

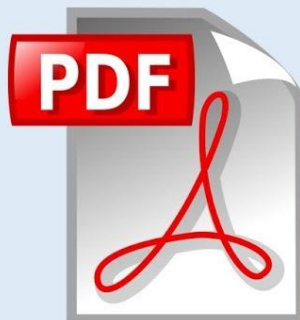
# Who, What, When, Where, and Why



**P**ortable  
**D**ocument  
**F**ormat

A file format  
developed by  
Adobe in 1992

## What is a



## PDF File?

Used when **DATA**  
need to be  
shared and  
shouldn't be  
modified.

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Primary format  
so that **DATA** can  
to be easily  
shared and  
printed.

# Why use PDF?

PDF is **cross-platform**, meaning it can be viewed, shared, and printed on various computer systems.

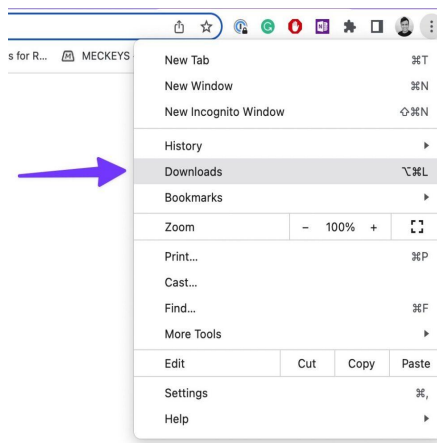
## Common PDF uses

1. Share Data - Make it so the data can't be manipulated and shared.
  - a. Reading Materials
    - i. Manuals
    - ii. Receipts
    - iii. Handouts
2. Business contracts and agreements.
3. Storing Data - Scanning physical objects into a digital representation
  - a. Free up clutter
  - b. Ability to reorganise faster.

