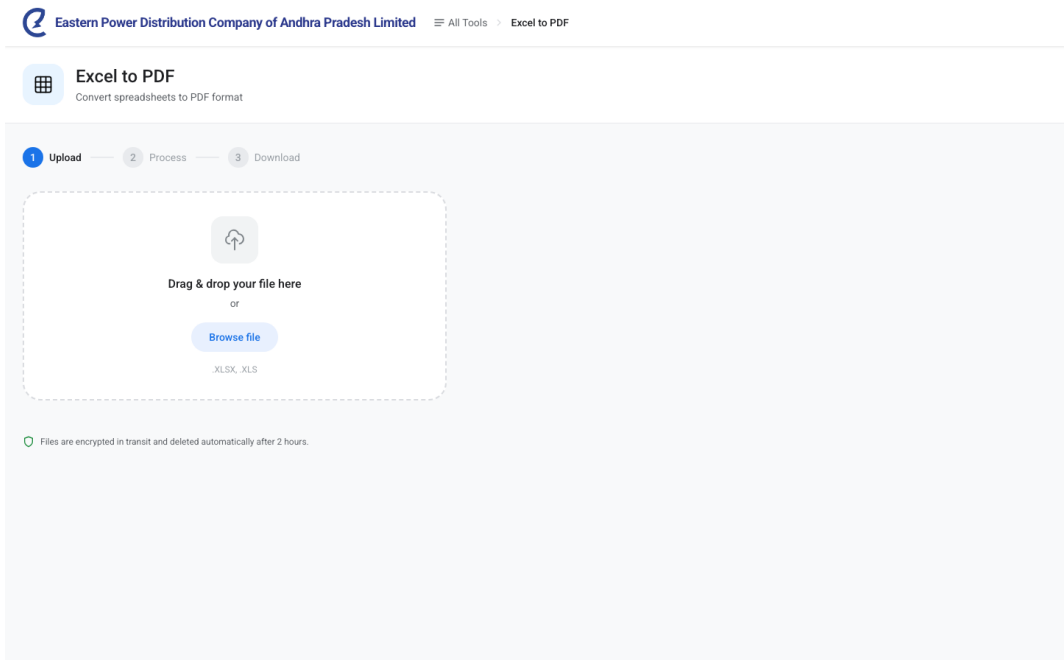


Figure 8.4 – Excel to PDF

Purpose: Convert .xlsx spreadsheets to PDF.

Steps:

- Step 1** Upload your Excel file.
- Step 2** Click **Convert to PDF**.

8.4 JPG to PDF

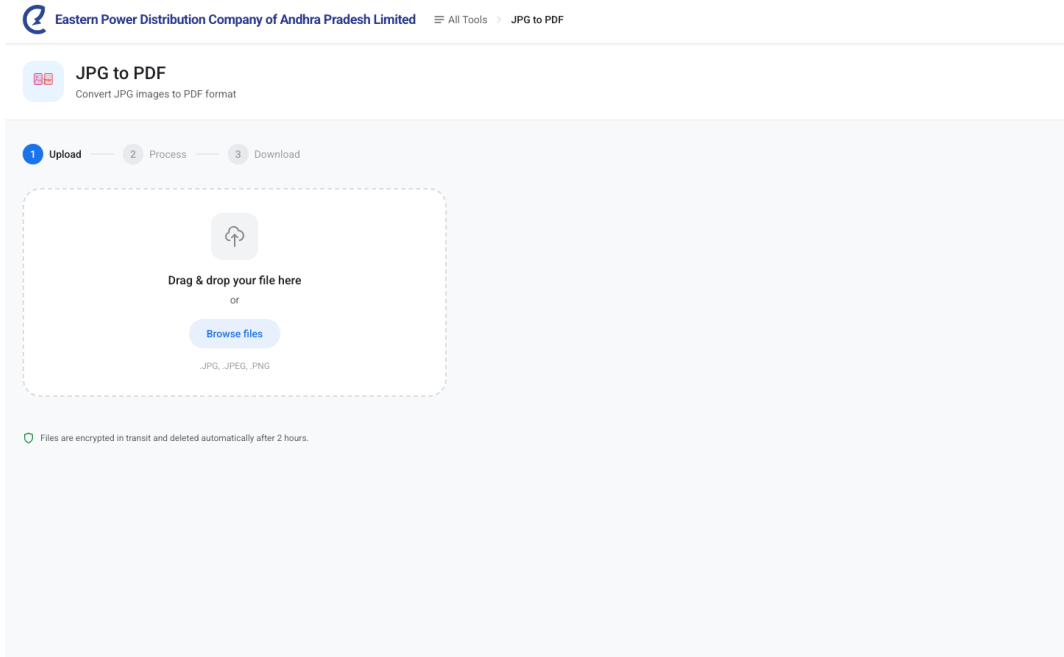


Figure 8.5 – JPG to PDF

Purpose: Convert one or more JPG/PNG images into a single PDF.

