

Adobe Scan App Instructions:

- **Download the App:** Download the “Adobe Scan” app, available to all smartphones. I’ve Direct link included here, but you can also look on your relevant carrier app store.
<https://acrobat.adobe.com/us/en/mobile/scanner-app.html>
- **How to Scan:**
 - a. After opening the app first time users will be walked through a step by step tutorial. For returning users, your phone should automatically open to the camera screen within the app.
 - b. Once on the camera screen, hover your phone above the document and square the page within the blue frame on your screen.
 - By default settings, the app will automatically scan once your document is focused and centered within the blue frame.
 - If it does not automatically scan, you will press the round “capture” button at the bottom middle of the screen.
 - c. Crop your image as needed by dragging the blue frames corners to best fit the page. Make sure all of your work is legible and within the scanned image.
 - d. Press the blue “continue” button at the bottom right of your screen to scan your next page. Repeat this process with all pages of the assignment. **IMPORTANT: Be sure to scan all pages in the correct order and within the same PDF file.**
 - e. When finished, press the square image at the bottom right corner of the camera screen. This will take you to the final editing phase of your scanned PDF.
 - f. Change the document name by clicking the pencil toward the top of the screen. Type an appropriate name for the document.
 - g. Save your PDF by pressing the blue “Save PDF” button in the top right corner.
- **How to Share:**
 - a. All of your saved PDF’s should be listed on the app’s home screen. Find the appropriate document, and click the “share” box directly to the right of it.
 - b. From the share option, email yourself a copy of the PDF and download it to your computer. Once downloaded, you will be able to upload your PDF and send it or upload it as needed.