

AssistMyTeam PDF to PDF/A

Installation and Configuration ***(‘Per User Installation’ and ‘Per Machine Installation’)***

With this guide, you would be able to quickly install and easily configure PDF Organizer app in your system.

For 'Per User Installation' *(ideal for standalone single user/workstation)*
PdfToPdfASetup.zip

For 'Per Machine Installation' *(ideal for installing on Citrix and Terminal Servers)*
PdfToPdfASetup-Citrix.zip

Extract these file contents to a folder.

NOTE: ‘Per User Installation’ and ‘Per Machine Installation’

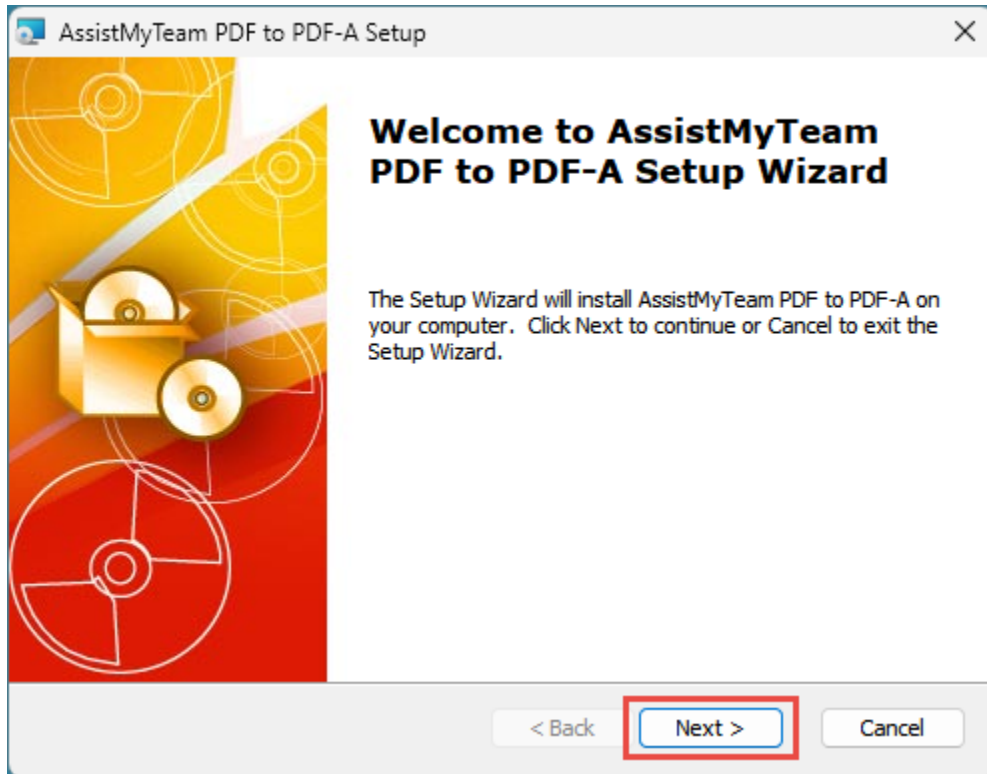
In ‘Per User Installation’, the install is performed 100% on the local system and nothing is installed on your Exchange or Windows Server. Further, this install is intended to serve only the current logged on user of the system/workstation and will be installed under the user's application data folder (instead of Programs Files folder) and no elevated permission is required. So, there won't be a prompt from UAC to allow this install unless you change the install directory to say, Programs Files which will warrant an elevated permission/UAC prompt. If the same system is used by multiple users, each one need to install the app on their profile with the default installation folder location.

‘Per Machine Installation’: If you have the need to have a single install that serves all users of the system (i.e., the files will be installed under Program files folder), download the Citrix/Terminal Server version of the setups to perform a per machine installation.