Steps:

- Step 1** Upload one or multiple images.
- Step 2** Click **Convert to PDF**. Images arranged in upload order.

8.5 HTML to PDF

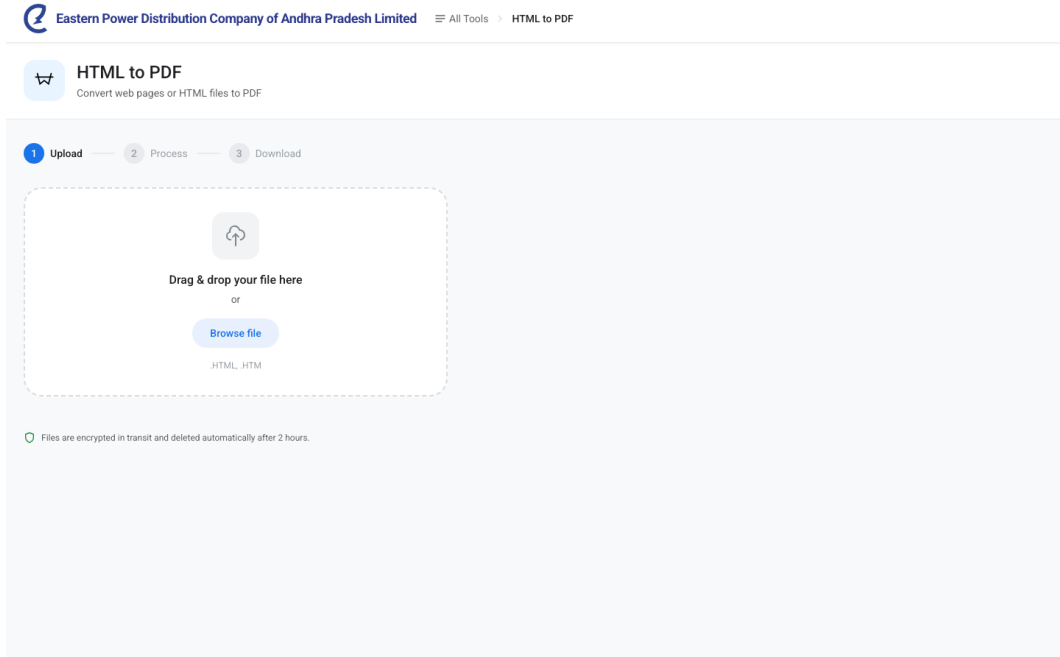


Figure 8.6 – HTML to PDF

Purpose: Convert an HTML file to a PDF document.

Steps:

- Step 1** Upload your .html file.
- Step 2** Click **Convert to PDF**.

