

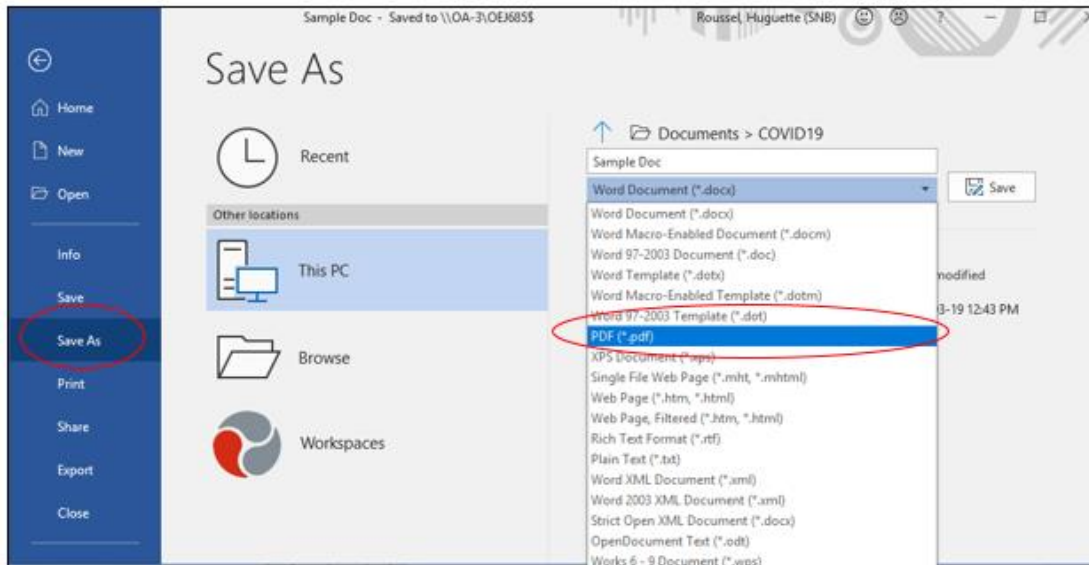
Working Without Printer and/or Scanner

Update: April 6th, 2020

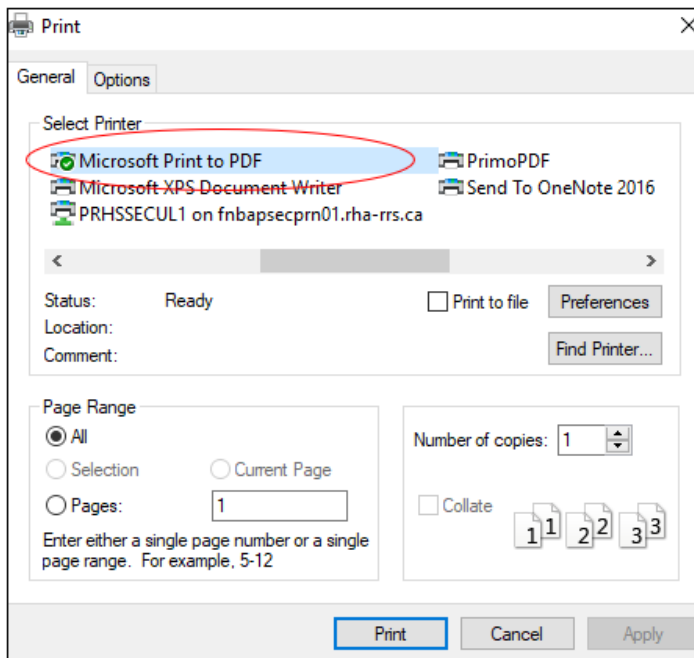
If you have to work without access to a printer or a scanner, you can use the following method:

1 – Save documents in PDF (File “Save as”) or Print to PDF instead of the printer.

Save as “PDF”

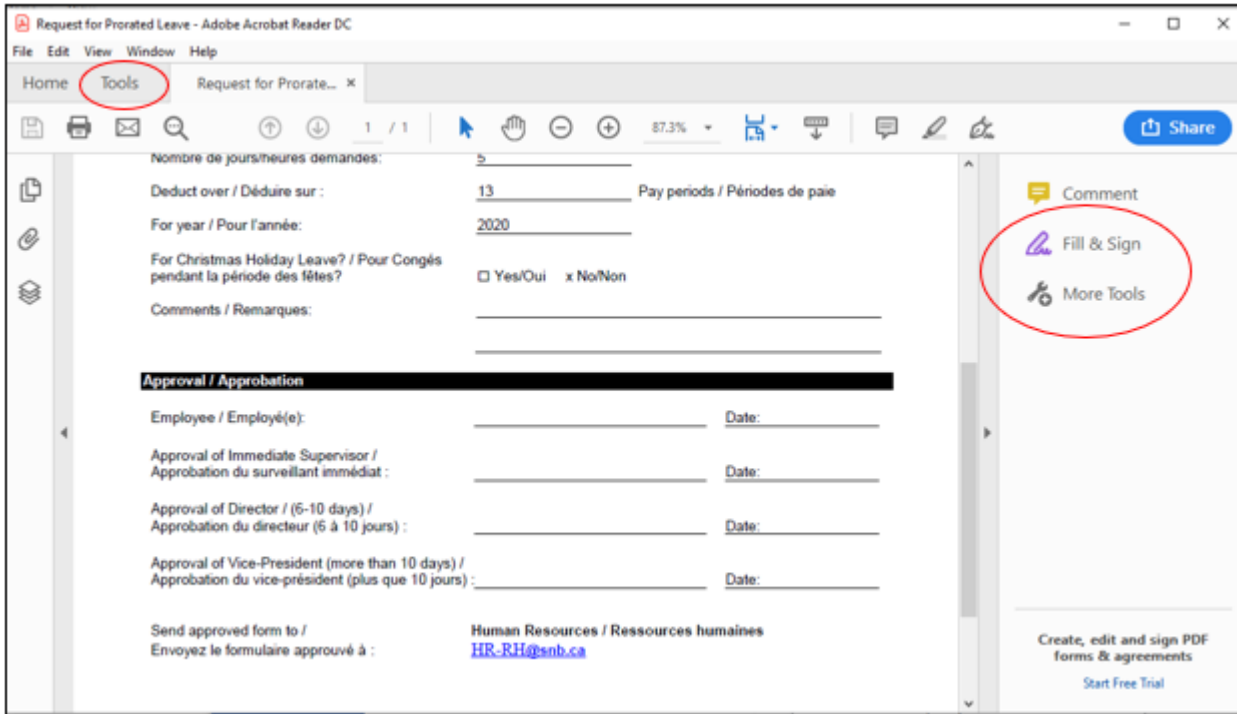


Or create PDF if the “Save as” to PDF is not available:



2 – Use **Acrobat Reader DC** if you need to add signatures or text to the documents that you can store/email as needed.

a. – Activate the “Fill & Sign” tool



See the Adobe site for more instructions <https://helpx.adobe.com/ca/reader/using/fill-and-sign.html>

Need Technical Help?

Please open a helpdesk at <https://intranet.nbed.nb.ca/helpdesk> or by calling 1-888-636-3131