

iPhone PDF Filling Cheat Sheet

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Free Downloadable Resource

(Designed for Printing/AirDrop Sharing)

1. Native iOS Tools: Lightning-Fast Workflows

Files App

text

1. Open Files → Locate PDF
2. Tap Markup Icon (pen tip)
3. ADD TEXT: Tap "T" → Drag box → Type
4. SIGN: Tap "+" → "Signature" → Create/Save
5. EXPORT: Tap Share → Save to Cloud/Email

Mail App Shortcut

text

- Attach PDF to email draft
- Tap attachment → "Markup and Reply"
- Draw/Sign → Send directly

Notes App Trick

text

- Create New Note → Attach PDF
- Tap Pencil Icon → Annotate freely
- Auto-syncs across Apple devices

2. Top Apps: Power Features

AppBest ForPro Tip

Adobe Acrobat

OCR Scanned Forms

Enable "Auto-detect fields" in settings

PDF Expert

Editing PDF text

Use "Dark Mode" for night work

Adobe Scan

Paper → Fillable PDF

Snap → "Recognize Text" → Tap "Fill"



3. Signature Mastery

✔ Save Reusable Signatures

text

Files/Adobe:

1. Create signature
2. Toggle "Save to Library"

✔ Legal e-Signatures

text

• Use Notarize/DocuSign for:

- Contracts
- Loan agreements
- Compliance docs

4. Fixing Common Issues

ProblemInstant Fix

Form fields not detected

Adobe: Tools → Prepare Form

Signature disappears

Export as "Flattened PDF"

Blurry typed text

Zoom to 100% before entering text

Can't edit scanned PDF

Run OCR in Adobe Scan

5. Security Protocol

🔒 Before Sharing:

text

[] Flatten PDF (lock edits)

[] Add password (Acrobat Pro)

[] Set expiration date (Google Drive)

[] Remove metadata: Files → Select PDF → Info icon → "Remove Location"

6. Time-Saving Shortcuts

⚡ iOS Automations

text

SHORTCUT 1: "Save Email Attachments"

• Trigger: New email with PDF

• Action: Auto-save to iCloud/OneDrive

SHORTCUT 2: "Quick Sign & Send"

• Trigger: Share sheet

• Action:

1. Add signature
2. Save copy
3. Email to [predefined contact]

≡ Text Replacement

text

//addr → Your full address

//esign → Digital signature image

//ddate → Today's date (auto)

(Set in: Settings → General → Keyboard → Text Replacement)

7. Pro Design Hacks

☐ Edit "Flat" PDFs:

text

1. Add white rectangle (Markup)

2. Cover unwanted text

3. Overlay new text box

☐ Multi-Page Contracts:

text

• PDF Expert: Merge/split pages

• Adobe: Add initials per section

Download & Usage

• Format: 1-Page PDF (A4/Letter)

• Design: Print-friendly dark mode

• Get It: freepdfreads.com/iphone-pdf-cheatsheet

