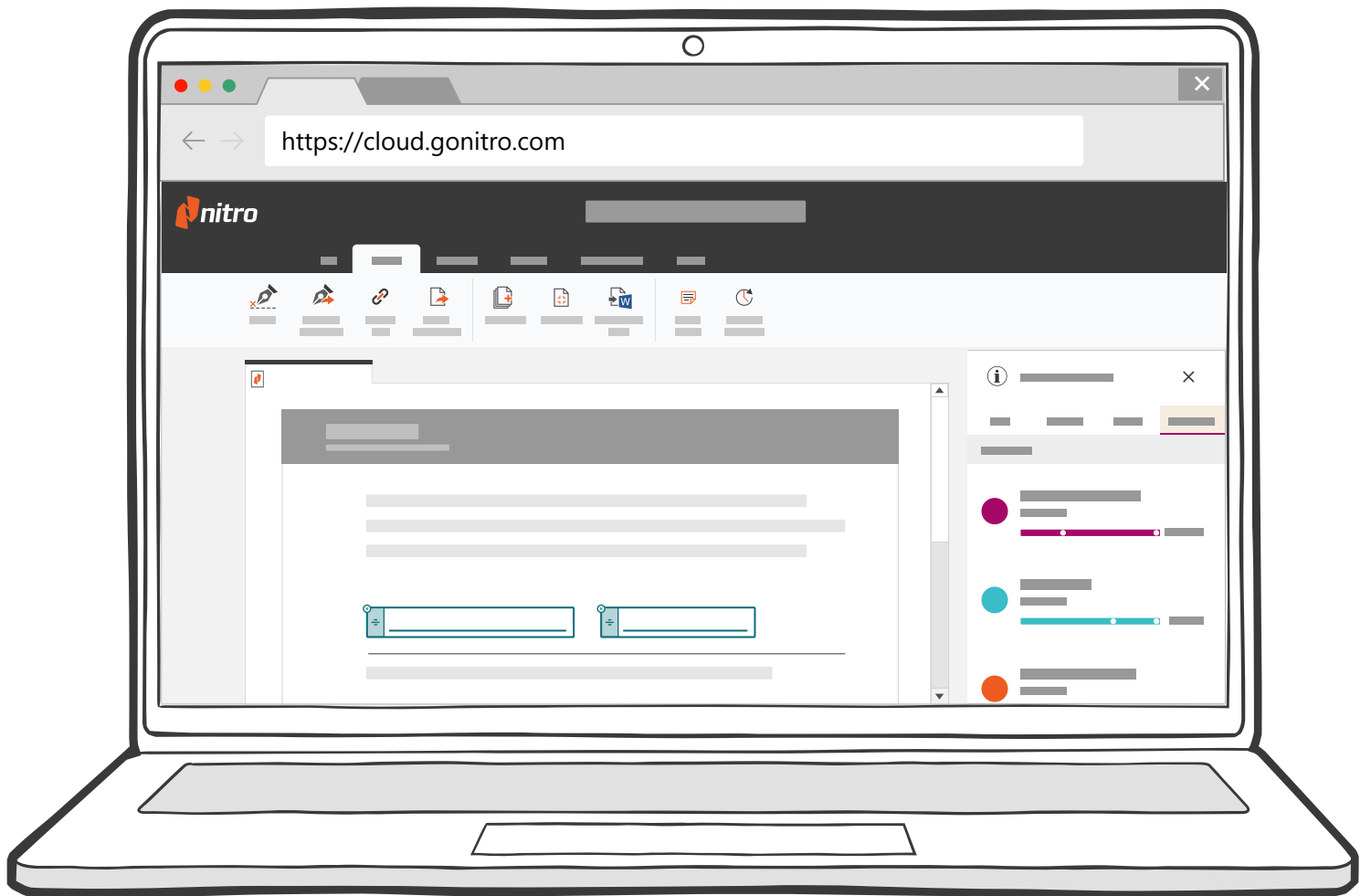


Getting Started with Nitro Cloud



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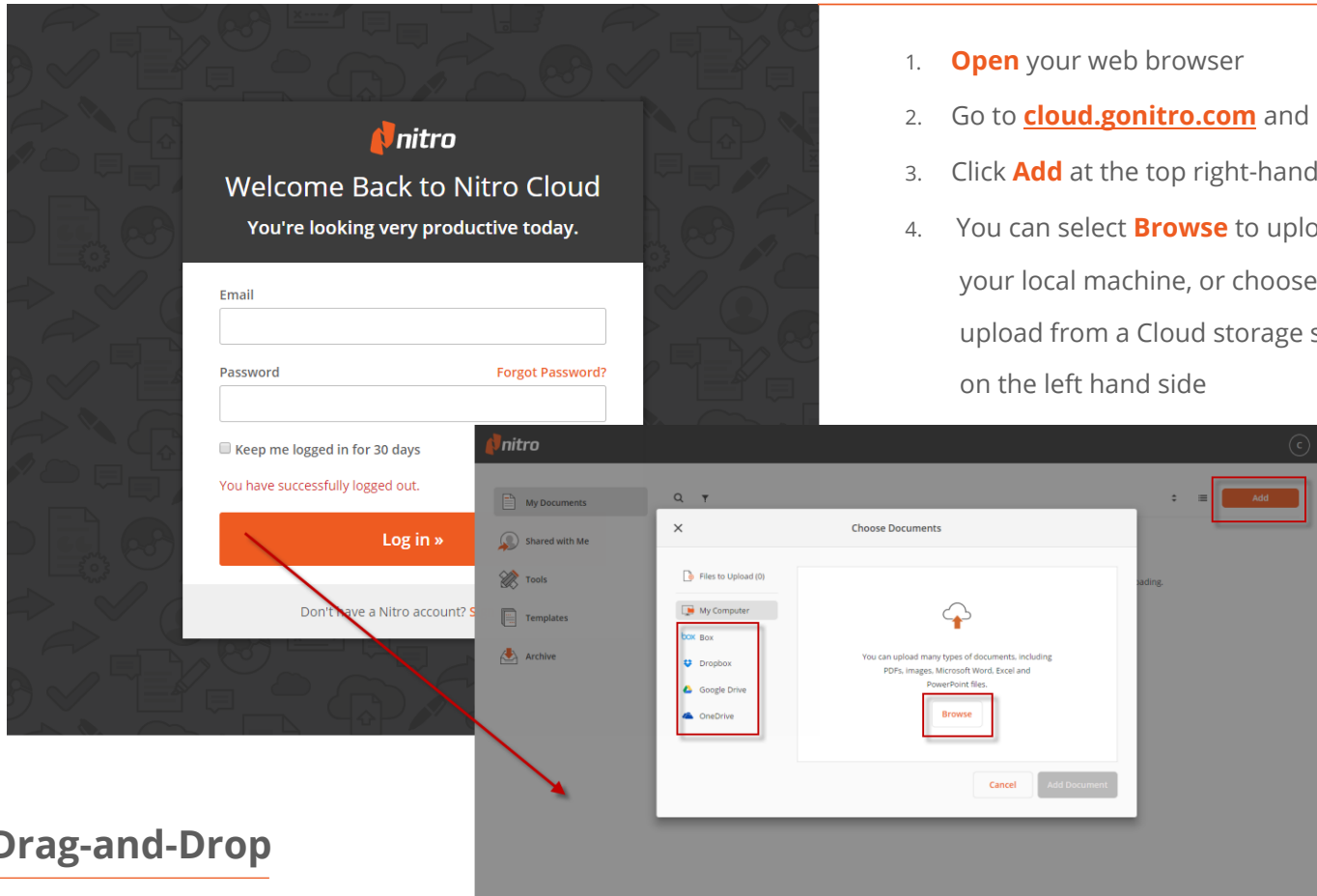
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Through the Web Browser

1. **Open** your web browser
2. Go to cloud.gonitro.com and sign-in
3. Click **Add** at the top right-hand corner
4. You can select **Browse** to upload from your local machine, or choose to upload from a Cloud storage solution on the left hand side



Drag-and-Drop

1. **Open** your web browser
2. Go to cloud.gonitro.com and sign-in
