AIFreeForever

The PDF Summary Guide for 2026

A good summary gives you the part of a PDF you need, not a shorter copy of all of it. This guide shows what to ask for, the questions that work for reports, papers and contracts, and a checklist before you use the answer.

Check your PDF first

- **It needs real text:** if you can select the words in your PDF reader, the AI can read them. A scanned page is only a picture, so run it through PDF OCR first.
- **Keep it to 2 MB:** compress a big PDF, or split it and summarize one part at a time.
- **One PDF a message:** attach the PDF again when you ask about a new part of it.

Say what you want back

- **The length:** five points, one paragraph or one page.
- **Who reads it:** "for a 12-year-old" and "for my manager" give very different summaries.
- **The shape:** bullet points, a table of the numbers or a short email you can send.
- **Nothing to ask?** Send the PDF alone and you get a summary of the whole document.

Questions that work for each kind of PDF

Each kind of PDF hides its answer in a different place. These are good questions to start from.

Kind of PDF	What to ask
Report	"Summarize this in 5 points, then pull out the numbers as a table"
Research paper	"What did the study ask, how was it done and what did it find?"
Contract	"List the dates, the costs and what happens if I cancel early"
Meeting minutes	"List every decision, and every action item with who owns it"
Textbook chapter	"Turn this into study notes with headings, then write 10 quiz questions"
Manual	"Give me the steps to set it up, in order"

After the first answer

- **Make it fit:** ask for it shorter, longer, simpler or in another language.
- **Compare two models:** switch the AI model and ask again. Where they disagree, read that part of the PDF yourself.
- **Make a file:** ask @Word for a Word document, @PPT for slides or @Excel for a spreadsheet made from the answer.

My summary plan

The PDF: _____

What I need from it: _____

Who will read the summary: _____

Length and shape: _____

What I type into the chat: _____

Before you use the answer

☐ Every name and date is in the PDF.

☐ Every number matches the PDF.

☐ Nothing important was left out for what I need.

☐ For a contract, I read the real wording before I sign.

☐ The summary says it came from the PDF, if I share it.

On AIFreeForever, the AI PDF Summarizer reads the text of the PDF you attach and answers in the chat. Attach a PDF of up to 2 MB, say what you want or send it alone for a summary, and ask follow-ups about the answer.

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