9. Edit PDF Tools

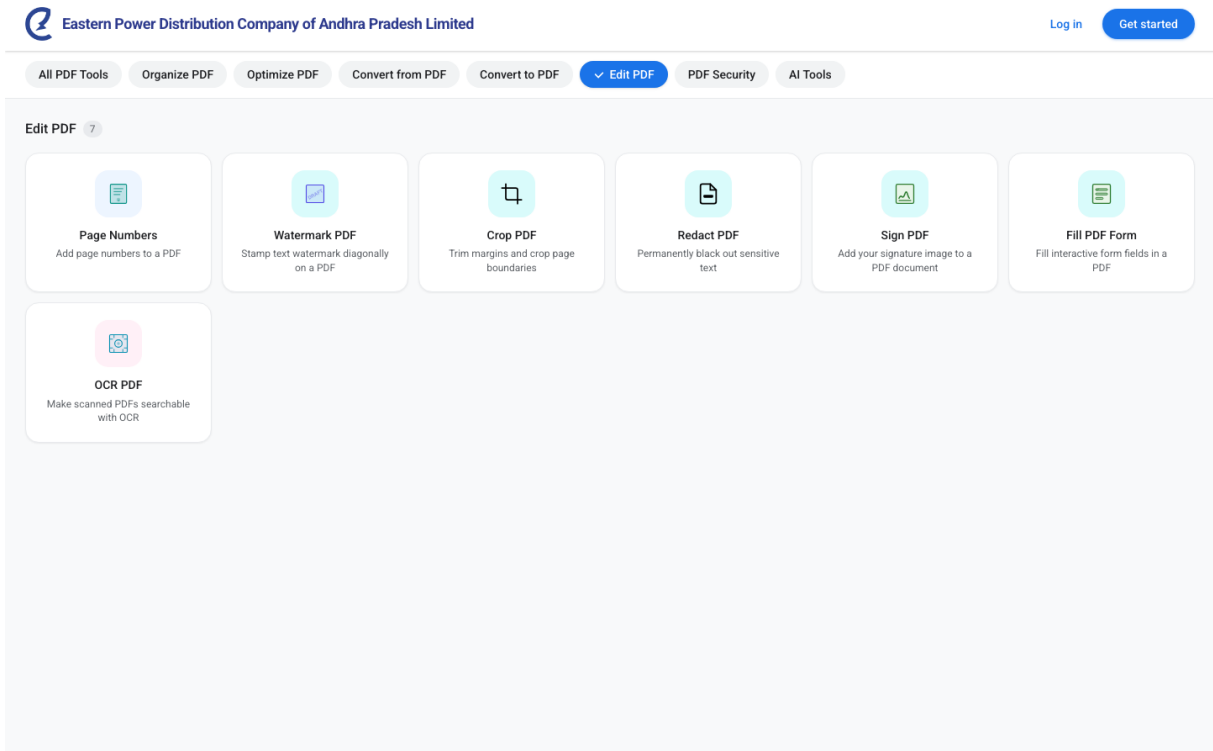


Figure 9.1 – Edit PDF category

9.1 Watermark PDF

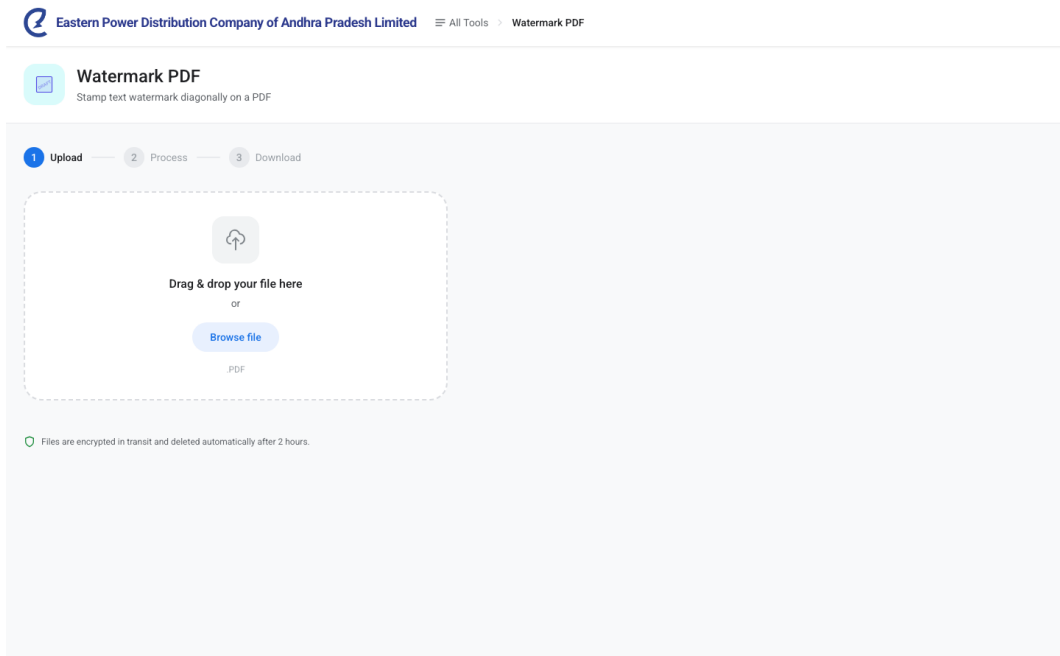


Figure 9.2 – Watermark

Purpose: Stamp a text watermark (e.g. CONFIDENTIAL, DRAFT) diagonally across every page.

Steps:

- Step 1** Upload your PDF.

Step 2 Enter watermark text, font size, colour, and opacity.

Step 3 Click **Add Watermark** and download.

