

# MYOB PDF Manager



## Easy, fast, secure PDF documents

MYOB PDF Manager is a simple, cost-effective solution for producing and managing PDF documents.

You can use MYOB PDF Manager to create PDFs from files created in any software application. This means you can turn almost any document, including tax returns, Word documents, spreadsheets, general ledgers and many others, into secure and protected PDF files that you can email safely to your clients.

MYOB PDF Manager also allows you to combine multiple documents into a single PDF file, which you can save directly to your practice management system or to a directory structure, ensuring all your client work is easy to find and understand.

### With MYOB PDF Manager you can:

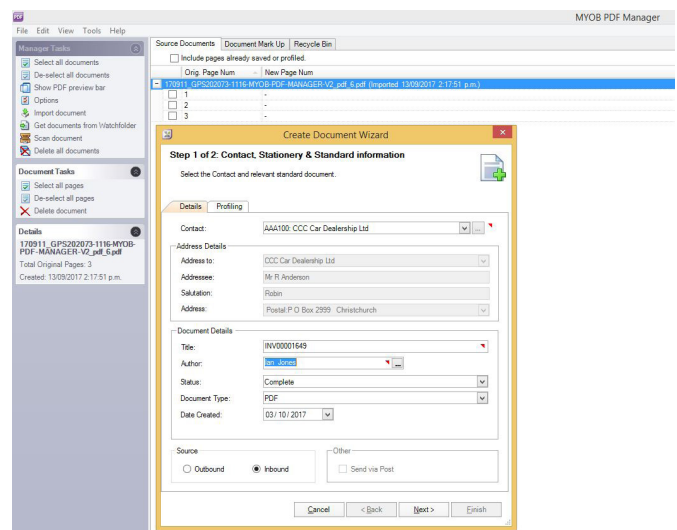
- + Create secure PDF documents from any type of software
- + Protect all your documents from unauthorised changes
- + Apply additional encryption and password security if required
- + Group multiple client documents into one file
- + Email safely to clients – no need to print or mail
- + Save directly into your practice system, with the relevant client
- + Use less paper
- + Save time searching for, printing and mailing documents.

### Create secure PDF documents from any application

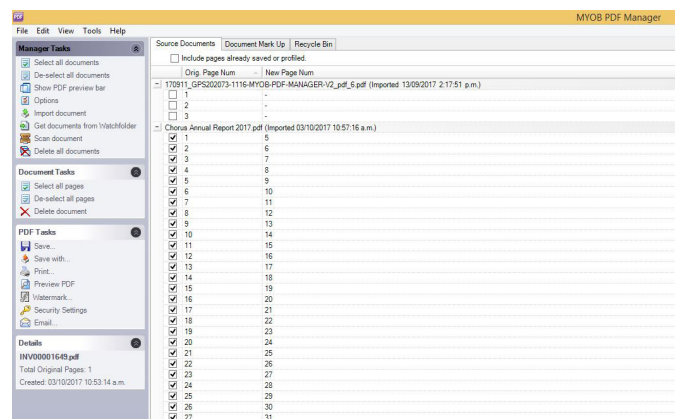
MYOB PDF Manager is fast to use and allows you to create PDFs from any type of file, such as Word documents, spreadsheets, tax returns, financial statements, etc, in a couple of minutes.

By converting your documents to PDFs, you will have secure, protected documents that can't be changed by unauthorised users. You can even increase your security levels by password-protecting your PDF files, so that only appropriate people can open and read them.

The PDF files you create can be emailed to your clients safely and easily, without the risk of viruses. And by emailing PDF files, you'll save time and costs associated with producing, printing and posting documents.



Create PDFs quickly and easily from any application



Combine multiple documents into a single file by simply selecting the ones you want

# MYOB PDF Manager Fact Sheet

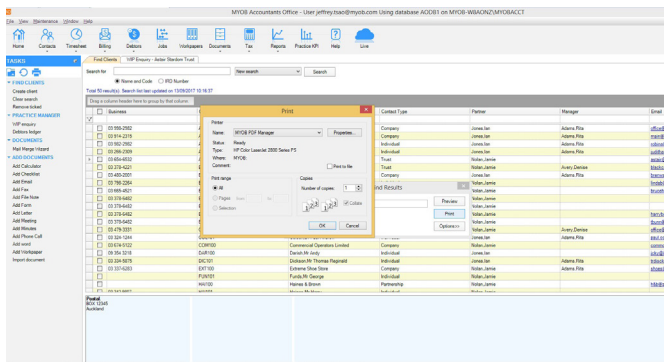
## Combine multiple documents into a single file

With MYOB PDF Manager you can combine multiple documents into a single PDF file. For example, you can collate all the work from a client job, such as a client letter, tax return and financial statement, into one document. You simply select the relevant documents and the PDF Manager does the rest. This makes it easy for everyone to access and understand the job history, with all the relevant information in one place.

PDF Manager also lets you manage your PDF documents. You can import PDFs from external sources, and you can preview all documents from within the PDF Manager for a quick review of the contents – so there’s no need to open the full application to see what’s included.

## Save documents directly to your practice system

MYOB PDF Manager automatically saves PDF files into a number of practice management systems. Menu options automatically present your client lists, so it’s easy to save work directly with the client. This saves time and makes information easy to find. Alternatively, you can save files directly to your own directory structure or electronic filing system.



## Easy to implement and use

MYOB PDF Manager was designed to be really easy to use. You can install the software yourself in minutes, without the need for any external consulting or training.

PDF Manager comes with a free online learning course, which users can work through at any time, at their own pace. Users can then continue to run the topics for reference whenever necessary.

It’s a simple three-step process to create, combine and save your PDF files – so everyone can be using the software in minutes.

## Three easy steps to managing your documents – securely, quickly and productively

- 1. Create PDFs**  
 MYOB PDF Manager increases document security, creating PDF versions of your important client documents. You can produce PDFs from any type of file – letters, tax returns, reports and financial statements.
- 2. Collate multiple documents into a single file**  
 MYOB PDF Manager lets you collate documents into a single, easy-to-manage PDF file. For example, you can combine all the client work for a specific job into one file – making it easy to understand and easy to distribute.
- 3. Save on your system**  
 MYOB PDF Manager improves workplace productivity, seamlessly integrating files into existing practice management software or directory structures for easier access.

## Save costs and time with MYOB PDF Manager

### Without MYOB PDF Manager

- + Print tax return
- + Print letter
- + Print other documentation
- + Collate
- + Photocopy
- + Put in envelope and address
- + Mail
- + File paper copy

- + 15-30 minutes work
- + Takes 1 day to get to client
- + Print, stationery, postage costs

### With MYOB PDF Manager

- + Create PDFs of all relevant documents
- + Select to combine into single file
- + Email to client
- + Save on system

- + Less than 5 minutes work
- + Gets to client immediately
- + No hard costs

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