

## Adobe scan

Once upon a time, the only way to scan a document was to use a scanning device. In most offices, the scanner was an immovable object located next to the printer.

But now you can use your mobile phone to snap, store and share your scanned documents using a clever little mobile app called Adobe Scan.

And what's more, it's free.



### What is Adobe Scan?

Adobe Scan conveniently turns your mobile phone into a document scanner. You can use it to snap receipts, minutes, invoices or enrolment forms or whatever it is that you need scanned.

Adobe Scan will convert your snaps into a pdf that you can access from Adobe's Cloud storage.

### How do I get started?

To get started with Adobe Scan, follow these three steps:

1. Access your phone's app store.
2. Download the free Adobe Scan app to your phone.
3. Install the application on your phone.

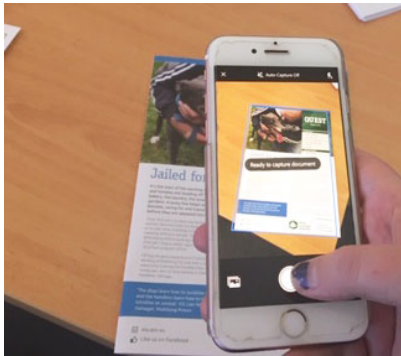
After you've gone through the installation process, you do need to sign into your Adobe account.

### Why do I need an Adobe account?

You need an Adobe account because your scans are saved to Adobe's cloud storage platform. If you don't already have an Adobe account, you will need to sign up for one. Just make sure you choose the free account.

Please bear in mind, there are limitations on how much storage is available to you for free. Remember, you can always download the scans to your desktop or other storage facility regularly and delete them from Adobe Cloud to ensure you are within the specified storage limits.

## How do I use the app?

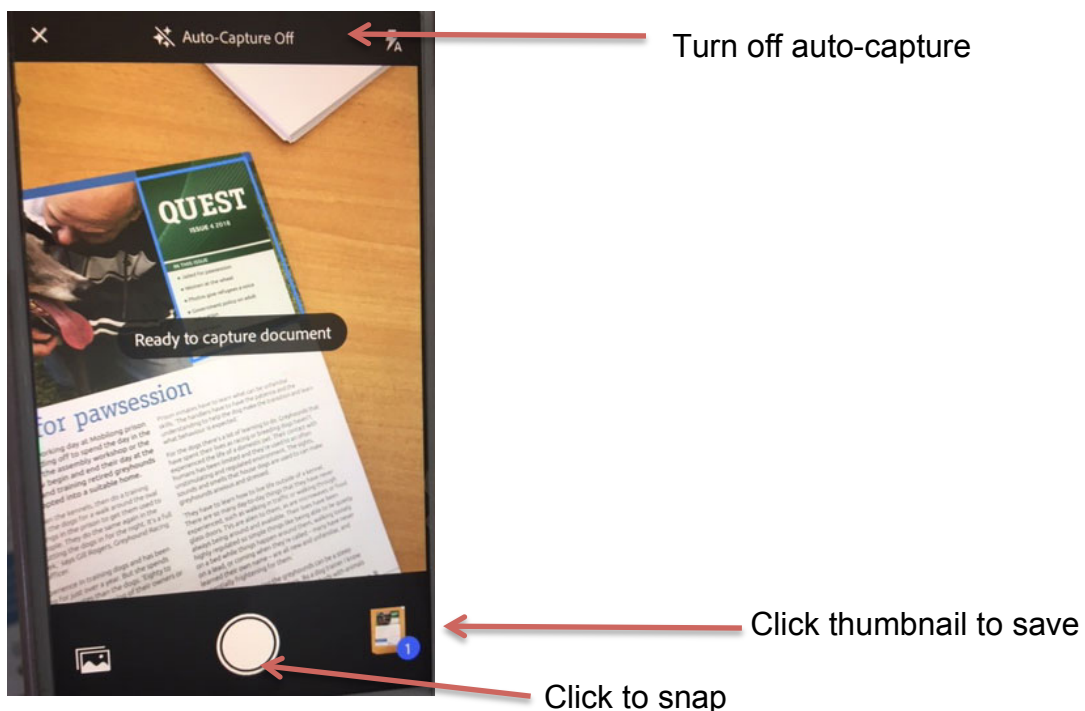


The app is very simple to use. To scan a document:

1. Open the Adobe Scan app.
2. Turn off auto capture at the top of the screen.
3. A blue rectangle will appear. Move your phone to ensure your document fits within the blue rectangle.
4. Make sure you have good lighting because the app uses an automated feature to find the edge of the document.
5. Tap the round white button.

If you want to create a multi-paged pdf, simply continue taking images one by one. It will automatically include all the snaps in one pdf.

If you just want a single pdf, after you've taken the snap, hit the thumbnail image of your snap located in the bottom right hand corner. Then save as pdf.





### **How much does Adobe scan cost?**

The Adobe Scan app is free. Adobe Cloud is free but there are limits to the free package in terms of storage size.