9.2 Crop PDF

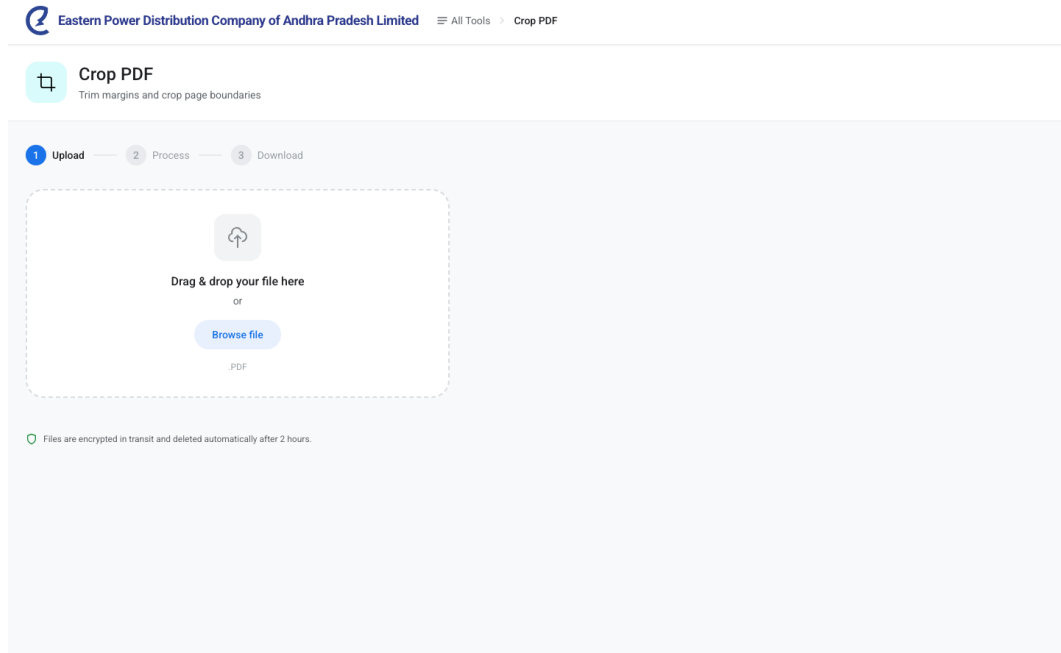


Figure 9.3 – Crop

Purpose: Trim margins from PDF pages by specifying crop percentages.

Steps:

Step 1 Upload your PDF.

Step 2 Set top, bottom, left, right crop margins (% of page size).

Step 3 Click **Crop PDF** and download.

9.3 Redact PDF

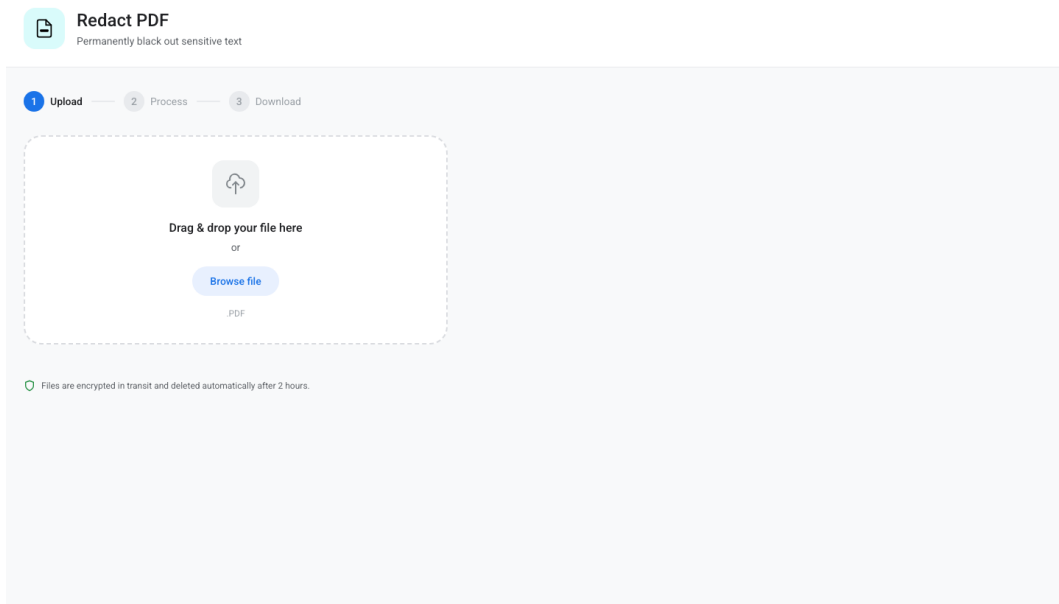


Figure 9.4 – Redact

Purpose: Permanently black out sensitive text or areas on PDF pages.