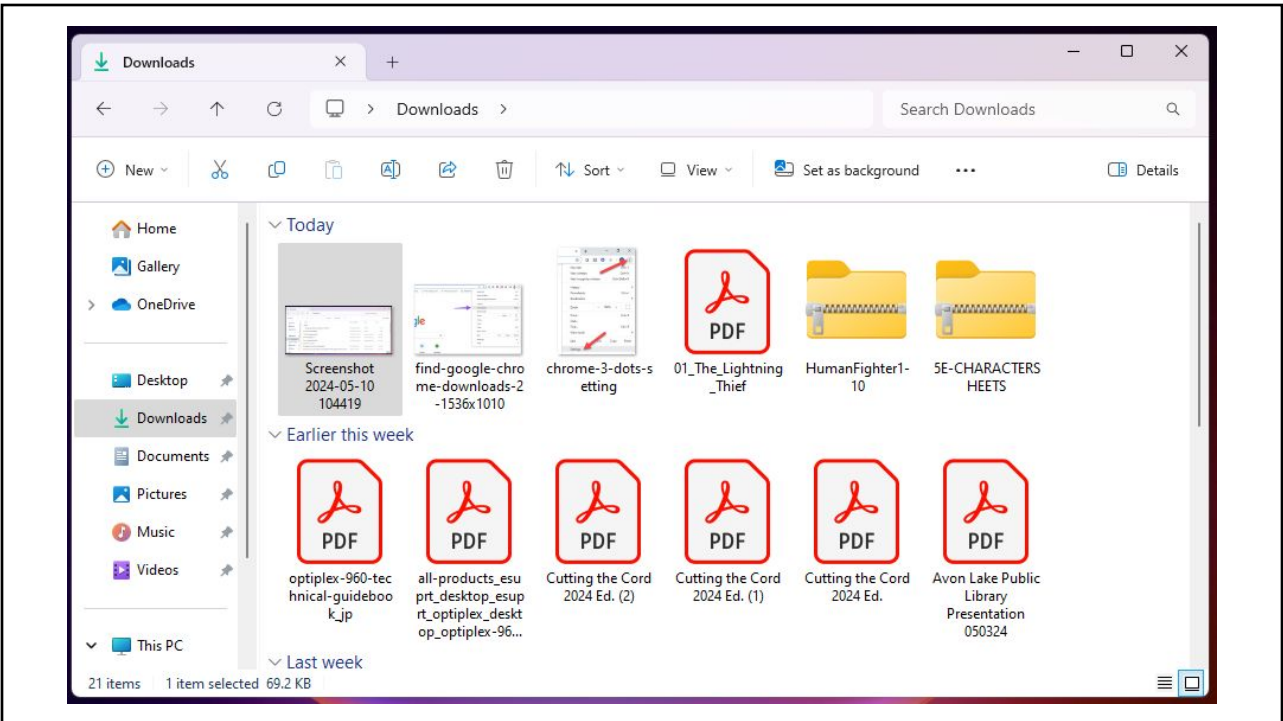
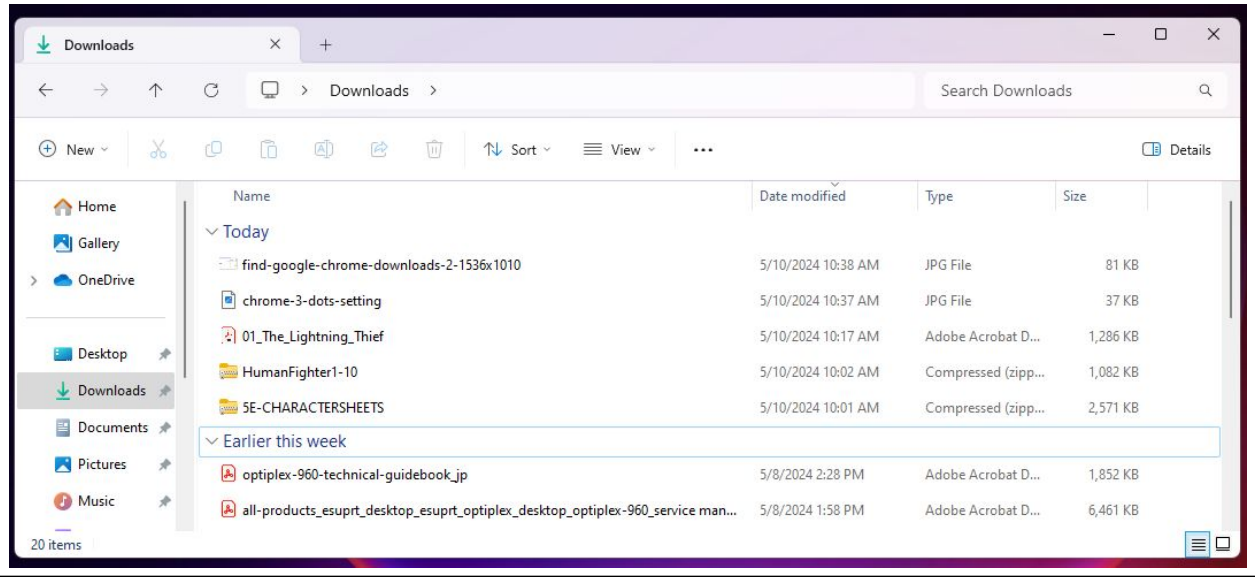
# How to get PDFs?

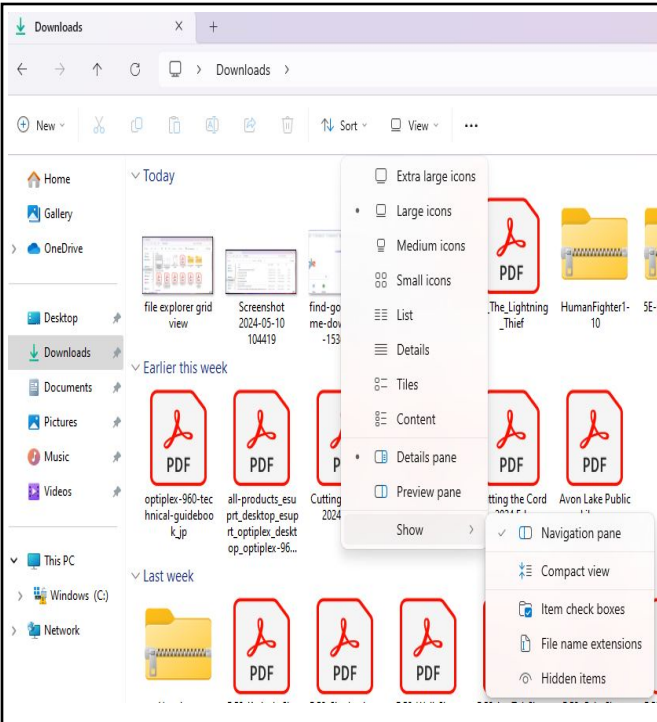
1. Online Downloads
2. Email Attachments
3. Scanning Documents
4. Converting Files to a PDF

