

PDF

PDF & SCANNING ESSENTIALS

SCAN IT. SAVE IT. FIND IT. SEND IT.

Handle everyday documents with confidence. Learn how to scan paper, save a clear PDF, fill and sign forms, print correctly, and share the right copy.

**PDF**

PAPER TO DIGITAL


RGE TIP: Save before you send.

A PDF opened from email may be temporary. Use Save As, name it clearly, and reopen the saved copy.


SAFETY NOTE:

Avoid unknown online PDF tools for medical, tax, banking, or identity documents. Use trusted apps and secure portals.



1. EVERYONE USES THESE

(ESSENTIALS - Everyday Tasks)



Scan Paper

Use a phone, tablet, or printer/scanner. Crop edges, rotate pages, and check readability.



Save Clearly

Choose PDF, use a useful filename, and select a folder you will remember.



Find Downloads

Check the browser's Downloads list or the device's Downloads folder.



Print Correctly

Preview first. Check pages, orientation, paper size, color, and Actual Size versus Fit.



Share a Copy

Attach the saved PDF, verify the recipient, and keep the final submitted version.


RGE TIP:

A clear filename beats Scan0004.pdf every time.



2. USEFUL SKILLS

(GOOD TO KNOW - Do More)



Multi-page Scans

Combine related pages into one PDF and place them in the correct order.



Fillable Forms

Click or tap a field and type. Save a completed copy before sending it.



Add a Signature

Use Fill & Sign only on documents you understand and intend to sign.



PDF or JPG?

Use PDF for forms and multi-page documents; JPG is best for individual photographs.



Email Attachments

Open the attachment before sending to confirm every page, entry, and signature.


RGE TIP:

Save As lets you choose both the name and the location.



3. ADVANCED TOPICS

(USE WITH CAUTION - Control)



Not Fillable?

Use Add Text or Fill & Sign in a trusted app - or print, complete, and rescan.



Sensitive Files

Verify the recipient. Prefer a secure portal when an organization provides one.



Searchable Scans

OCR can turn a picture of text into searchable text. Always check its accuracy.



Actual Size vs Fit

Actual Size preserves form dimensions; Fit adjusts the page to the printer area.



Final Verification

Confirm the saved file opens correctly before deleting or mailing the paper original.


RGE TIP:

A perfect attachment of an unreadable scan is still unreadable.

HOW TO GET STARTED



Scan



Name & Save



Reopen



Complete



Verify & Send

IMPORTANT SAFETY REMINDERS

- Use trusted scanning and PDF apps.
- Verify the recipient before sending.
- Keep the final submitted copy.
- Never delete the paper original too soon.


RGE GOLDEN RULE:

If it matters enough to send, it matters enough to save and verify first.

RGE

RED GLEN ELECTRONICS

RGE PHILOSOPHY:

Teacher first. Technician second. People always.