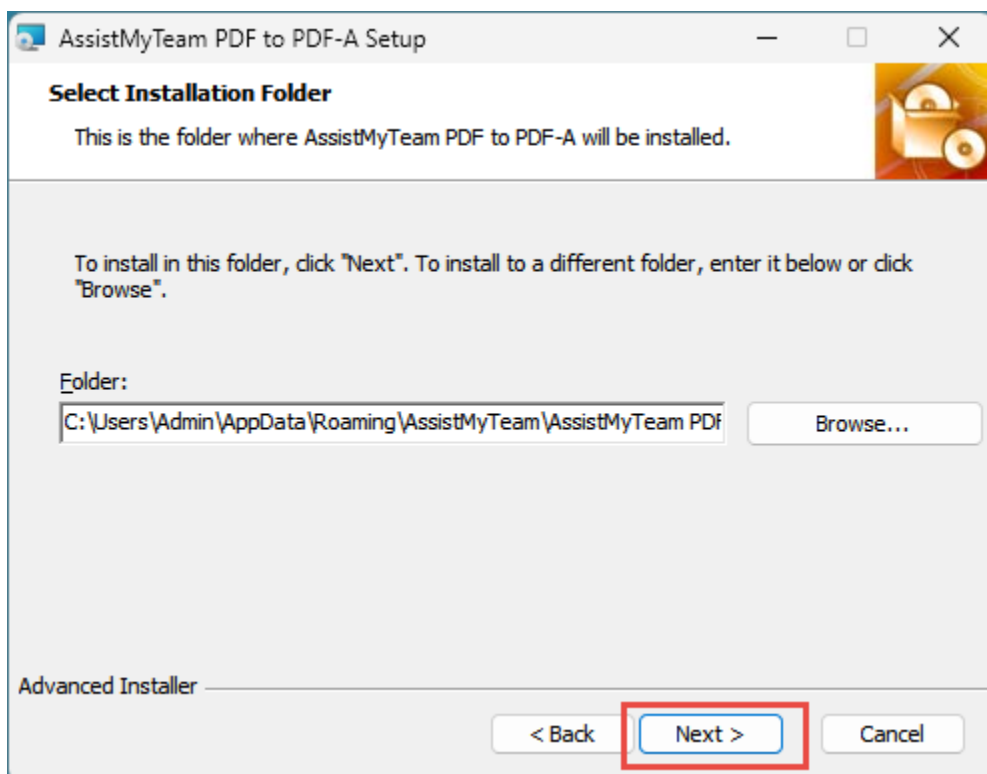
Requirements:

- *Microsoft .NET framework 4.8*
- *Windows 11, Windows 10, Windows 8.1, Windows 8, Windows 7, Windows Vista (both 32bit and 64bit are supported) and all server-based Windows 2012 and above.*

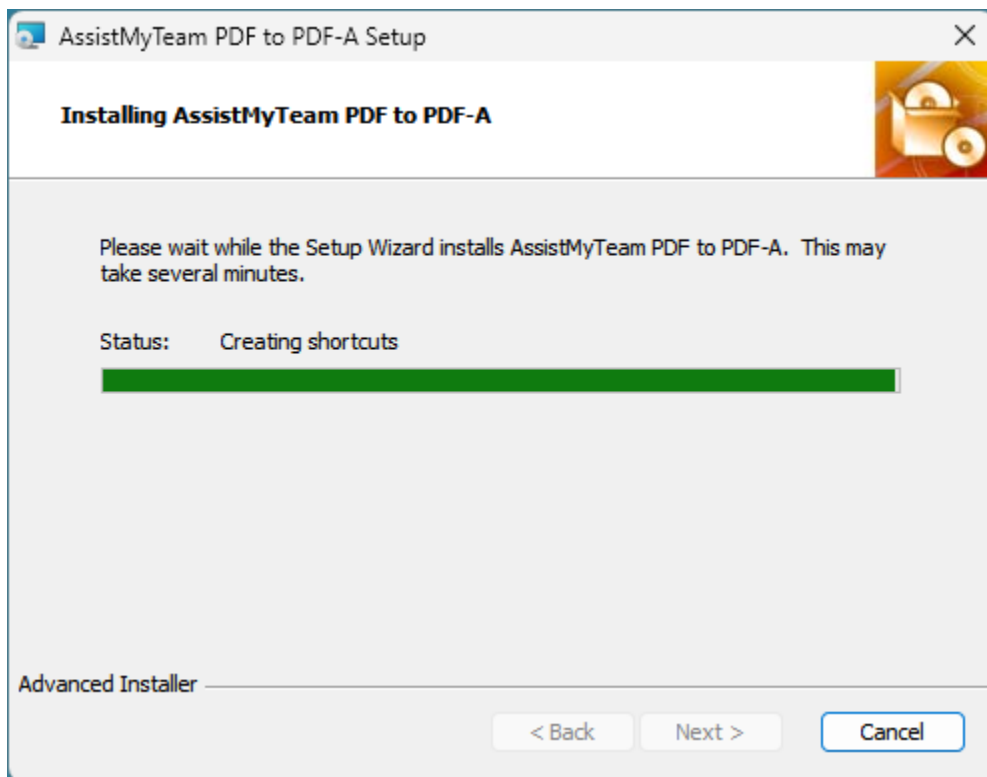
Step 1. Run the **PdfToPdfASetup.exe** to start the installation. Click '**Next**' to Continue.