Steps:

- Step 1** Upload your PDF.
- Step 2** Enter text phrases to redact, or specify page regions.
- Step 3** Click **Redact PDF**. Redacted areas are permanently blacked out.

Warning Redaction is permanent and cannot be undone. Keep a copy of the original before redacting.

9.4 OCR PDF

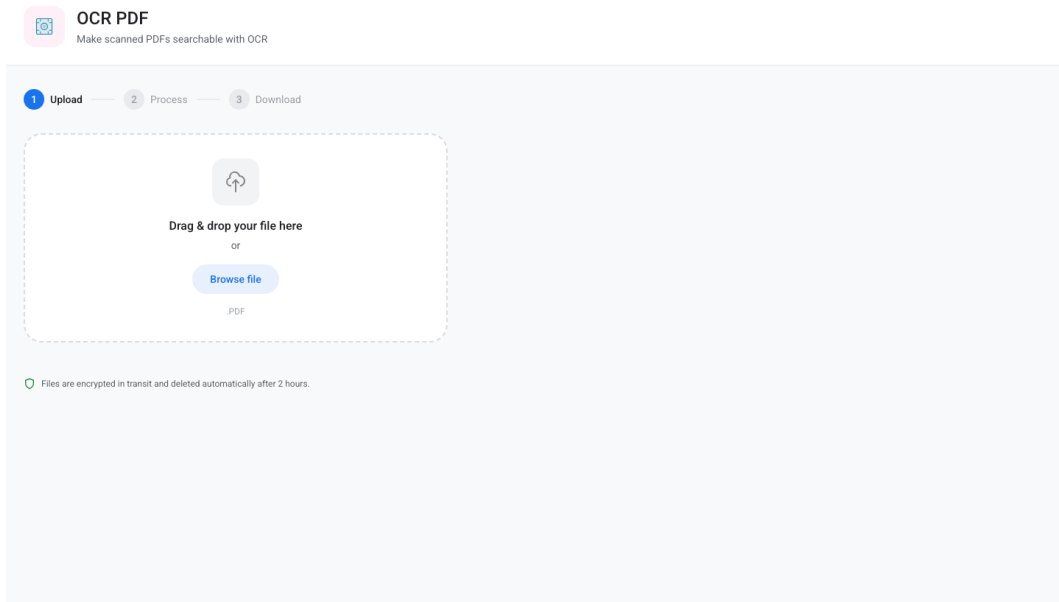


Figure 9.5 – OCR PDF

Purpose: Add a searchable text layer to scanned PDFs using Optical Character Recognition (Tesseract).

Steps:

- Step 1** Upload your scanned PDF.
- Step 2** Select language (English by default).
- Step 3** Click **Run OCR** and download the searchable PDF.

Tip After OCR, use PDF to Word/Excel/Markdown to extract content. OCR also runs automatically when you use any Convert from PDF tool on a scanned document.

9.5 Fill PDF Form

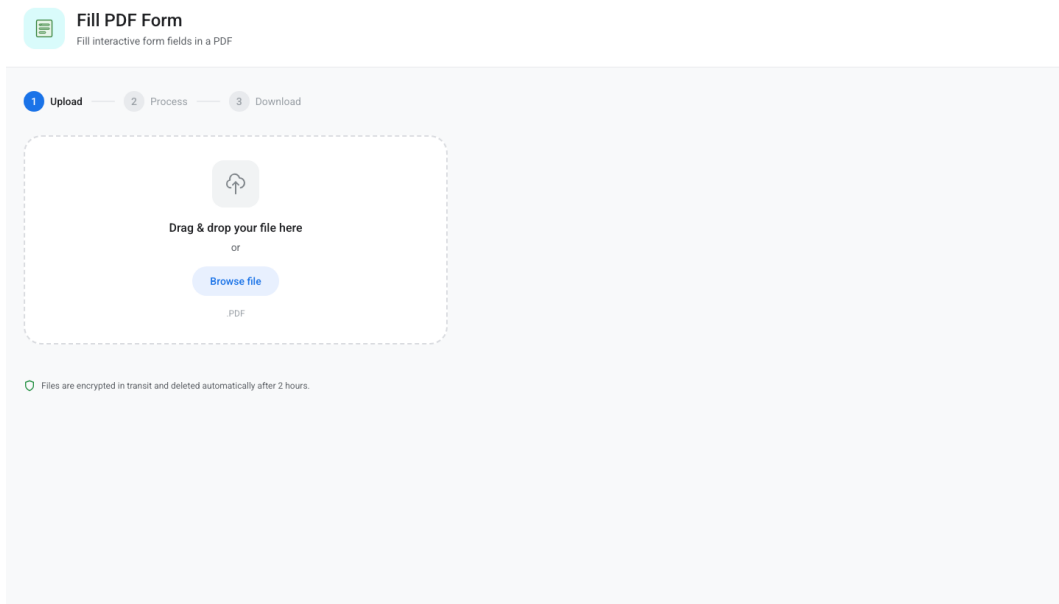


Figure 9.6 – Fill PDF Form

Purpose: Programmatically fill AcroForm fields. Supports text fields, checkboxes, and radio buttons.