3. Click **Add** at the top right-hand corner
4. From your machine drag and drop a file into the middle of the web browser window

New entries in your documents list will appear and you will be notified once all documents have finished uploading.


Tips & Tricks

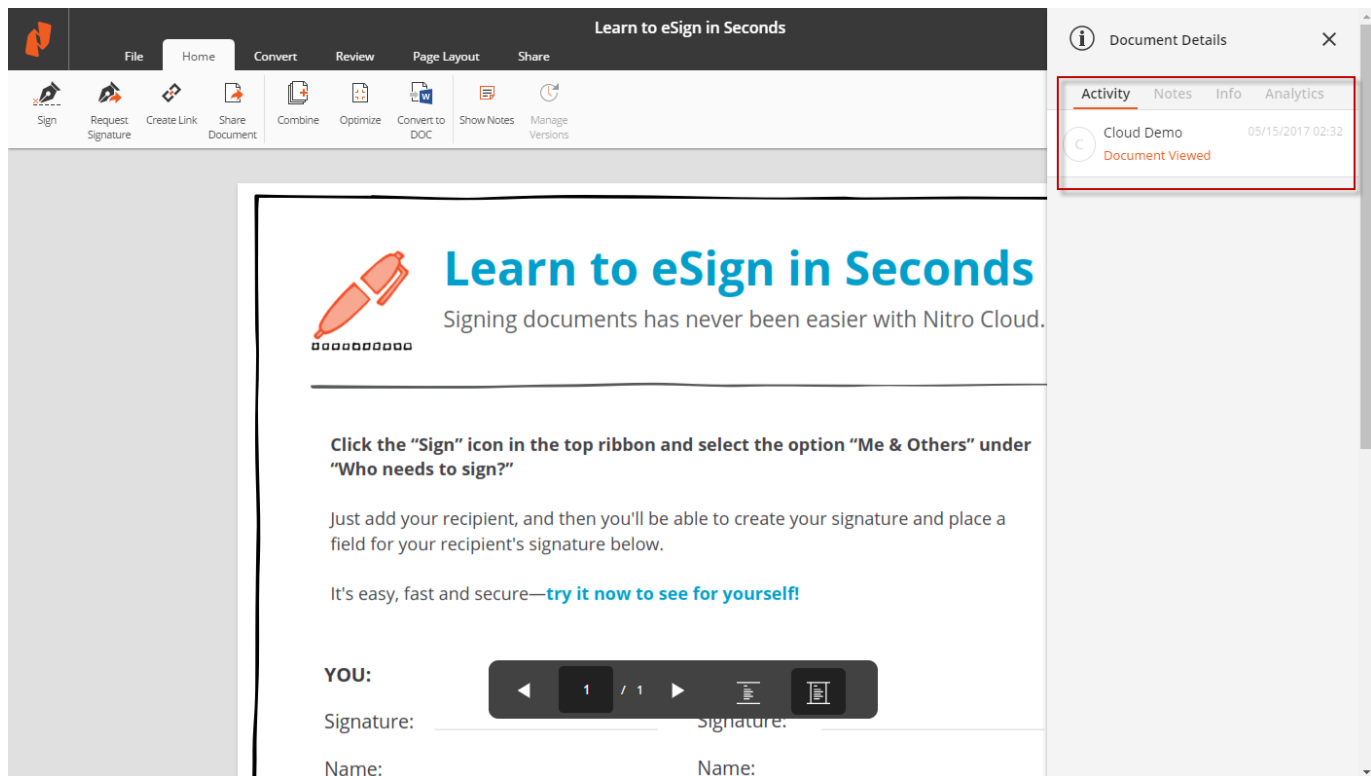
You can upload many types of documents, including PDFs, Images, Microsoft Word, Excel and PowerPoint files. Once you upload documents, Nitro Cloud will automatically convert them to PDF. You can also upload documents via Nitro Pro. To find out more, refer to the [Nitro Pro Integration](#).

