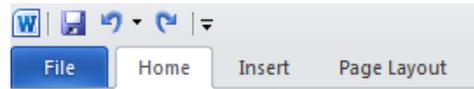


How to Email a PDF Document to Open on an iPad for PDF Expert

If you have an electronic copy of the document in Word, or other Microsoft Office products

1. The document must be two or more pages for this to work. If the document is only one page long-add lines to the document to extend the document to two pages. (One page documents will appear in the body of the email and not appear as an attachment)

2. Open up the document, go to the **File** tab

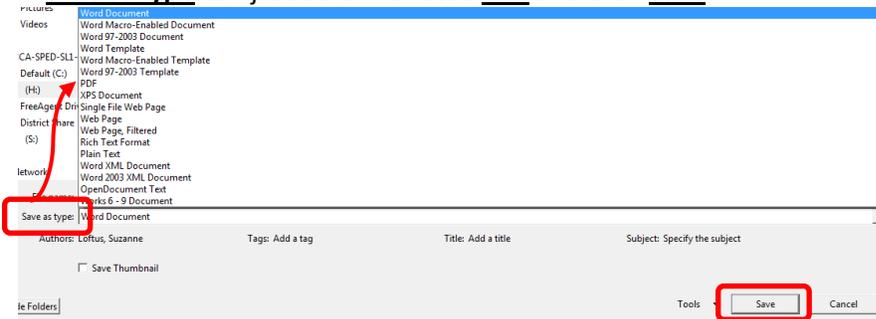


3. Select **Save As** from the choices on the left hand side.



4. The existing name will be in the file name box-you can leave the existing name or modify. Your current document will not be modified-but a second copy will be created in the form of a PDF. This document will be saved in the same file location as the original Word document.

5. Make a change in the **save as type** box just below. Choose **PDF** and then **Save**.



6. You can now email the student and attach the PDF.

If you only have a paper/hard copy of the document and need to scan (ecopy) and email

1. Go to the main menu on a copier machine

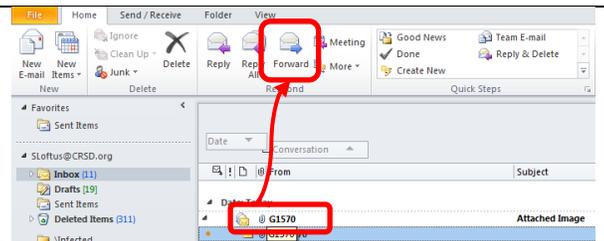
2. Choose scan and send. You will have three options: address book, one touch and new destination. You must send the attachment to a CR employee address first-we are currently unable to scan and send to out of district email addresses.

3. If you will be doing this often add your CRSD email to the one touch option. (there are on screen directions on the copier)

4. Before you scan and send there are options on the right hand side of the screen that you might want to adjust such as: two sided originals, atypical sizes or other unique features.

5. Email the document to yourself.

6. You can forward right away to the intended recipient. You can single click on the document that will appear as the name and type of your copier, and then choose **Forward**. You will be prompted to enter the email address of the intended recipient and then press send.



7. You can also open the email and forward. The copier will create a random numeric name for the PDF document. If you want to send the PDF with a specific name you will need to open the document and **Save As** and rename and then attach in a separate email.