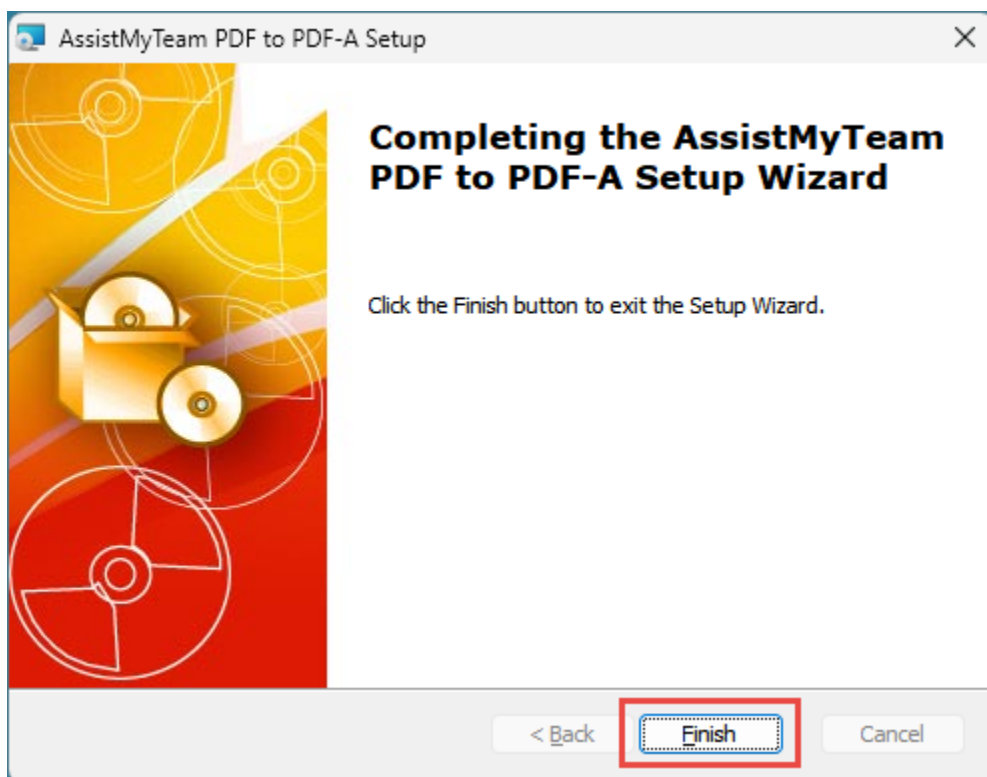
Step 2. Select the appropriate destination folder where the application files will be installed. If you change the default folder path, please make sure you have appropriate permission.



