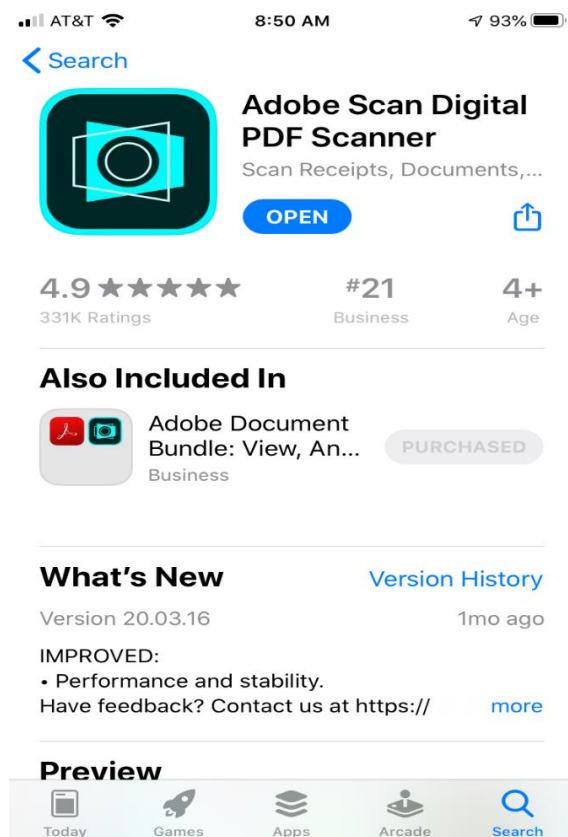


Adobe Scan Digital PDF Scanner App:

A guide to scanning documents on your mobile device

Step 1: Download Adobe Scan Digital PDF Scanner App for your mobile device

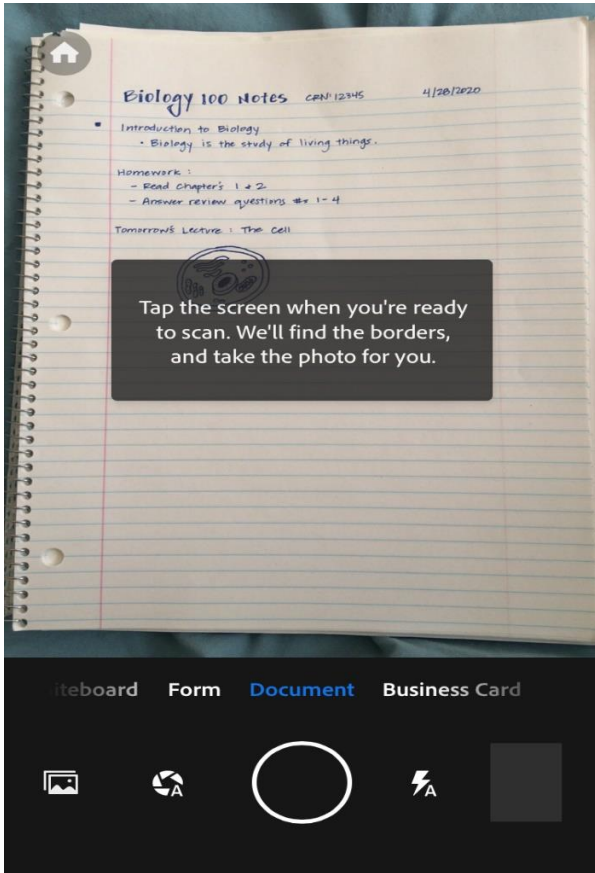


Step 2: Set up your account

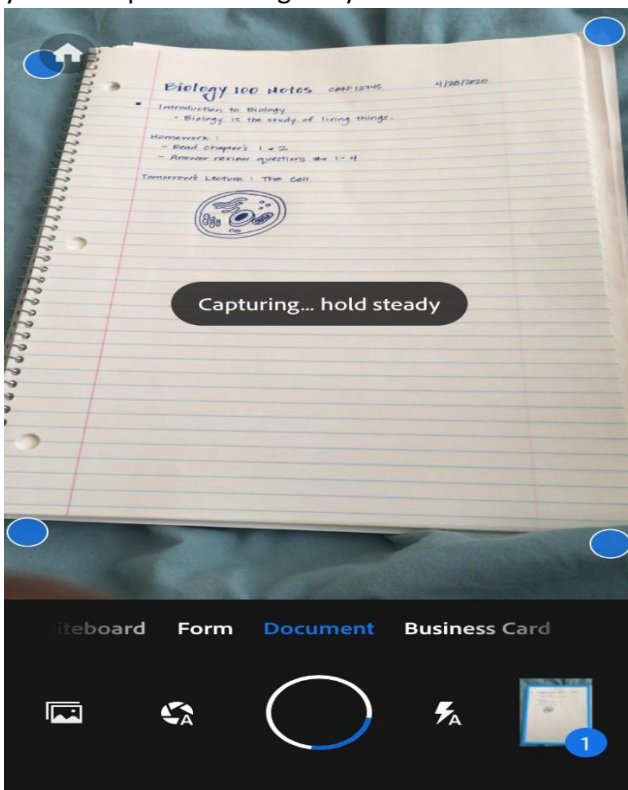
Step 3: A notification will appear that says: “Adobe Scan” Would like to Access the Camera. Click “OK”

