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# How to Open and Print a PDF

*The no-fuss way to handle those little document things people keep sending you*

You've probably seen them before:

Someone emails you something and says, "It's in the PDF I attached."

And you think... *Great. What's a PDF?*

Don't worry — you're not alone. Let's walk through it.

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## First of All, What *Is* a PDF?

A **PDF** is just a kind of file — like a photo or Word document — that keeps everything looking the same no matter what device it's on.

People use PDFs for things like:

- Receipts
  - Forms
  - Newsletters
  - Printable guides (like the ones you'll find here on *Work the Thing!*)
- 



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## Step 1: Find the PDF

If someone **emailed** it to you:

- Open the email.
- Look for something near the bottom that says **“Attachment”** or shows a little paperclip icon.
- It might say something like receipt.pdf or instructions.pdf.

## Instructions Inbox x



**contact** <contact@workthething.com>

to me ▾

Hi There,

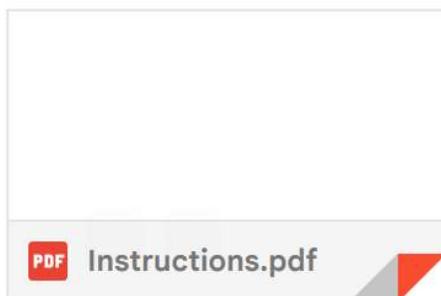
See the attached instructions.

Sincerely,

Work The Thing

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**One attachment** • Scanned by Gmail ⓘ



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If you **downloaded it from a website**:

- It's probably in your **Downloads** folder (more on that below).
- 

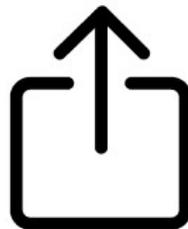
## Step 2: Open the PDF

Depending on your device, here's what to do:

### On a Smartphone or Tablet:

#### iPhone/iPad:

- Tap the PDF. It will usually open right away in your screen.
- Tap the **share icon** (a little square with an arrow) if you want to send it or print it.



#### Android:

- Tap the PDF. It may ask which app to use — choose "**Open With Drive**" "**Drive PDF Viewer**", "**Adobe Acrobat**," or anything that says "PDF."



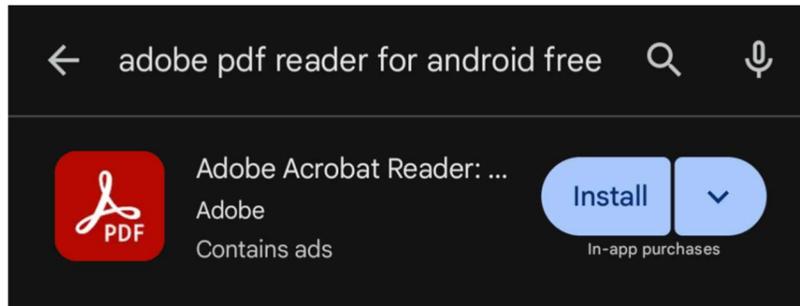
If nothing happens, you may need to download a free app like **Adobe Acrobat Reader** from the App Store or Google Play.



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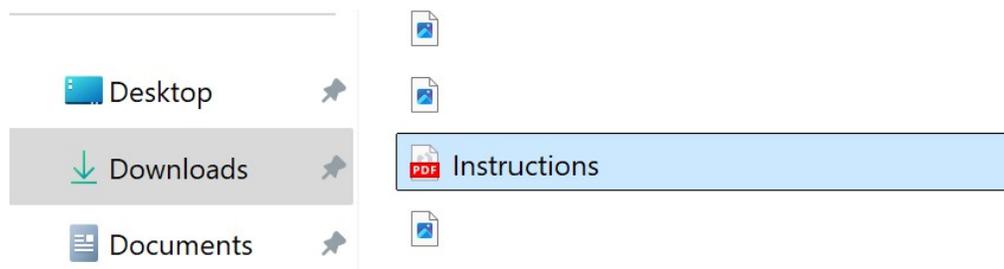


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### On a Computer:

#### Windows:

- Click the file. It will usually open in **Microsoft Edge** (your browser) or **Adobe Reader**.
- If it downloads first, look at the bottom of your browser or in your **Downloads** folder and click it there.



#### Mac:

- Click the file. It should open in **Preview**, which is built in.

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### Step 3: Print the PDF

Once it's open and you can see it, here's how to print:

#### On a Computer:

- Press **Ctrl + P** (Windows) or **Command + P** (Mac)  
*or*
- Click **File > Print** in the top menu  
*or*



