# **AI Perfect PDF Manual**

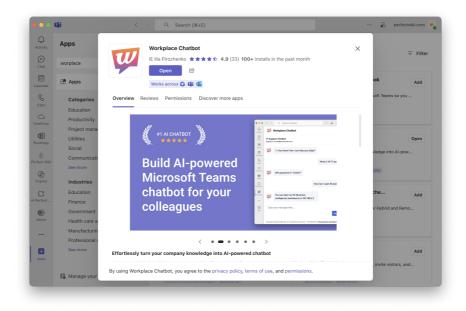
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AI Perfect PDF is a fantastic tool for searching and querying your PDF files, taking over the task of answering repetitive questions from your employees. They can help themselves with the AI-powered chatbot!

# **Quick Start Guide**

Getting started with AI Perfect PDF is super easy:



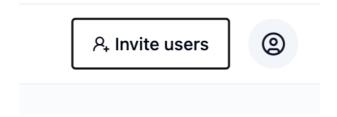
- 1. Install AI Perfect PDF on Microsoft Teams and create an account
- 2. Upload any PDF file and start asking questions
  - a. For example, you can ask the AI to *summarize the file* or inquire about specifics like "*How much does a subscription cost*?"

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	Quick Start Guide Getting started with Workplace Chatbot is super easy:		What this file is about?			
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- b. The chatbot will answer your questions and provide references from within the file.
- c. The chatbot will respond in the language of the question
- 3. You can upload multiple files and query AI Perfect PDF about all of them. It will direct you to the file where the answer was found, making your search seamless.

### How-to invite users

To invite users to your chatbot click "Invite Users" button on the top bar. Type user email and click "Send invite". User will receive a link to join your AI Perfect PDF account.



## How-to tune bot answers

You could add extra instructions to chatbots and files. Just click the "Pencil" icon to do it. For instance, you can tell the chatbot, "You're a chatbot working at XXXX company," and it'll use that info when chatting. You can also tweak how a chatbot responds to specific files by adding instructions like, "For questions about 'XXXX,' answer 'YYYYY."

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# **Frequently Asked Questions**

#### How much does it cost?

Every user gets a FREE TRIAL. If you like the product, you can purchase a subscription. Check the pricing on our official website: <u>https://workplacechatbot.com/pricing</u>

#### Do I pay for each user?

No! Every subscription includes unlimited users, with only a limit on the number of requests.

#### Can I upload docx, xlsx, or txt files??

Yes, but you need to convert them to PDF first. Automatic conversion is coming soon.

#### What are FREE TRIAL limits?

On a free trial you could create only 1 chatbot, maximum file size is limited to 1MB, you can upload only 5 files and ask chatbot only 19 questions per month.

#### How many files can I upload?

It depends on your subscription plan. With the FREE TRIAL, you can upload up to 5 files.

#### What is Workplace Chatbot?

Workplace Chatbot is a previous name of the AI Perfect PDF.

### Where I can get support?

Email us at hello@workplacechatbot.com