## Downloading a PDF [www.archive.org](http://www.archive.org)



# Is this file a PDF?





# SHOW ME THE FILE EXTENSION!

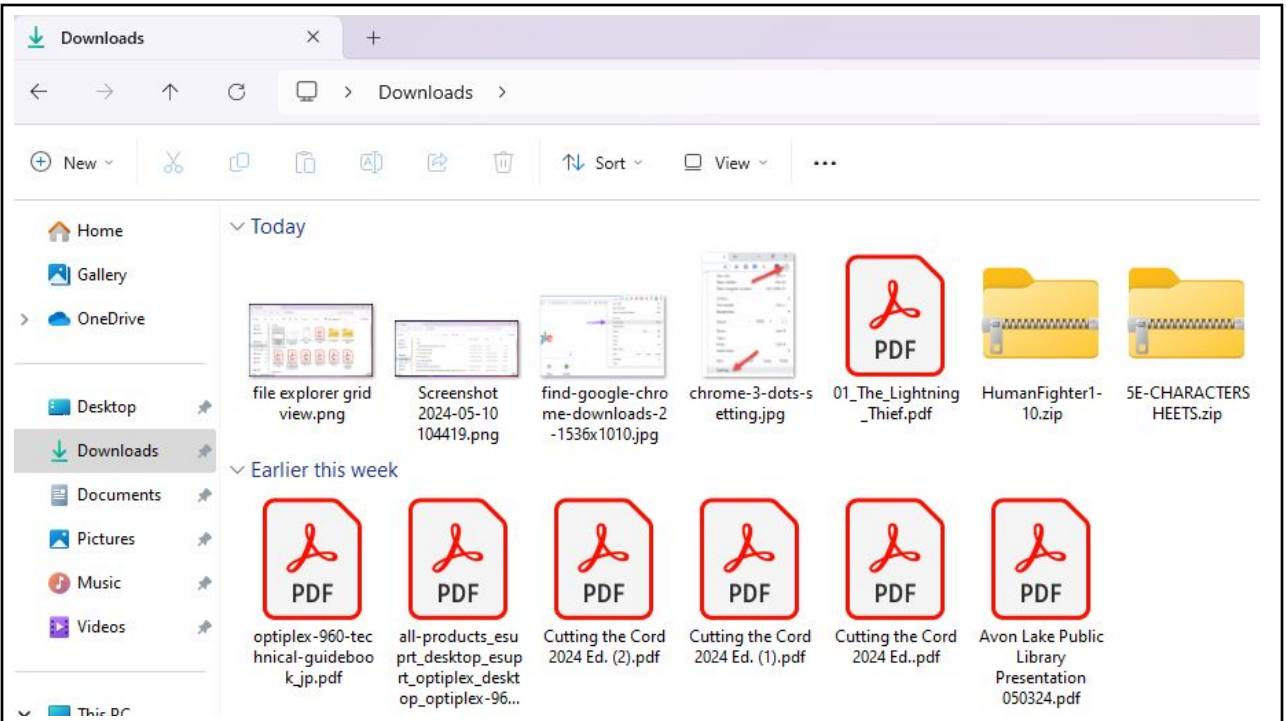
A suffix added to the file name to indicate the file's type.

The icon image isn't always the truth.