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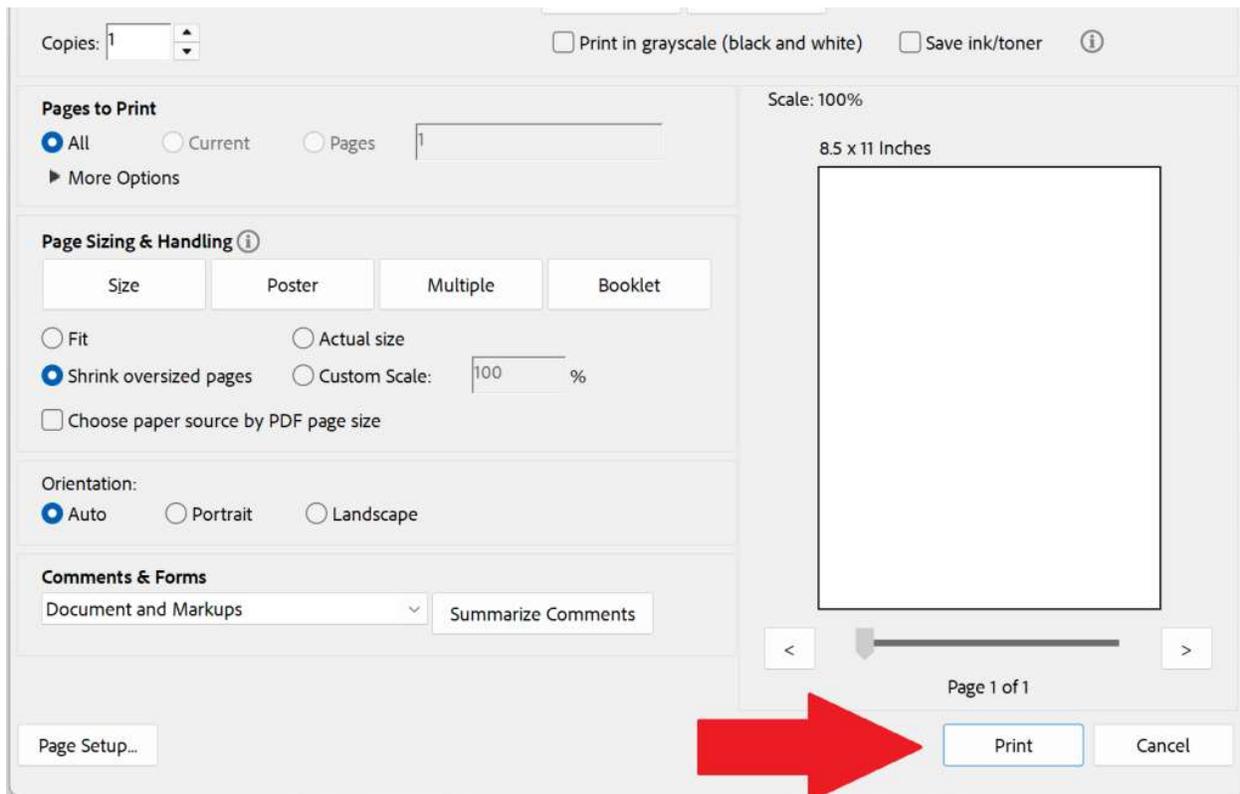
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- Look for a **printer icon** on the screen and click that.



Then:

1. Choose your printer (it should be listed automatically if it's connected)
2. Select how many pages you want to print
3. Click **Print**



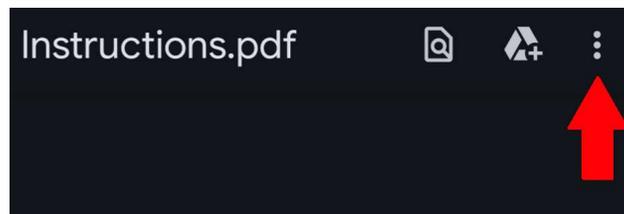
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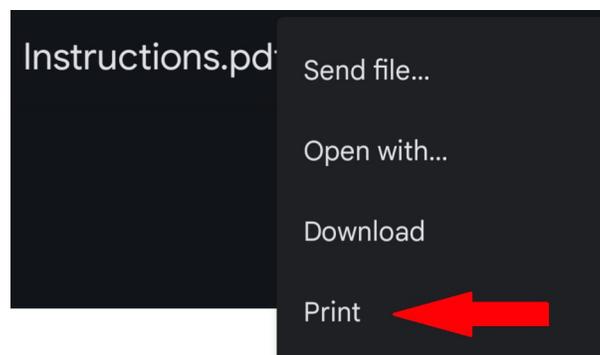


### On a Phone or Tablet:

- Tap the **share icon** (usually a box with an arrow or three dots)



- Tap **Print**



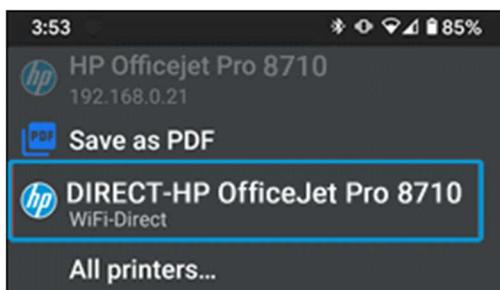
- Select your printer (you may need to connect it first if it's wireless)

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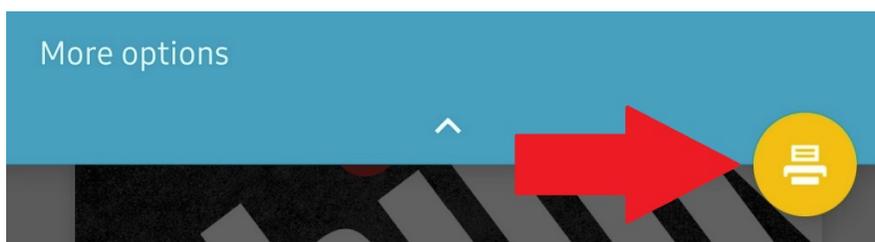




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- Tap **Print** again



**Note:** Your printer must be **connected to Wi-Fi** and set up for mobile printing. If you're unsure, check the printer brand's app or website.

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### Troubleshooting Tips

- **Can't open the file?** Download the free **Adobe Acrobat Reader** app.
- **Don't see a printer?** Make sure your printer is turned on and connected to Wi-Fi or plugged in.
- **Printing from phone not working?** Try forwarding the PDF to yourself and printing from a computer instead.

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### Bonus Tip:

Save time later by creating a folder called "PDFs" on your computer or phone where you keep things like:

- Tax documents
- Medical forms
- Recipes



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- Printables from this blog

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### You Did It!

PDFs don't have to be mysterious. Now you can open, read, and print them like a pro. Coming soon:

**"How to Fill Out a PDF Form (Without Printing It)"** — great for online paperwork!



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