

Ways to make digital copies of something

1) Take a picture on your phone

2) **On Mac**, got to Print. On that screen – without clicking print there's a **Save as PDF button**.

3) **On PC**, go to **Save As** in the File menu and save it as a **PDF** document.

4) If all you have is a hard copy of something, **Scan it on a scanner** and put on a Flash Drive.

5) Or get someone like **Staples or Office Depot to scan it for you** and put it on a Flash Drive.

6) Also, there are some **printers** at places like **Staples or Office Depot** that will allow you to **send something to yourself via email**. Once you get your email, print it (without really printing it) and save as a PDF. Or, just put the document on a flashdrive.

7A) Automatic JPG. It shows up on your desktop or in your documents file or in your Finder.

Sort by Date. You can see it on the screen, but you don't want to print it off because it will print "15 pages" you don't want. Do – Do a Print Screen.

7B) **PRINT SCREEN** – Depending on what you're looking at the information on

Mac – command – shift – 3 -shows up on desktop

PC – fn – prnt scrn – shows up in Documents file

iPad – click the on Home button and Sleep/Wake button at the same time. – shows up in Pictures

iPhone – click Power and Home buttons at the same time – ends up in Pictures

BlackBerry – click Volume Up and Volume Down at the same time – in Pictures

Nokia – click Volume Down and the Lock button at the same time – in Pictures

Samsung – click on the Power button and the Home button at the same time – in Pictures

Afterward – open and crop the part you want. Usually you select with a resizable box and hit the Crop button. **BE SURE TO SAVE IT** that way when you're done.

8) **Download the CamScanner** app and create a PDF file.

Ways to Save – ideally, you would use more than one of these. Redundancy is good.

Flashdrive/Thumbdrive – very portable but not always stable

The Cloud – stable until it's hacked or you don't pay

Portable External Hard Drive/Hub - stable

CD – old school, pretty stable but not good in heat, plus hardly anyone will have the ability to see what's on it anymore.