## Windows 11


### View

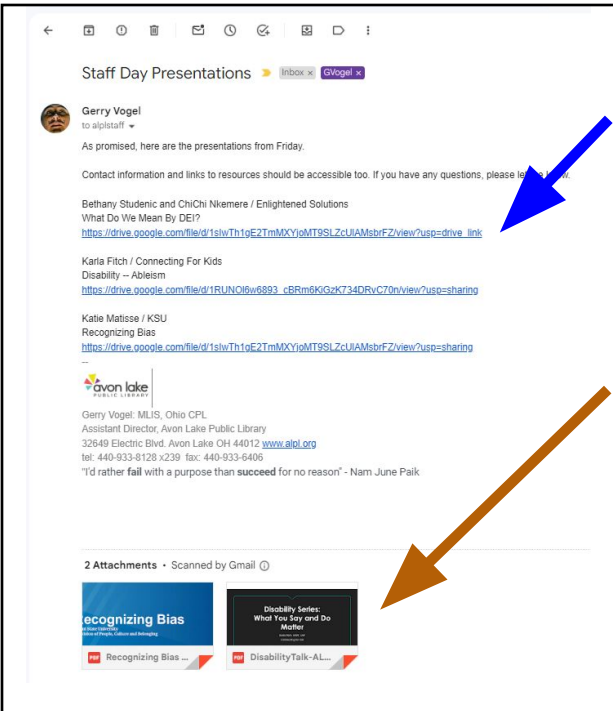
- Show
- File Name extensions



# Examples of file extensions

<b>Text and word processing files</b>	doc, docx, odt, pages, rtf, txt, wpd, wps
<b>Spreadsheet files</b>	csv, numbers, ods, xls, xlsx
<b>Web-related files</b>	asp, aspx, css, htm, html, jsp, php, xml
<b>Image files</b>	bmp, gif, ico, jpeg, jpg, png, raw, tif, tiff
<b>Audio and video files</b>	aif, mov, mp3, mp4, mpg, wav, wma, wmv
<b>Draw program files</b>	afdesign, ai, cad, cdr, drw, dwg, eps, odg, svg, vsdx
<b>Page layout files</b>	afpub, indd, pdf, pdfxml, pmd, pub, qxp
<b>Programming files</b>	c, cpp, cs, java, js, json, py, sql, swift, vb
<b>Compression and archive files</b>	7z, rar, tar, tar.gz, zip
<b>System files</b>	bak, cfg, conf, ini, msi, sys, tmp
<b>Executable program files</b>	app, bat, bin, cmd, com, exe, vbs, x86





The screenshot shows an email interface with the following content:

Staff Day Presentations

Gerry Vogel  
to alplstaff

As promised, here are the presentations from Friday.

Contact information and links to resources should be accessible too. If you have any questions, please let me know.

Bethany Studenic and ChiChi Nkemere / Enlightened Solutions  
What Do We Mean By DEI?  
[https://drive.google.com/file/d/1slwTh19E2TmMXYjgMT9SLZcUAMsbrF2/view?use=drive\\_link](https://drive.google.com/file/d/1slwTh19E2TmMXYjgMT9SLZcUAMsbrF2/view?use=drive_link)

Karla Fitch / Connecting For Kids  
Disability -- Ableism  
[https://drive.google.com/file/d/1RvUNQjv6893\\_cBRm6KGzK734DRvC70n/view?use=sharing](https://drive.google.com/file/d/1RvUNQjv6893_cBRm6KGzK734DRvC70n/view?use=sharing)

Katie Matisse / KSU  
Recognizing Bias  
<https://drive.google.com/file/d/1slwTh19E2TmMXYjgMT9SLZcUAMsbrF2/view?use=sharing>

Avon Lake Public Library logo

Gerry Vogel MLIS, Ohio CPL  
Assistant Director, Avon Lake Public Library  
32649 Electric Blvd. Avon Lake OH 44012 [www.alpl.org](http://www.alpl.org)  
tel: 440-933-8128 x239 fax: 440-933-6406  
"I'd rather fail with a purpose than succeed for no reason" - Nam June Paik

2 Attachments • Scanned by Gmail

Attachments: Recognizing Bias.pdf, Disability Series: What You Say and Do Matters.pdf

**Hyperlink:** When you click on a link, the link will take you to the target of the link, which may be a webpage, document or other online content.

**Email Attachment:** A computer file sent along with an email message.

One or more files can be attached to any email message, and be sent along with it to the recipient.