Steps:

- Step 1** Upload a PDF with fillable form fields.
- Step 2** Enter field names and values as key-value pairs.
- Step 3** Click **Fill Form** and download the completed PDF.

10. PDF Security Tools

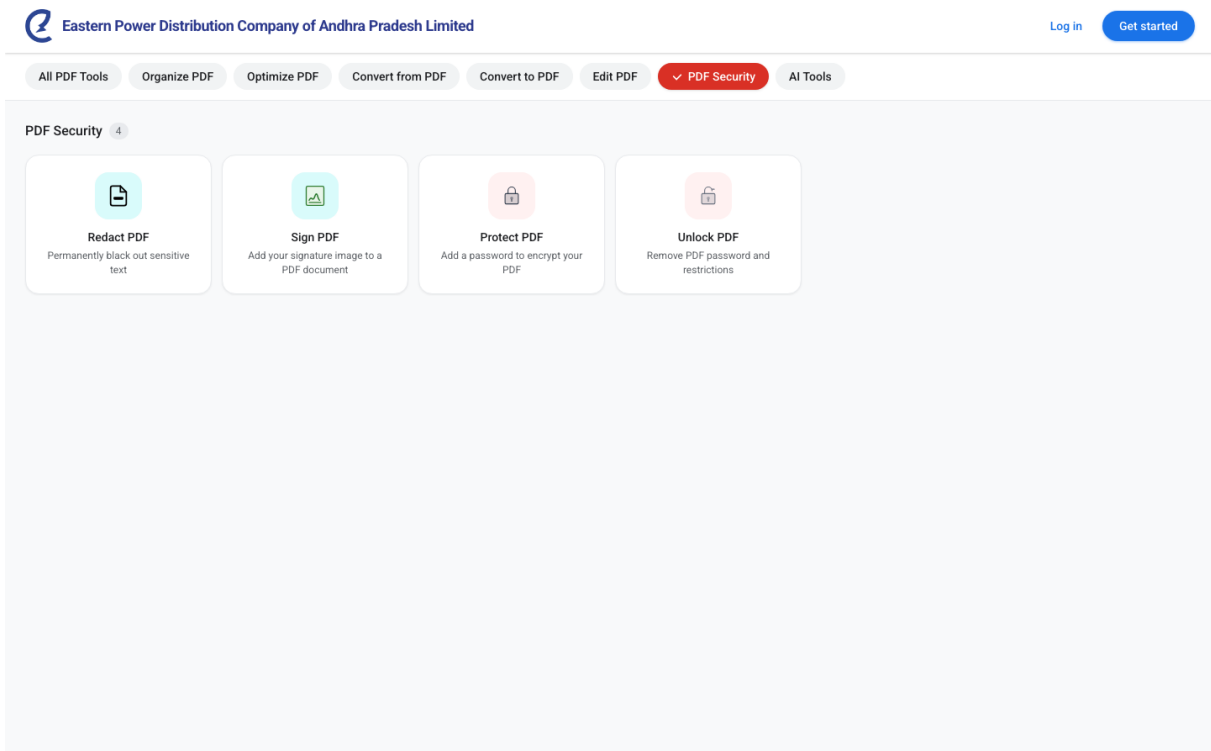


Figure 10.1 – PDF Security category

10.1 Protect PDF (Add Password)

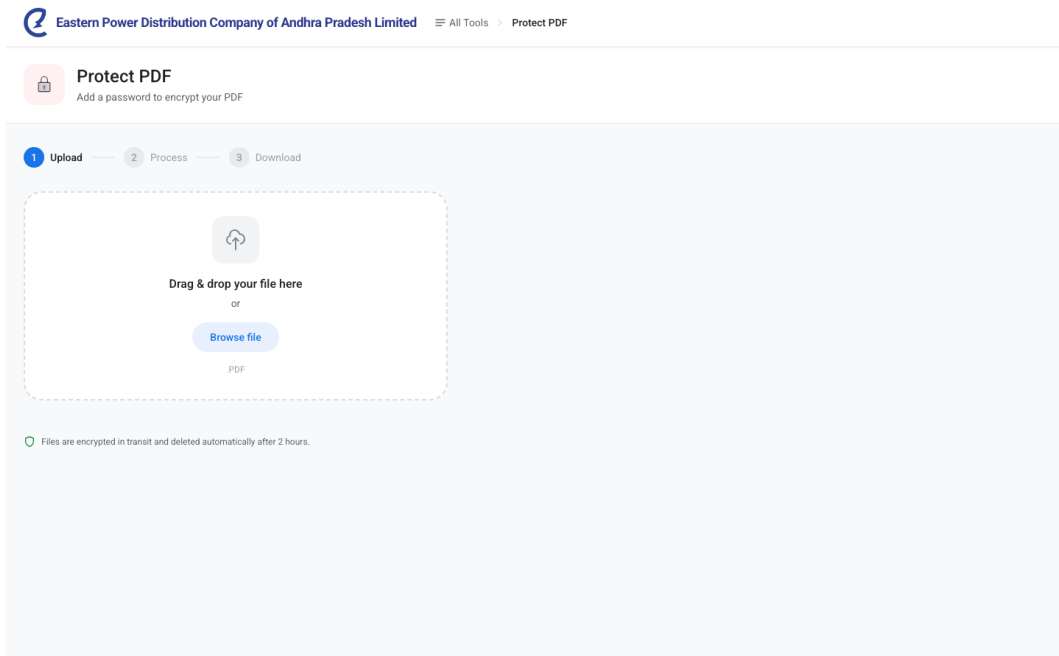


Figure 10.2 – Protect PDF

Purpose: Encrypt a PDF with a password so only authorised users can open it.

Steps:

Step 1

Upload your PDF.