View Status & History of a Document

Nitro Cloud gives you the ability to view the status and information of documents you have uploaded, as well as shared documents

Viewing the Document Information

1. **Open** a document for viewing
2. In the top right click the **Info** button 
3. A drawer opens from the right-hand side with 4 tabs showing additional information



The screenshot displays the Nitro Cloud interface. The main window shows a document titled "Learn to eSign in Seconds" with a ribbon containing various tools like Sign, Request Signature, Create Link, Share Document, Combine, Optimize, Convert to DOC, Show Notes, and Manage Versions. The document content includes a heading "Learn to eSign in Seconds" and instructions for signing. A "Document Details" drawer is open on the right, showing a table of activity:

Activity	Notes	Info	Analytics
Cloud Demo		05/15/2017 02:32	
Document Viewed			

Additional Information

Activity - shows all actions applied to the document, including when and by whom.

Notes - shows any notes and markups such as highlights that have been added. These features are available in the Review tab.

Info - includes the File details such as size and number of pages, and the list of people who have access to the document.

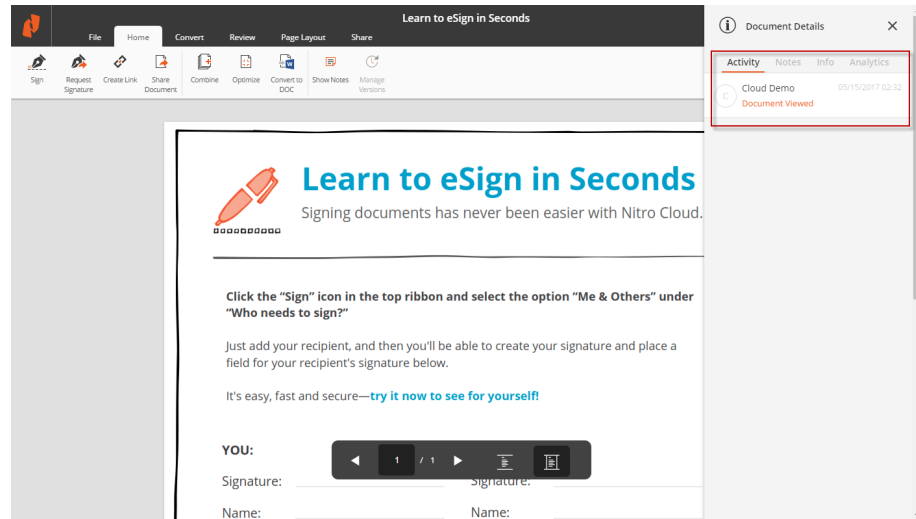
Analytics - shows the viewing history of each person who has access to the document including pages they viewed and time spent.