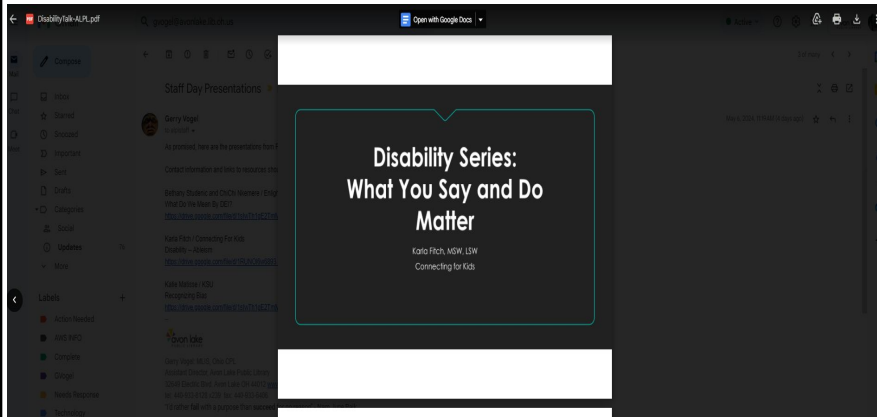
This is a preview of the file.

Not the actual file downloaded to the computer.

Print Download



More Options



# Common PDF uses

1. Share Data - Make it so the data can't be manipulated and shared.
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# Electronic Signatures

Oxford Languages defines an electronic signature as symbols or other data in digital form attached to an electronically transmitted document as verification of the sender's intent to sign the document.

## What is an electronic signature?

An electronic signature acts as an acceptance or approval of the contents within a document or form. All that is needed for an electronic signature is a mark, which can be captured through a check box, typed name, electronically signed name, or uploaded signature image. Electronic signatures reveal the intent by the signer to sign the document.

<https://www.formstack.com/resources/blog-electronic-vs-digital-signatures>

## Here's how electronic signatures fall short.

Electronic signatures are just that: a pen and paper signature captured electronically. Because of this, there is not an authentication process that verifies the signee or document.

***What separates digital signatures from electronic signatures*** is the way digital signatures use a digital certificate to encrypt the final signed document. This includes evidence of the signer identify via unique link sent via email, SMS, shared password between the sender and a signer, or a similar method.

<https://www.formstack.com/resources/blog-electronic-vs-digital-signatures>



## Benefits of Digital Signatures

Digital signatures provide a more secure process for gathering electronic signatures. Thanks to top-level encryption, digital signatures can authenticate the document and signees, providing a layer of protection above a more general electronic signature. Digital signatures are recommended for those in highly regulated industries, such as insurance, real estate, and financial services.

Here are some cases where people use digital signatures:

- [Rental Applications](#)
- [Employee Contracts](#)
- [Loan Agreements](#)
- [Nondisclosure Agreements](#)
- [Vendor Contracts](#)

<https://www.formstack.com/resources/blog-electronic-vs-digital-signatures>

## Signature Authentication Software

- [DocuSign](#) for businesses that sign lots of things
- [HelloSign](#) for integration with cloud storage
- [Adobe Acrobat Reader](#) for occasionally signing documents on a PC
- [eSignatures.io](#) for a pay-as-you-go option
- [SignWell](#) for a free eSign app
- [PandaDoc](#) for collecting payments when people sign
- [signNow](#) for small teams

<https://zapier.com/blog/best-digital-signature-apps/#DocuSign>





Digital  
Signatures

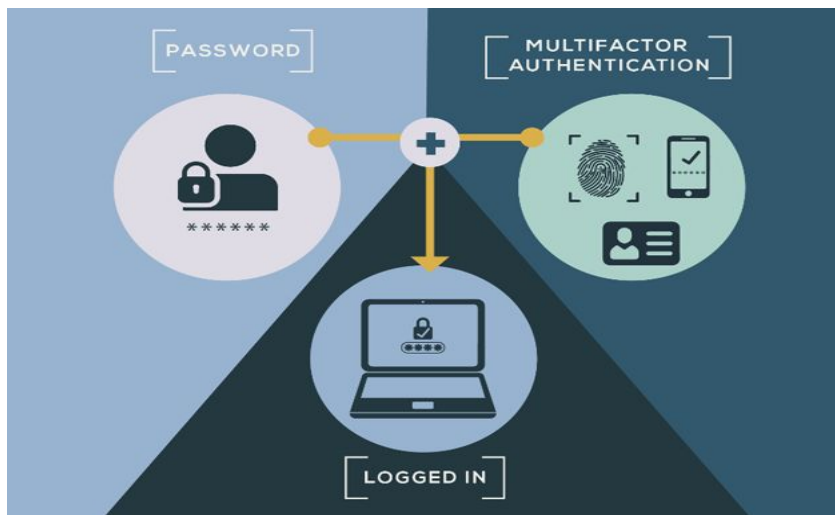
&



Electronic  
Signatures

DIGITAL SIGNATURE = AUTHENTICATED DIGITALLY

Uses computer based encryption that authenticates that the signer legitimate.



