



Document Conversion Utility

PDF to JPEG

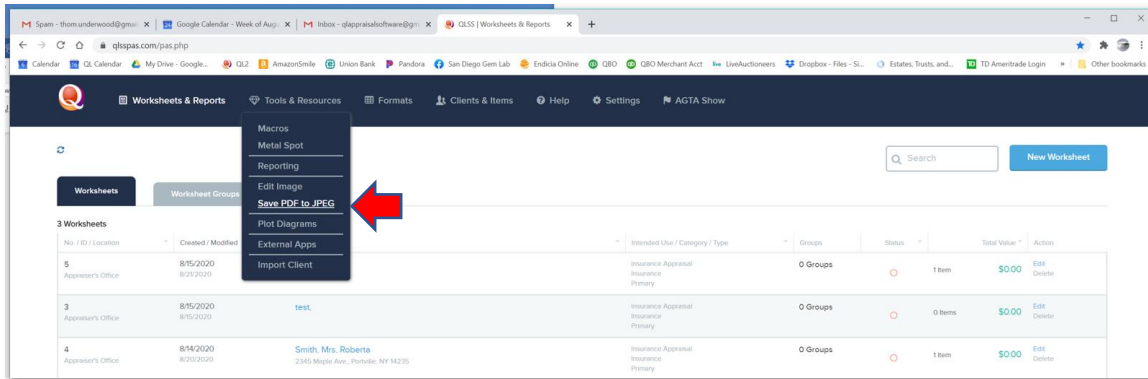
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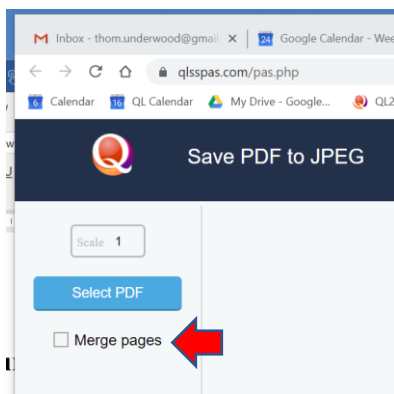
Document Conversion Utility- PDF to JPEG

Open Save PDF to JPG utility

- From the Worksheets & Reports window click on the Tools & Resources menu and choose 'Save PDF to JPEG'.



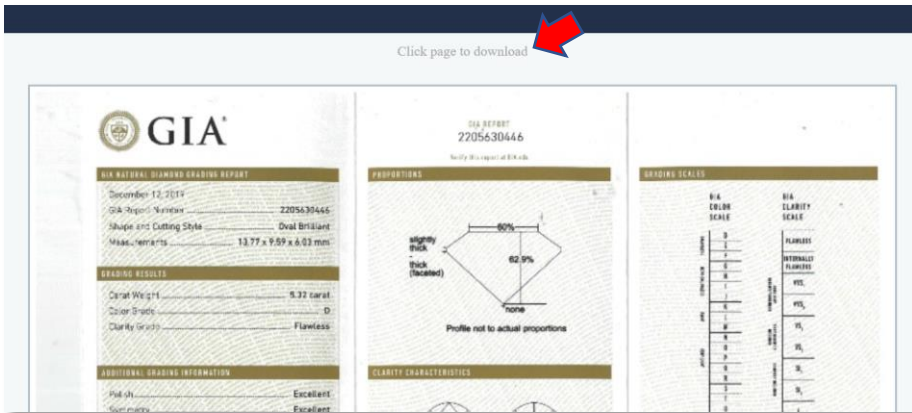
- At the Save PDF to JPEG window click on the 'Select PDF' button. Navigate to and choose the pdf file you want to convert (e.g. a lab report).



- If the pdf file is multi-page put a check in 'Merge pages' to merge all pages into a single jpeg file. *Note: This is dependent on whether the images will all fit on a single page in a report. If they are all "page sized" images, it would be best to convert them as separate image files.*

Download

Your chosen file will open onscreen as a jpeg. Before the file can be imported into QL2 the converted file must first be downloaded to your computer. Only then can it be uploaded into the appropriate place in QL2. Click anywhere on the image and the file will be automatically downloaded to your 'Downloads' folder on your computer. Close the tab to exit.



Upload

Uploading/attaching the file can be done in a variety of places in QL2 (e.g. a diamond report attached to a Diamond component). Please see the Attaching a Scanned Document File Tutorial for further details.