Request a Signature

This article outlines the various ways to start a Signature Request workflow in Nitro Cloud

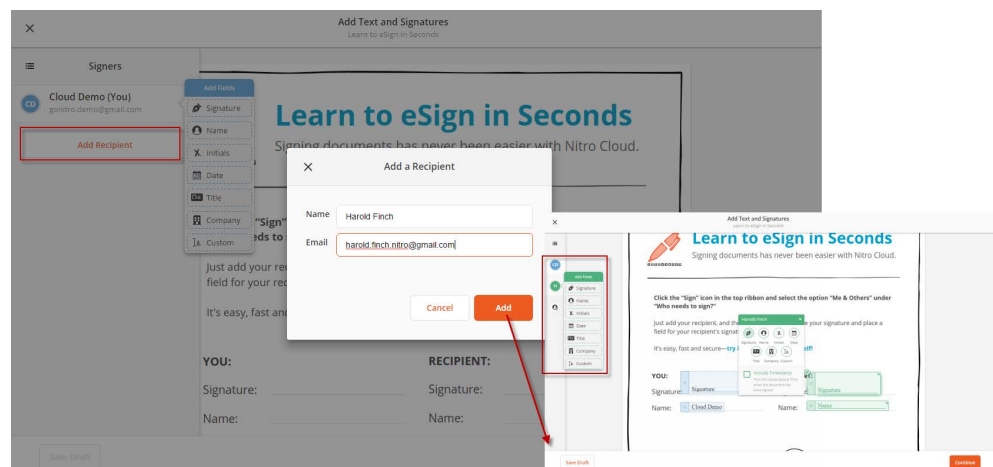
Starting a Request Signature Workflow

1. When viewing a document choose Request Signature from the **Home** or **Share** tabs
2. From the **My Document** list, click the arrow for the **Quick Actions Menu** and choose Request Signature
3. From Nitro Pro, follow the Request a Signature instructions [here](#)



Sending a Signature Request

1. Upon entering the **Request Signature** workflow, a dialog to Add a Recipient will show. Enter the Recipient's name, email address, then click **Add**
2. Drag and Drop from the **Add Fields** menu onto the document, and upon completion click **Continue**
3. Verify the custom message you would like to send and confirm with **Request Signature**



Additional Information

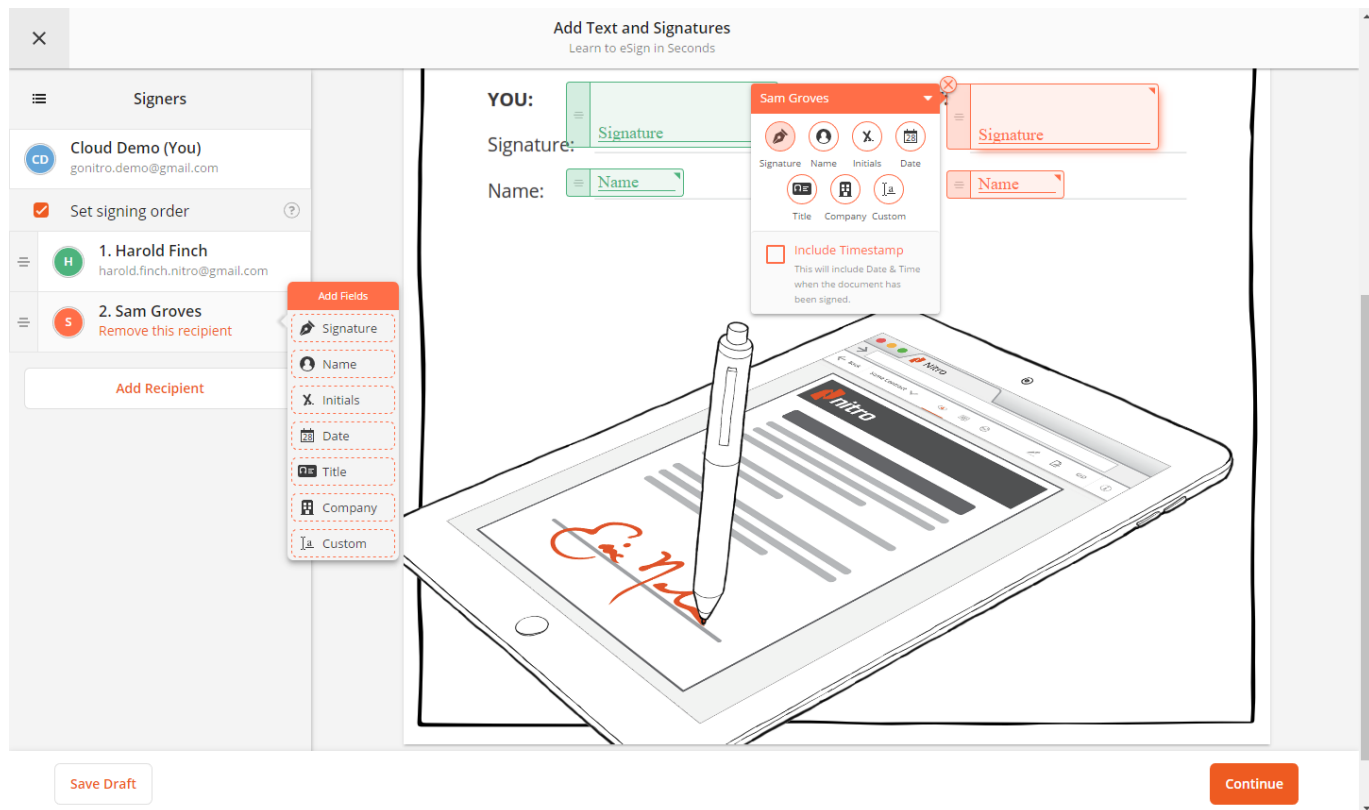
You can add multiple signers by clicking the **Add Recipient** button on the left hand side more than once. Each click will prompt you to add another signer for the workflow. Also note that each field can be moved, resized, and from the tooltip you can change the field type as well as the recipient. If you wish to come back to the workflow at a later date, simply click **Save Draft** to keep this workflow.