## ELECTRICAL SIGNATURE = NOT AUTHENTIC

There is no way to prove who signed the document in a legitimate way.  
Relying on the trust of signer and sender of the document.



**YouTube Video Name:**

FREE Options to Sign PDF | Make an Electronic Signature

**YouTube Channel Name:**

Leila Gharani

<https://www.youtube.com/watch?v=3tqb1htxz1k>



## Making a signature in Paint 3D on Microsoft Windows

1. Signature is saved onto your computer as a .PNG file
2. Has transparent background
  - a. Will not interfere with background graphics
3. Signatures can be edited to fit your style.
4. No online registration

[www.adobe.com](http://www.adobe.com)



## Adobe Acrobat Reader

Accessible on Windows, Mac, and Online

Save your signature and initials on the Adobe website.

### How to Sign a PDF:

1. Type it
2. Draw now
3. Upload picture

EDIT PDFs on Chromebooks

[www.theverge.com/2022/7/27/23280660/google-photos-chromebook-gallery-pdf-video-movie-editor-themes](https://www.theverge.com/2022/7/27/23280660/google-photos-chromebook-gallery-pdf-video-movie-editor-themes)



Same as Adobe Acrobat Reader. Designed for phones & tablets.



android



Microsoft®  
Office 365

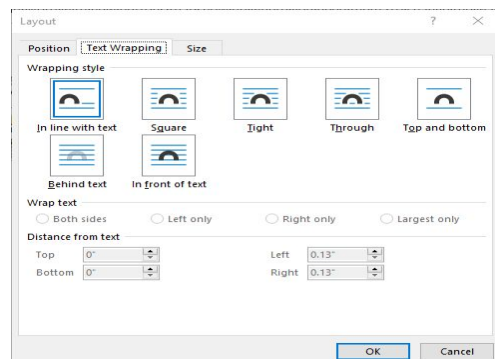


Word

Try the free version of Office 365 online [www.office.com](http://www.office.com)

Modify the image wrapping of signature to  
**“In front of text”**

Having your signature image **“in front of text”** prevents the text of the word document from being modified



# Attaching Files



**YouTube Video Name:**

How to attach files to an email in Gmail

**YouTube Channel Name:**

Blungo

[www.youtube.com/watch?v=NGu6MOEDNeI](http://www.youtube.com/watch?v=NGu6MOEDNeI)

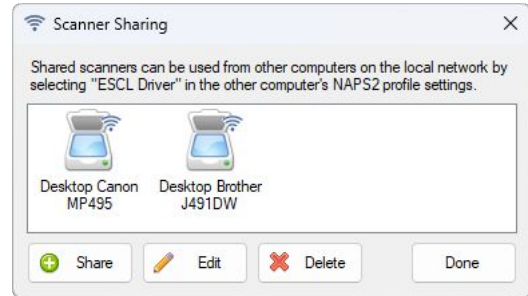
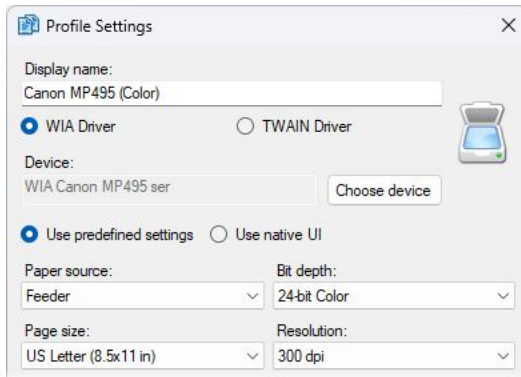
# *Signing* & Digitization





# NAPS2 - Not Another PDF Scanner

Scan documents to PDF and more, as simply as possible.