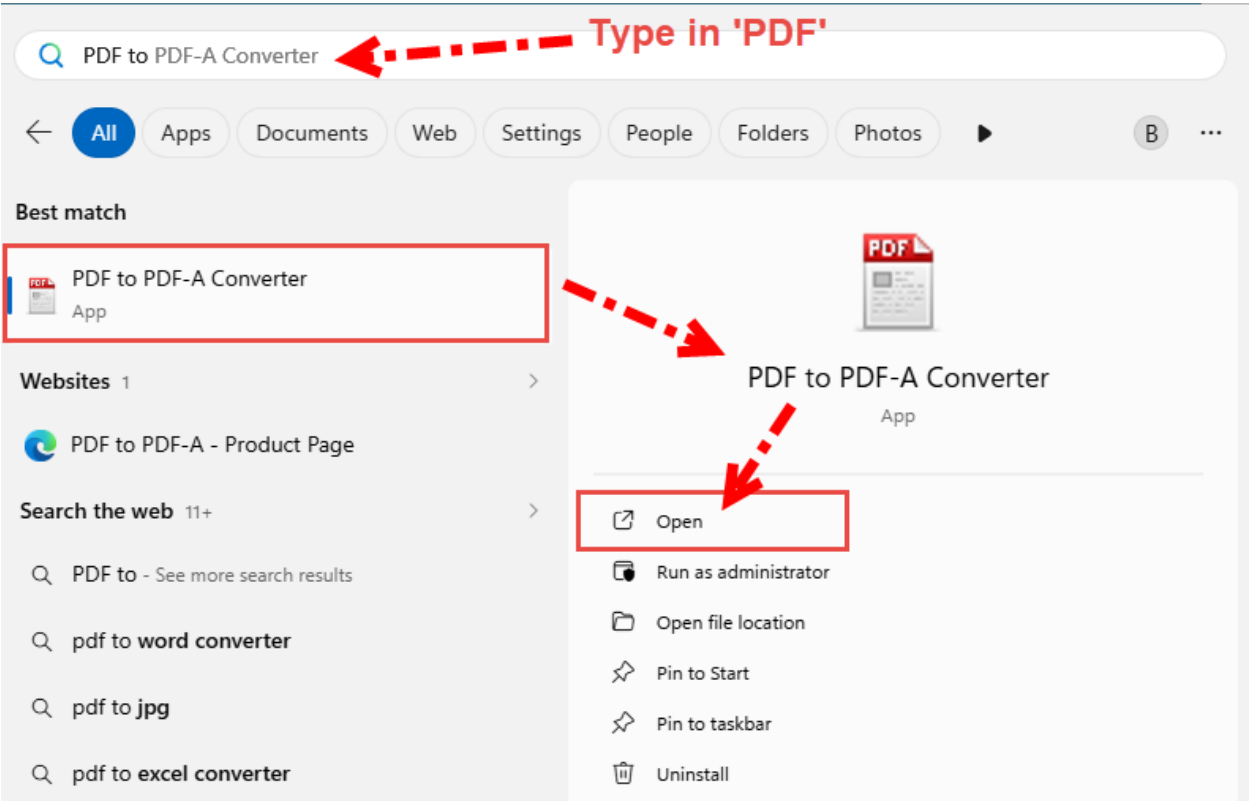
Step 3. Click '**Next**' to continue with the files extraction. It just takes a few minutes to complete the whole copying process.