Step 2 Enter and confirm a strong password.

Step 3 Click **Protect PDF** and download the encrypted file.

Important Store the password securely. There is no password recovery for encrypted PDFs.

10.2 Unlock PDF (Remove Password)

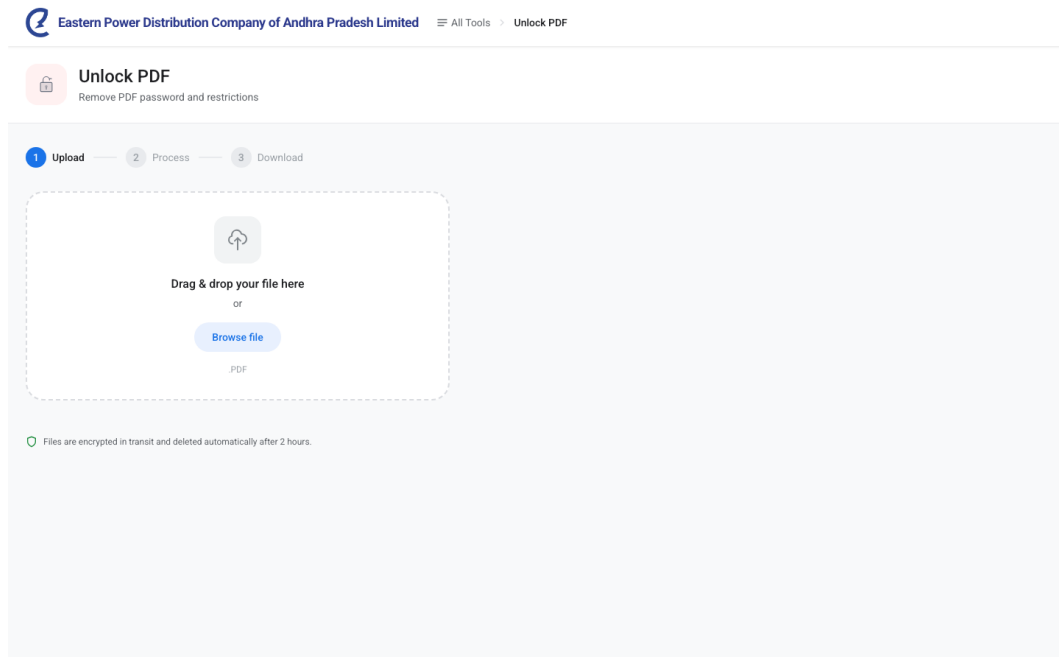


Figure 10.3 – Unlock PDF

Purpose: Remove password protection from a PDF you own.

Steps:

Step 1 Upload your password-protected PDF.

Step 2 Enter the current password.

Step 3 Click **Unlock PDF** and download the unrestricted PDF.