Setting a Signing Order

Nitro Cloud allows you to send multiple signature requests under the one workflow/document, as well as set a signing order.

Setting a Signing Order

1. Begin a **Request a Signature** workflow
2. Add 2 or more signers
3. Check the box for **Set Signing Order**
4. Drag and drop the Signer cards to the desired order and finish the workflow as normal



Did you know?

Outside of requesting signatures from a single or multiple people with a signing order, you can also **CC** people once the workflow is complete. This option can be set on the final window when performing a Signature Request by entering an email under the **CC** section.

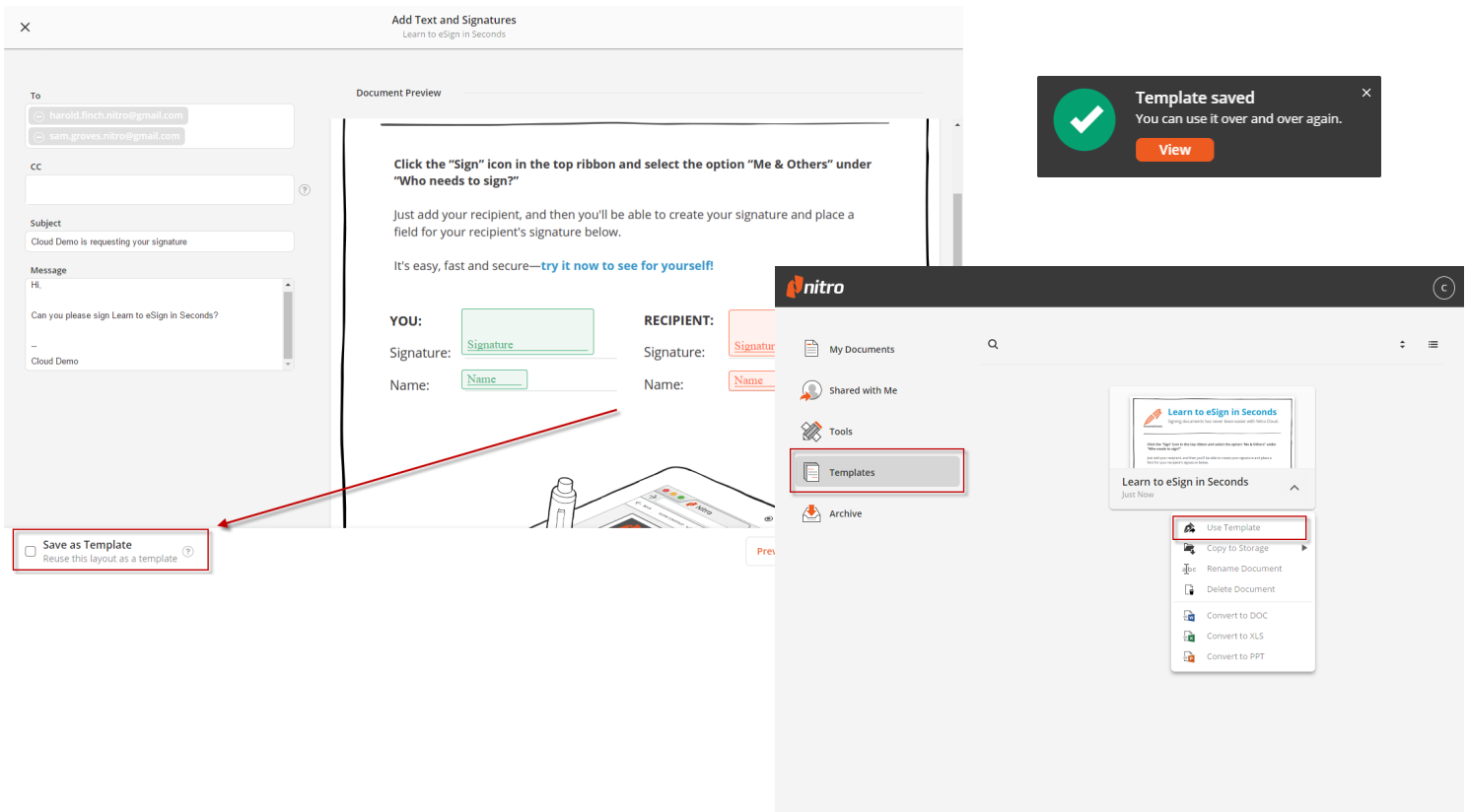
Creating & Using Templates



Templates are used to speed up repeatable signature requests by saving a document with the fields already present and in place

Creating & Using Templates

1. Begin a **Request a Signature** workflow and go through it up until the custom messaging
2. Ensure that **Save as Template** is checked and finish the workflow to keep the template
3. To re-use the template go back to the Home Dashboard and choose **Templates**
4. Click the down arrow on the template you wish to use and choose **Use Template**