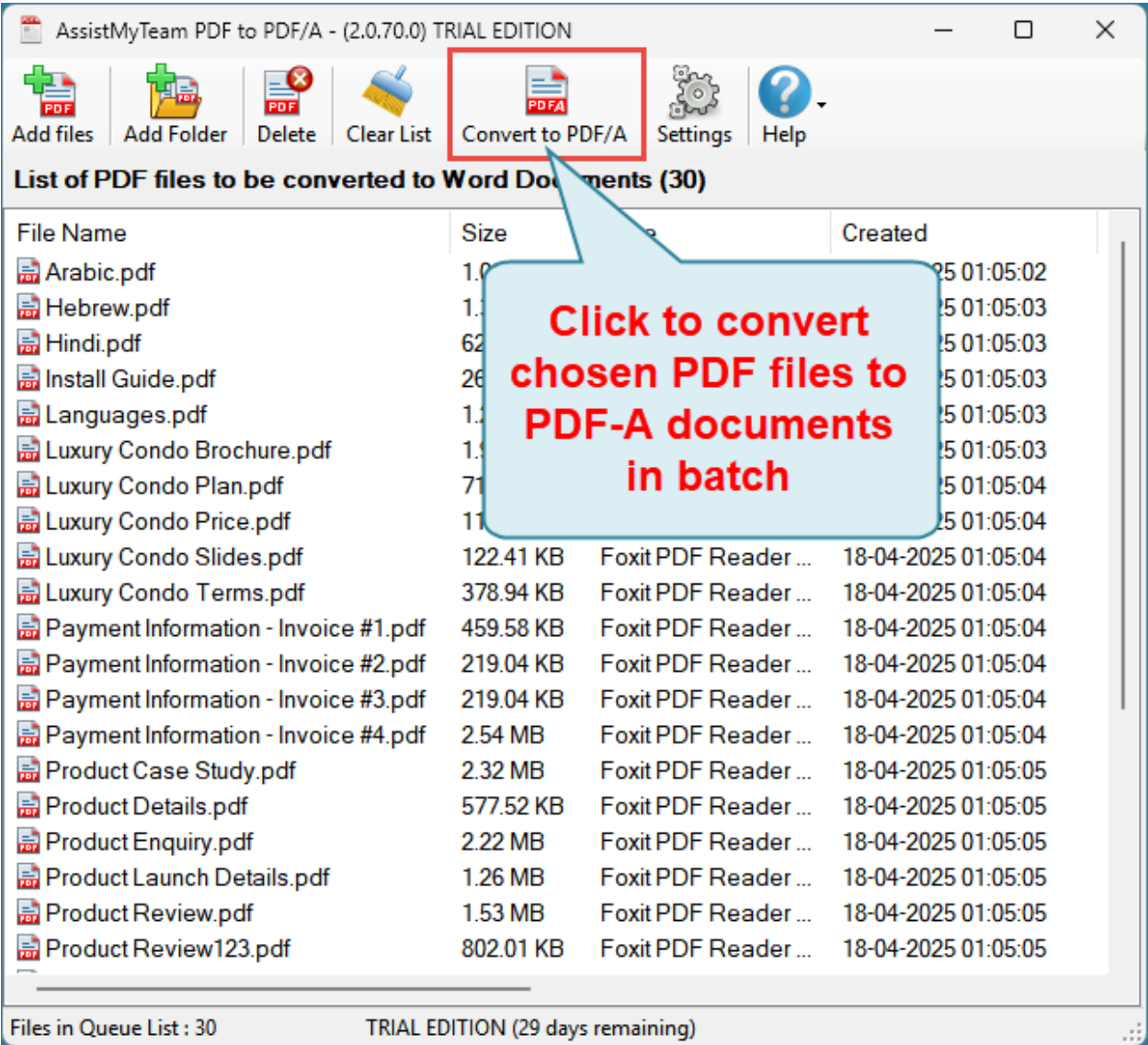
Step 4. Click '**Finish**'. This ends the files installation process in your system.



Now go to **Start Menu > All Apps**. If the installation was successful, you will see new menu entries '**AssistMyTeam PDF to PDF/A**'.



To run the app in default, basic mode, click '**PDF to PDF-A Converter**' from the menu under 'All Apps'. This will load and display the main interface of the app.



To configure the output settings for PDF, click the ‘**Settings**’ button.

PDF Organizer Settings

Enable Image Optimization in PDF - Choose a Standard DPI

150 dpi (Good quality for web pages and projectors)

NOTE: Smaller the DPI value, smaller is the file size and lower quality of the image

Add a digital signature to PDF documents

Specify your PKCS#12 certificate (with a .pfx or a .p12 file extension)

D:\AssistMyTeam\lib\Gembox sample signature\GemBoxRSA1024.pfx

Choose

Your digital certificate password

GemBoxPassword

Specify an image or logo file to visually represent the digital signature in the PDF (optional)

D:\AssistMyTeam\lib\Gembox sample signature\amt-365-logo.png

Choose

Reason:

Legal agreement between the seller and the buyer about the purchase

Location:

New York, USA

Imprint date of signing

111 x 81

Save

Exit

For more references and help, refer to the PDF Help Manual, which can be invoked from **PDF to PDF/A app > Help > Help Topics**.

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