





Internet Daily Uses

Resume Upload, Document Scan & Upload, PDF Download & Print

What are Internet Daily Uses?

Internet daily uses mean **using the internet for common everyday tasks** such as applying for jobs, sharing documents, downloading forms, and printing important files.

 These skills are very important for:

-  Students
-  Job seekers
-  Office work
-  Government services

Resume Upload (Online)

What is a Resume?

A resume is a digital document that shows:

- Education
- Skills
- Experience
- Contact details

 Usually uploaded while applying for jobs online.

Steps to Upload Resume Online

Step 1: Keep Resume Ready

✓ Save resume in PDF or DOC format

✓ File name example:

Resume_jiramji.pdf

Step 2: Open Job Website




Examples:

- LinkedIn
- Naukri
- Indeed
- Company official website

 Always use trusted websites

Step 3: Click “Upload Resume”

 Step 4: Select Resume File

-  Upload Resume
-  Choose File
-  Attach CV

Step 4: Select Resume File

- Choose correct file
- Check file size
- Click **Open**

✓ Resume will upload automatically

Step 5: Review & Submit

- Confirm resume uploaded correctly
- Click **Submit / Apply**

 Take screenshot for record

Scan & Upload Documents

What Does Scanning Mean?

Scanning means **converting paper documents into digital files** using:

- Mobile phone
- Scanner app

 Popular scanning apps:

- Adobe Scan
- CamScanner
- Microsoft Lens

Steps to Scan Documents Using Mobile

Step 1: Open Scanner App

- Place document on flat surface
- Ensure good lighting

Step 2: Capture Document

- Take clear photo
- Adjust corners
- Crop and rotate if needed
-

Step 3: Save as PDF or Image

- ✓ Save in PDF format
 - ✓ Name file properly
- Example: Marksheet.pdf

Upload Scanned Documents

- Click **Upload / Attach File**
- Select scanned PDF
- Check clarity before submit

 Blurry documents may be rejected

PDF Download

What is a PDF?

PDF (Portable Document Format) is a **commonly used digital file** that looks same on all devices.




 Used for:

- Forms
- Admit cards
- Bills
- Certificates

Steps to Download PDF

Step 1: Click Download Button

Look for:

-
-  Download
 -  PDF Download
 -  Save File

Step 2: Save the File

- Choose folder (Downloads recommended)
- Click **Save**

✓ File is now downloaded

Step 3: Open PDF

- Use PDF reader
- Zoom in/out if needed

PDF Print

Why Print PDF?

- Form submission
- Office work
- Personal records

Steps to Print PDF

Step 1: Open PDF File

- Double-click the PDF
- Check all pages

Step 2: Click Print

- Press Ctrl + P
- Or click print icon 

Step 3: Select Print Settings

- ✓ Printer name
- ✓ Page size
- ✓ Number of copies

● Step 4: Click Print

- Ensure printer is connected
- Wait for printout

🔒 Safety Tips While Using Internet

- ✗ Do not upload documents on unknown websites
- ✗ Do not share OTP or passwords
- ✓ Always log out from public computers
- ✓ Use strong passwords

🚫 Common Mistakes to Avoid

- Uploading wrong file
- Wrong file format
- Blurry scanned documents
- Not saving downloaded PDFs

☀️ Benefits of Internet Daily Use Skills

- 🕒 Saves time
- 📄 Paperless work
- 🌐 Easy access anywhere
- 📁 Improves job opportunities

✅ Final Message

- 📌 These daily internet skills make life **easy, fast & digital**
- 📌 Practice regularly to become confident

☀️ **Digital skills = Smart future**