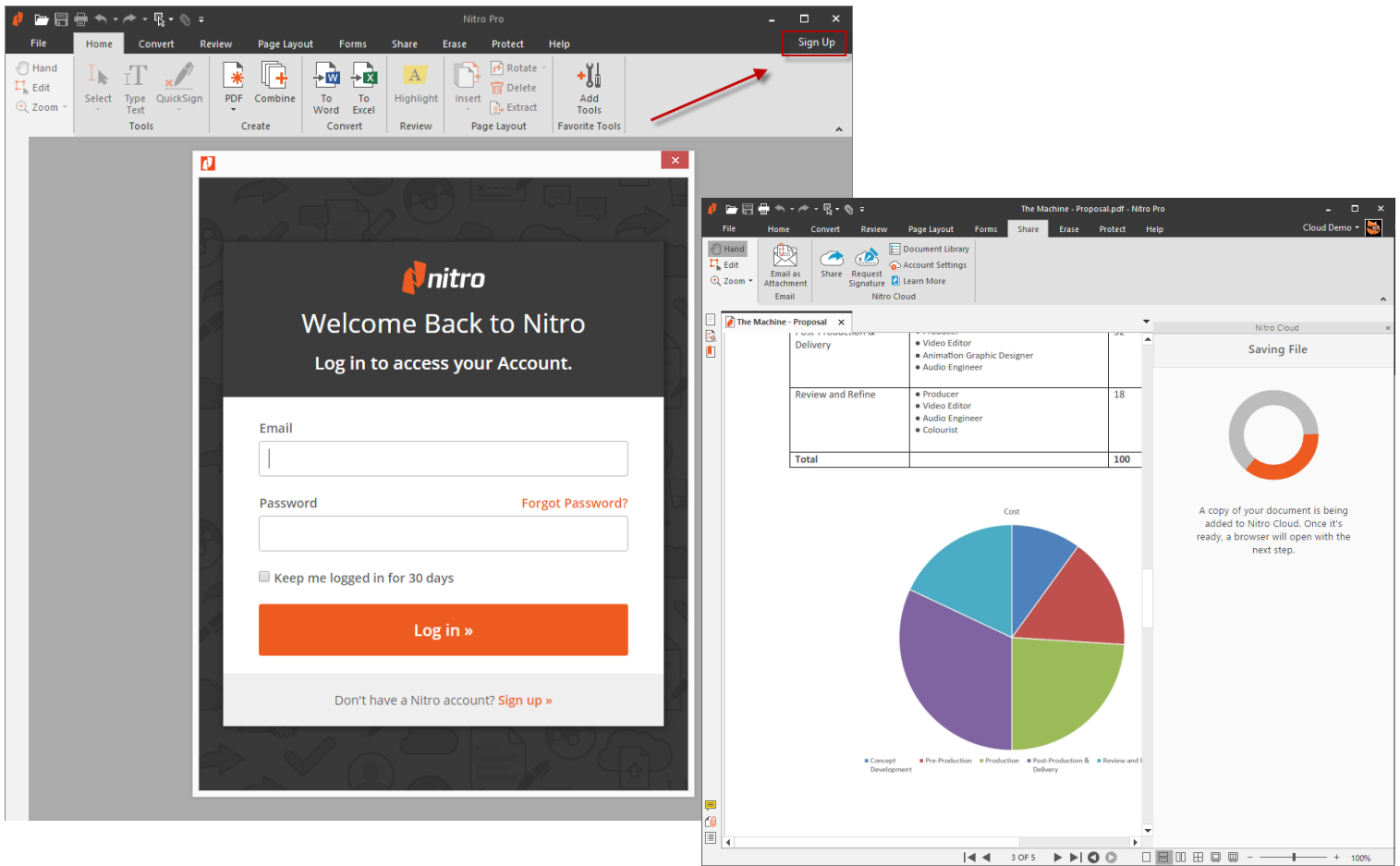
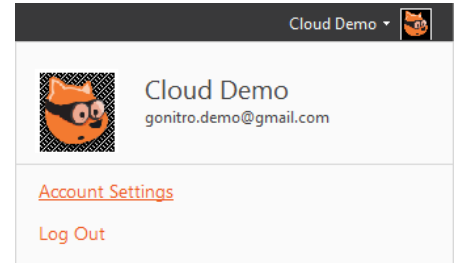


Additional Information

Have an updated version of the document than the Template used? That's fine! Once you choose to use the template, click **Swap Document** to replace it with a new one. Particularly useful if your templates are occasionally updated.

Getting Started in Nitro Pro

1. Click the **Sign Up** link menu in the top-right hand corner of Nitro Pro
2. At the bottom of the dialog, click the **Log In** link
3. Enter your email address and password and click **Log In**
4. You can now **save, share,** and **sign** documents using Nitro Cloud



