# The Best PDF Tools to Improve Productivity While Working from Home

Lumin PDF team has prepared tips for working from home effectively. Discover PDF Tools you haven't heard about and learn more about Saas to collaborate in the cloud.

The amount of offices turning towards remote work has increased in recent years, but many teams have been forced to suddenly figure out how to maintain productivity as the home becomes the only viable option for continued work.

The internet is full of tips for working from home effectively, but this can't be accomplished without the right resources, and especially the right pdf tools.

Imagine the sandwich you'll whip up for lunch later—it wouldn't be worth making if you forgot to buy bread or let the meat spoil.  In the same way, maintaining productivity remotely requires multiple ingredients, and it's better to pack ahead.

Lumin PDF is the stocked pantry that makes working from home possible.  No one needs convincing that using PDFs is beneficial; the file is already widely used and always retains its format, meaning it always looks the same no matter how it's opened.  But we're willing to bet there are some tools with this format that you're not already familiar with that could drastically improve your remote workday.

**Remote Time Management: PDF Templates**

Time management can be a challenge for remote workers, and not just in the obvious ways.  Yes, distractions abound—children noisily playing in an adjacent room, home chores difficult to ignore—but most employees are able to manage their to-do list regardless.  Strategies for success include creating daily to-do lists, finding a private space to work and focus, and keeping an eye open for burnout.

Workers also need to realize that working from home is an adjustment that will take time to get used to, meaning goals and expectations need to be realistic.  There are a lot of tips to be more productive while working from home, and it's important to consider which specific options are possible for each worker and company.

In reality, the real pitfall comes not in moments wasted, but extended.  A task that takes an hour to complete doesn't seem like a bad use of time unless it's possible to complete the same task in half the time.

PDF templates are one way to cut down on those unnecessary minutes.  Need to submit a purchase order?  Spend half an hour filling out a template instead of two hours trying to create the form.  Unsure what a balance sheet should contain?  Fill in spaces instead of spending the morning researching the requirements.

Lumin PDF offers dozens of customizable, printable templates that apply to everyday business practices.

## Remote Team Communication: PDF Collaboration

Communication is one thing when you're leaning over a coworker's desk, and another when your coworker isn't in the same room (or even the same country).  With distance comes more opportunity for misunderstandings.

Many offices have found that daily video calls and check-ins allow the team to feel connected; a company culture is still possible to cultivate online via occasional non-work-related conversations, clear communication guidelines, and an overall show of trust.  Though you may no longer be in the same building as the rest of your team members, the reliance on one another to get the job done is still very much there.  Figuring out how to do that from a distance is often the biggest challenge while working from home.

Luckily, we no longer live in an age where we need to wait for snail mail or faxes to arrive before knowing what needs to be accomplished next.  Some businesses, however, operate in a similar way while working remotely:  multiple emails are sent out daily, documents are traded back and forth, and work can't move forward until everyone is on the same page.

The headache exists no longer if everyone can be on the same page—literally.  Lumin is integrated with Dropbox, Google Drive, OneDrive, and Box, allowing documents to be accessed from any location, be it phone, tablet, or computer.

With the ability to view, edit, and share PDFs within the Cloud, there's no passing files back and forth.  Documents can be signed electronically so that deals can move forward more quickly; text, line, and shape annotations allow each worker to communicate their edits and thoughts in exactly the right place; the chat tool allows for easy notification of tasks still needing to be completed.   Best of all, only people added to the team are able to contribute.

## Remote Organization: PDF Merging & Splitting

A cluttered desk can cause mishaps, but so can an unorganized remote desk or—worse yet—a messy online work space.  Offices use various software tools, Cloud storage systems, and company organization rules to keep everything in its place.  SaaS tools such as Slack, Trello, and Mockplus can help workers keep both their individual and team tasks straight.

Knowing exactly where everything is located is even more vital when a physical space such as an office isn't shared.  Electronic files are easy to access, but they also need to be easy to locate.

Lumin PDF's merge pdf and split pdf tools allow documents to be joined or separated depended on the specific need.  PDFs are often merged when undergoing the archive process, or when a project is large enough that it needs to be condensed.  Splitting files comes in handy when only certain sections need to be shared, or when a section is needed in multiple areas.

As many files as needed can be uploaded into the Lumin system, and any unnecessary pages are easily deleted.  Merging is possible on Mac and PC.

## Remote Accessibility: PDF Conversion & Compression

Working from home means that extra attention needs to be paid towards making sure everything needed to complete a task is available.  Many companies provide their workers with home equipment, such as computers, or smaller supplies like notebooks and pens.  Workers are responsible for maintaining a strong internet connection, clear phone reception, and quite workspace.

Just as a remote worker needs a comfortable home desk and chair, work can't begin until he has access to all necessary files.  Accessibility and productivity cannot be separated from one another.

With Lumin, PDFs can easily be compressed online.  The pdf compression tool is easily to use with a guide to show how to make documents meet size restrictions on any hard drive or cloud storage option being utilized.

Likewise, a document created in Microsoft Word, PowerPoint, and Excel often needs to be converted into a PDF so that it is both accessible and finalized for those who need the information available.  JPGs, too, can be turned into a PDF format in order to maintain a professional and permanent feel.  Lumin allows all of these formats to be easily converted by following a simple guide.

## Remote Security: PDF Unlocking

There's nothing more frustrating than being locked out of your car or office building.  We've already established that having correct access is necessary to get a job done, but what if you know where the door is but can't give the guard the password?  Even when working from home, being locked out of a project is a real possibility.  Companies often think about locks while forgetting the key.

PDFs tend to be a non-editable format, but Lumin's unlocking tool allows team members to immediately start editing any needed files.  By simply clicking "unlock PDF," passwords are bypassed but documents are still able to be accessed from designated accounts.

Speaking of security—Lumin PDF recently adopted a new robust security stance that includes increased firewall protection and heightened role-based access control, meaning your company is protected.

**Remote Digitalization: PDF Optical Character Recognition**

Though the world of pen and paper was quickly replaced with tech, physical documents and notes are still common in today's world.

When working remotely, a notepad can't be passed to a coworker, nor can documents be dropped off on a desk.  Plenty of ways exist to communicate electronically, but sharing these types of forms requires the tedious task of typing up and digitizing what has already been created.

Optical Character Recognition, or OCR, is a software integrated into Lumin designed to recognize text in handwritten notes, scanned images, and photos.  The use of this tool allows your scribbled notes or handwritten form to be shared easily without going through the process of creating all over again.  But instead of scanning the document and forgetting about it, OCR makes the content machine-readable.  Translation?  Your notes are now searchable and easier for the entire team to read.

Keeping updated is also a big part of accessibility.  Lumin PDF has recently implemented dark mode, bulk signature, and several other updates that allow your documents to keep up with the rest of the business world.

**Looking Ahead**

No one knows how long remote work will be the dominant option for employment.  This may be a temporary spike or permanent growth.  Even before remote work became necessary, however, it was already on the rise—meaning that we need to learn how to work from home effectively sooner rather than later.

Though many tips and trick for remote work exist, the most important one is to stay positive.  Tools and resources are already available to make our new reality not only bearable, but enjoyable.  Working from home will always prevent challenges, but most are foreseeable.  We can learn how to adapt to this unprecedented time by choosing to manage our time wisely, communicate and organize effectively, and provide accessible, secure solutions.  Lumin PDF tools make working from home productively an attainable reality.

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