

T4L Support Guides

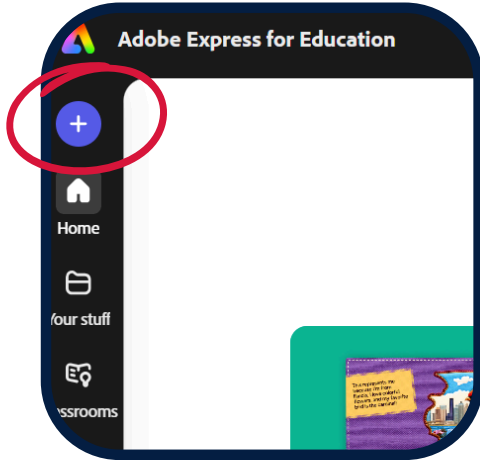
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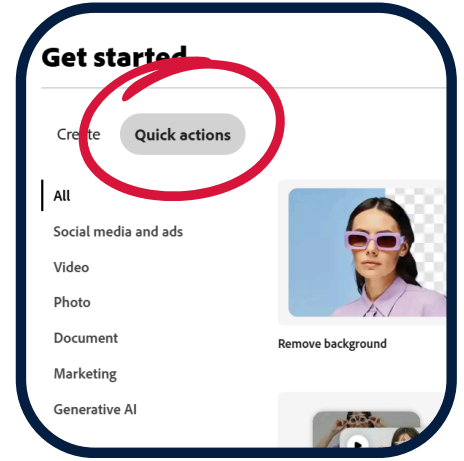
Step 1

Select the + icon in the top left corner.



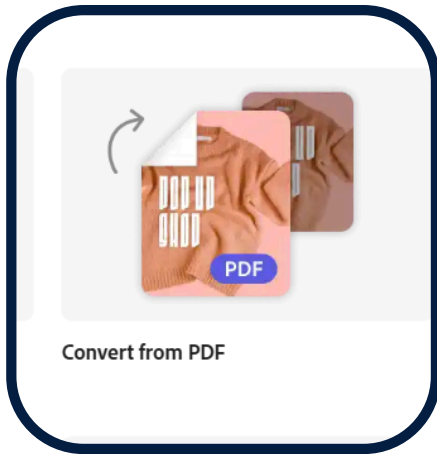
Step 2

Select the **quick actions** tab on the right of the pop-up menu.



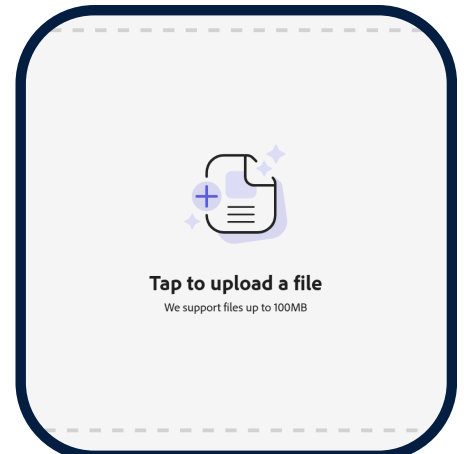
Step 3

Scroll down to **Convert from pdf** and select.



Step 4

Tap inside the pop-up window.



Step 5

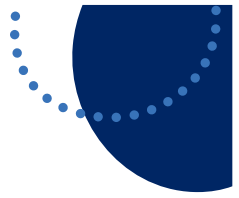
Navigate to the PDF file that you require and select **Open**.



Step 6

To the right, select the drop down arrow under **convert your PDF to**.





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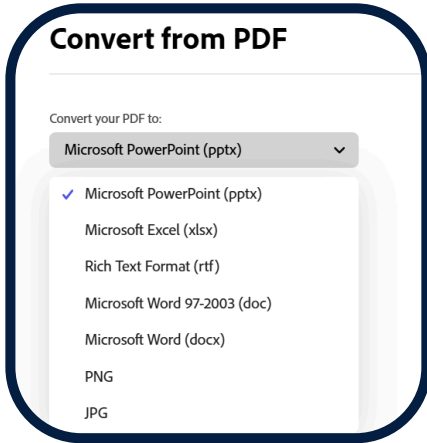
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Step 7

Select the file type you are after.



Step 8

Hit **Download**.