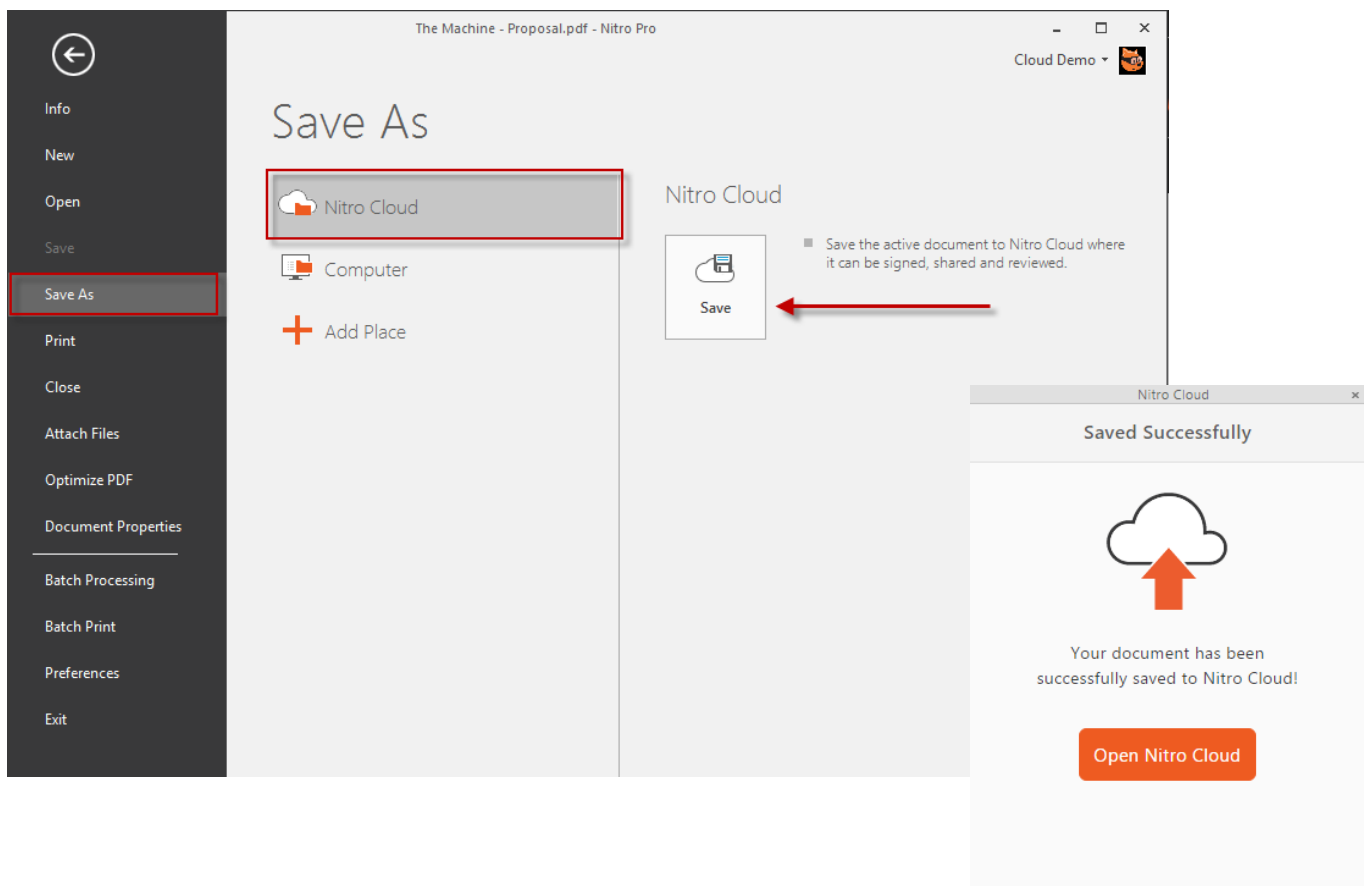
Additional Information

When signed into Nitro Cloud in Nitro Pro, you can easily upload and start workflows with documents you are working on using the **Share** tab.

Logging into Nitro Cloud through Nitro Pro gives you the added benefit of taking your workflow outside of your desktop, utilizing the services Nitro Cloud offers

How to save to Nitro Cloud

1. Ensure that you are logged into Nitro Cloud, then **Open** a PDF file in Nitro Pro
2. Click on the **File** menu and choose Save-As
3. Select the top option **Nitro Cloud**, then click **Save**
4. Once uploaded, you can open Nitro Cloud in the browser by clicking the Open Nitro Cloud button



Did you know?

The Nitro Cloud slider will appear on the right side of the window whenever you call a Nitro Cloud function. This not only provides a status of the action, but gives you the next step to finish your workflow.

Request a Signature in Nitro Pro

Using Nitro Cloud within Nitro Pro enables others to easily sign your document



Requesting a Signature

1. Ensure that you are logged into Nitro Cloud and **Open** the PDF in Nitro Pro
2. In the **Share** tab, click Request Signature. The Nitro Cloud drawer will open on the right and your PDF will begin uploading.
3. A browser should open automatically to take you to your **Nitro Cloud** dashboard, if not you can click the **Open Nitro Cloud** button to launch your default browser
4. Follow the instructions for **Requesting a Signature** to complete the workflow

The screenshot shows the Nitro Pro interface for the document "Nitrocars Agreement - Final Multiple Drivers.pdf". The top menu bar includes File, Home, Convert, Review, Page Layout, Forms, Share, Erase, Protect, and Help. The 'Share' tab is active, and the 'Request Signature' button is highlighted with a red box. Below the menu, there are options for Hand, Edit, Zoom, Email as Attachment, and Share. The 'Nitro Cloud' drawer is open on the right, displaying a "Send for Signature" screen with a pen icon and an "Open Nitro Cloud" button highlighted with a red box. The main document area shows a "Term and Termination" section with a signature line and a "Sign Here" button.