Step 4: A notification will appear that says: “Adobe Scan” Would like to Send you Notifications. You can either “Allow” or “Don’t Allow”. Whichever you choose, you can always go to your settings to change this option.

Step 5: Start scanning your pages. Your camera will activate within the app and you can tap on the screen when you are ready to scan. The app will find the borders and take the photo for you! Please see picture below:



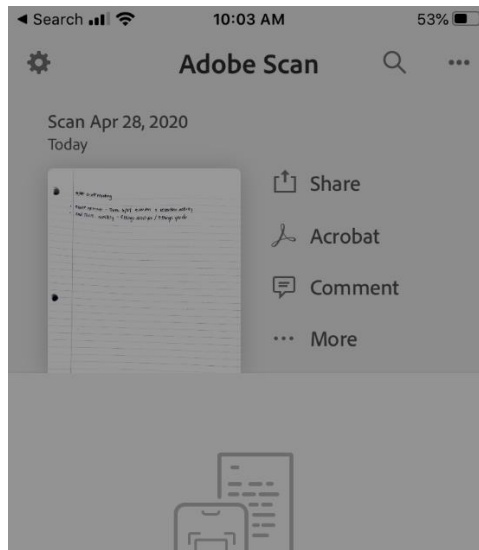
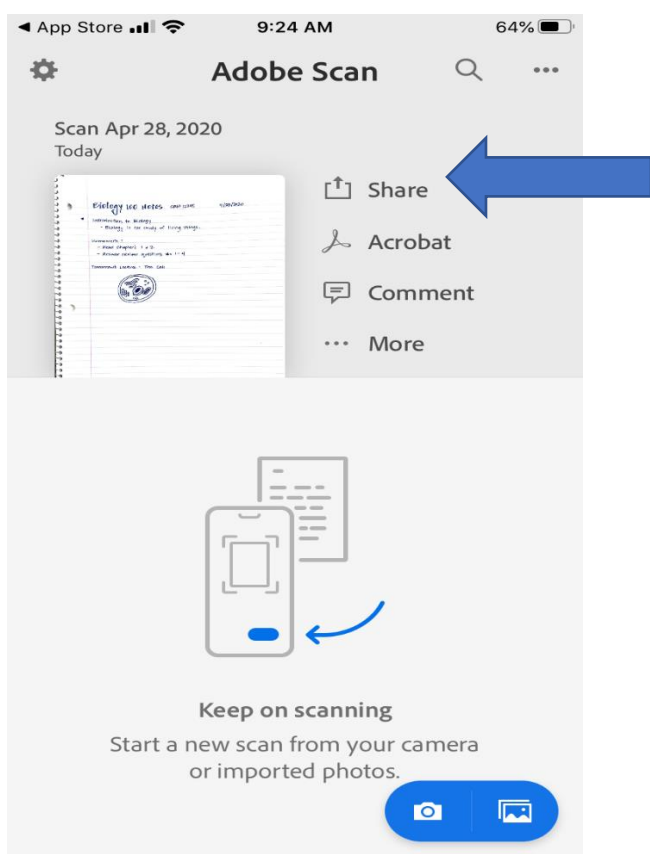
Step 6: Scan as many pages as necessary. Once you are finished scanning all the pages you need for the pdf document, you can tap on the image of your scanned documents on the bottom right corner of your screen:



Step 7: On this screen, you will be able to make edits to your scanned documents, using the tools at the bottom of the screen. Once you're done making edits (if needed), tap on "Save PDF" in the top right corner.



Step 8: You can now share this document. When you tap on "Share," choose the option "Share a Copy" on the next screen that pops up. Then, email the document to yourself. Once you receive the email from yourself, save the attached document to any folder that makes the most sense to you. For example, you may save to your "Desktop."



Use Share Link and Email to share links to your file. Anyone with the link can view it.

- Share Link
- Email...
- Share a Copy