10.3 Sign PDF

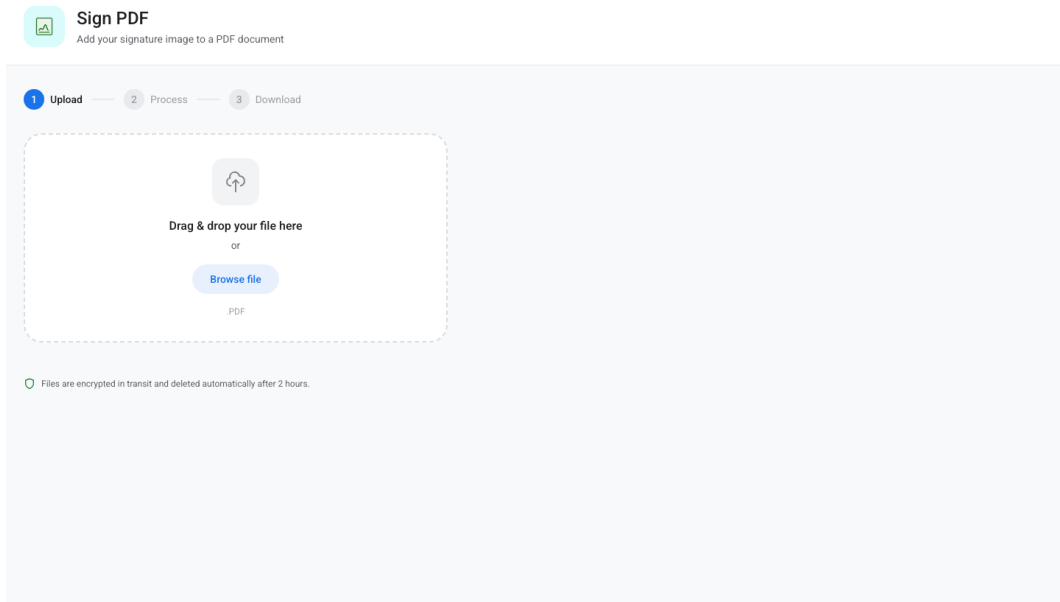


Figure 10.4 – Sign PDF

Purpose: Place a visual signature image on a specific page and position of a PDF.

Steps:

- | | |
|---------------|---|
| Step 1 | Upload your PDF. |
| Step 2 | Optionally upload a signature image (.png with transparent background recommended). |
| Step 3 | Specify page number, X/Y position, and size as percentages. |
| Step 4 | Click Sign PDF and download the signed document. |

11. File Security & Privacy

APEPDCL PDF Toolkit is designed with data security as a top priority:

Security Feature	Details
Encryption in Transit	All file uploads and downloads use TLS encryption
Malware Scanning	Every uploaded file is scanned by ClamAV antivirus before processing
MIME Validation	File type verified using content inspection, not just the file extension
Auto-Deletion	All files deleted automatically after 2 hours
Internal Network Only	Accessible only within the APEPDCL network
No Permanent Storage	No file content stored in the database — only job metadata
Rate Limiting	Free users: 10 requests per minute per IP to prevent abuse

12. Frequently Asked Questions

Q: Do I need to install any software?

A: No. The PDF Toolkit runs entirely in your browser. No plugins or installation required.

Q: What is the maximum file size?

A: 100 MB per file. For larger files, consider compressing the PDF first.

Q: How long are my files kept on the server?

A: All files are automatically deleted after 2 hours. Download your result promptly.

Q: My PDF is a scanned image — will text extraction work?

A: Yes. All Convert from PDF tools automatically detect scanned PDFs and run OCR. Text is correctly extracted regardless of whether the PDF is digital or scanned.

Q: I got 'Rate limit exceeded'. What does this mean?

A: Free users are limited to 10 tool requests per minute per IP. Wait 60 seconds and retry.

Q: The converted Word/Excel file has formatting issues. Is that normal?

A: Minor formatting differences can occur with complex layouts. For scanned PDFs, OCR accuracy depends on scan quality and resolution.

Q: Can I use the toolkit without creating an account?

A: Yes. All 28 tools are available without an account.

Q: My PDF has a password — can I use the tools?

A: Use the **Unlock PDF** tool first to remove the password, then use other tools.

Q: Is the application accessible from home?

A: No. The toolkit is hosted on the internal APEPDCL network only.

Q: Who do I contact for support?

A: Contact the APEPDCL IT Division for technical issues or feature requests.

APEPDCL PDF Toolkit | IT Division, APEPDCL | <http://10.150.6.26:8088> | Version 1.0 – April 2026