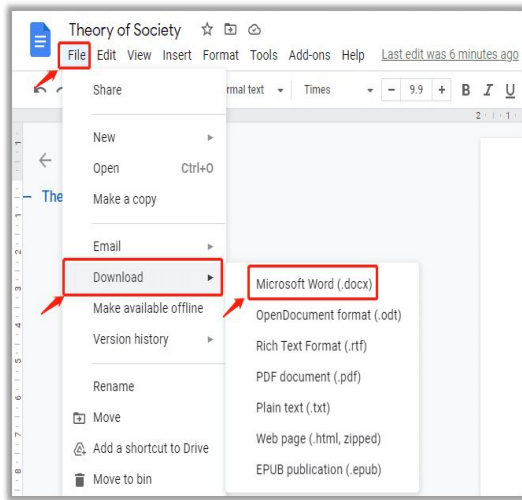
## Scanner problems and troubleshooting

Common problems with scanner are scanners won't turn on, strange noises from scanner, Scanners won't scan etc.

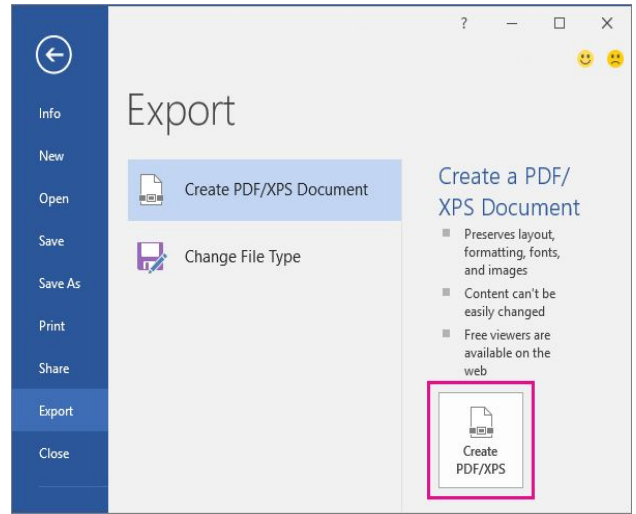
Tips to troubleshoot the basic scanner related problems are:

- i. Make sure scanner is plugged into power and connected to the computer.
  - a. *The USB being used may become the default USB for the printer after setting up the scanner. Make sure you want that setup USB to be for the scanner.*
- ii. Turn on the scanner
- iii. Power ON the computer.
- iv. Install the scanner software onto the computer. Hardware such as scanner requires computer drivers to work. Check scanner documentation for a CD, DVD, or download website.
- v. Run scanning software and select designation printer.
- vi. If failure to scan restart the computer and leave the scanner ON.

# Digital Printing and Creating PDFs



Google Docs



Microsoft Word

When printing you may notice "Save as PDF" option.

"Save as PDF" will popup a window to select where to save the PDF file onto your computer.

A composite image showing two screenshots. The left screenshot is a print dialog box for a document titled "INTRODUCTION TO PRODUCT QUALITY". The "Print" section is expanded, and the "Save as PDF" option is highlighted with a red arrow. The right screenshot is a "Save As" dialog box in Windows, showing a "New folder" on the "Local Disk (C:)" with the "File name" field containing "Doc1" and the "Save as type" set to "Word Document".



iPhones have files, folders and can save document too.

Look for the “Files” app on the iPhone or iPad.

Some files are saved to the phone or maybe the iCloud storage.



The instructions to make PDFs on iPhone are too complex for this course.

<https://macpaw.com/how-to/make-pdf-iphone>

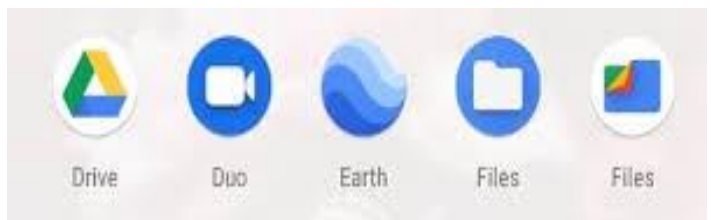
Every android phone (non-iphone & iPad) had no problem creating and using PDF documents.

Look for the “Files” app to find all documents inside your phone.

- Be careful not to delete files and go into folders that may break your phone.
- Only open Documents, Downloads, Pictures, Music.



android



<https://www.androidpolice.com/find-downloads-android-phone-tablet/>

Practice:

ALPL Event Website

<https://live-alpl.pantheonsite.io/event/pdf-documents-40697>

- See what happens when downloading this presentation.
- Try Signing the PDF Practice Document download.

## **ALPL Scanning Services**

1. Scan to a USB thumb drive
2. Send to an email address
3. Faxing