Share from Nitro Pro

Share PDF files using Nitro Cloud to enable others to easily view your document.



Share a document from Nitro Pro

1. Ensure that you are logged into Nitro Cloud and **Open** the PDF in Nitro Pro (refer to page 8)
2. In the **Share** tab, click **Share**. The Nitro Cloud drawer will open on the right and your PDF will begin uploading.
3. Enter the recipients email address and customize the subject and message
4. Click the **Share** button to share the document

The screenshot shows the Nitro Pro interface with a document titled "Cost Break.pdf" open. The "Share" button in the top menu is highlighted with a red box. On the right side, a "Secure Share" dialog box is open, showing the following details:

- Recipients:** milo.goodman@gonitro.com
- Subject:** Cloud Demo wants to share a document with you
- Message:** I'd like to share Cost Break.pdf with you using Nitro Cloud.
- Sender:** Cloud Demo
- Buttons:** Cancel, Share

The main document content is a "Comparison of Paper Storage vs. Scanning Costs - Summary" table. The table includes assumptions and a detailed cost breakdown over 35 years for three scenarios: Optimistic, Realistic, and Pessimistic.

Assumptions						
1. Total number of boxes		100,000	3. Total annual retrieval & re-filing, as a % of whole		10%	
2. Total number of pages		120,000,000	4. Annual cost increase of paper storage		5%	
Year	Optimistic Scenario		Realistic Scenario		Pessimistic Scenario	
	Storage Costs (cumulative)	Scanning	Storage Costs (cumulative)	Scanning	Storage Costs (cumulative)	Scanning
1	\$4,655,000	\$18,031,333	\$3,410,000	\$30,606,000	\$2,165,000	\$70,200,000
2	\$5,264,000	\$0	\$3,893,000	\$0	\$2,522,000	\$0
3	\$5,903,450	\$0	\$4,400,150	\$0	\$2,896,850	\$0
4	\$6,574,873	\$0	\$4,932,658	\$0	\$3,290,443	\$0
5	\$7,279,866	\$0	\$5,491,790	\$0	\$3,703,715	\$0
6	\$8,020,109	\$0	\$6,078,880	\$0	\$4,137,650	\$0
7	\$8,797,365	\$0	\$6,695,324	\$0	\$4,593,283	\$0
8	\$9,613,483	\$0	\$7,342,590	\$0	\$5,071,697	\$0
9	\$10,470,407	\$0	\$8,022,220	\$0	\$5,574,032	\$0
10	\$11,370,178	\$0	\$8,735,831	\$0	\$6,101,483	\$0
11	\$12,314,937	\$0	\$9,485,122	\$0	\$6,655,308	\$0
12	\$13,306,933	\$0	\$10,271,878	\$0	\$7,236,823	\$0
13	\$14,348,530	\$0	\$11,097,972	\$0	\$7,847,414	\$0
14	\$15,442,207	\$0	\$11,965,371	\$0	\$8,488,535	\$0
15	\$16,590,567	\$0	\$12,876,139	\$0	\$9,161,712	\$0
16	\$17,796,345	\$0	\$13,832,446	\$0	\$9,868,547	\$0
17	\$19,062,412	\$0	\$14,836,569	\$0	\$10,610,725	\$0
18	\$20,391,783	\$0	\$15,890,897	\$0	\$11,390,011	\$0
19	\$21,787,622	\$0	\$16,997,942	\$0	\$12,208,261	\$0
20	\$23,253,253	\$0	\$18,160,339	\$0	\$13,067,424	\$0
21	\$24,792,166	\$0	\$19,380,856	\$0	\$13,969,546	\$0
22	\$26,408,024	\$0	\$20,662,399	\$0	\$14,916,773	\$0
23	\$28,104,676	\$0	\$22,008,019	\$0	\$15,911,362	\$0
24	\$29,886,159	\$0	\$23,420,919	\$0	\$16,955,680	\$0
25	\$31,756,717	\$0	\$24,904,465	\$0	\$18,052,214	\$0
26	\$33,720,803	\$0	\$26,462,189	\$0	\$19,203,574	\$0
27	\$35,783,093	\$0	\$28,097,798	\$0	\$20,412,503	\$0
28	\$37,948,498	\$0	\$29,815,188	\$0	\$21,681,878	\$0
29	\$40,222,173	\$0	\$31,618,447	\$0	\$23,014,722	\$0
30	\$42,609,532	\$0	\$33,511,870	\$0	\$24,414,208	\$0
31	\$45,116,258	\$0	\$35,499,963	\$0	\$25,883,669	\$0
32	\$47,748,321	\$0	\$37,587,462	\$0	\$27,426,602	\$0
33	\$50,511,987	\$0	\$39,779,335	\$0	\$29,046,682	\$0
34	\$53,413,836	\$0	\$42,080,801	\$0	\$30,747,766	\$0
35	\$56,460,778	\$0	\$44,497,341	\$0	\$32,533,904	\$0