



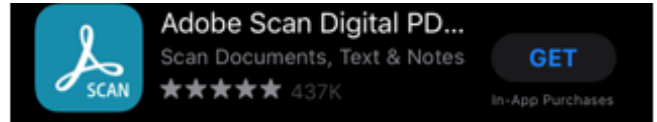
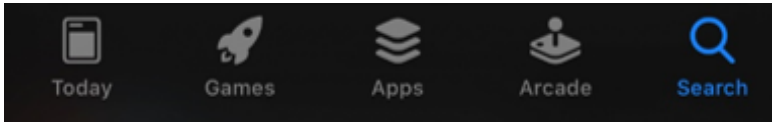
How-to Guide – Adobe Scan – iOS (Apple Products)



Download and Installation Instructions



1. Start by opening the **App Store** on your IOS device (iPhone, iPod, iPad, et cetera).
2. Tap the magnifying glass at the lower right corner of the screen.
3. Search for **Adobe Scan Digital PDF Scanner**.



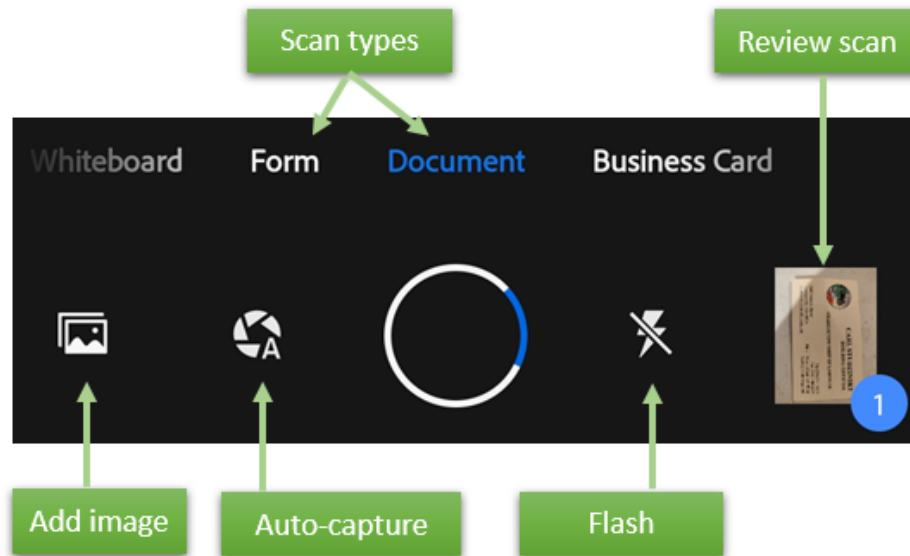
4. Tap **GET** next to the app. Wait for the app to download and then click **Open**.
5. You must sign in with a Google, Facebook, Apple, or Adobe account (you can create a free Gmail account at gmail.com).
6. Allow the app to have access to your camera. You can either allow or deny the app the ability to send you notifications.

***Please note:** It is recommended that you also download the Adobe Acrobat and CANVAS apps.



Quick Scanning Instructions



1. Open **Adobe Scan**.
2. Choose the appropriate scan type (whiteboard, form, document, business card). If you are unsure about what to choose, you should highlight the **Document** option.
3. Place the document that you want to scan on a flat surface.
4. Hold the camera directly above the document. Make sure the entire document is aligned and in the frame.
5. Hold the camera steady while the app locates and processes the document. The app will automatically scan the document once it has a clear view. If the app does not automatically scan the document, you can tap the capture button (the big circle at the bottom of your screen) to scan it manually.
6. Each time you scan a page, you will have the option to **Retake** it or **Continue** forward to scan another page. You will see a counter of the total number of pages successfully scanned at the bottom-right of your screen.
7. When you finish scanning all pages, click the page counter at the lower-right corner.
8. You will now have the option to further edit the document. When it appears correct, tap **Save PDF** to finalize the scan.



Upload Directly to CANVAS


***Please Note:** You can submit assignments directly to CANVAS through the **Adobe Scan** app. This is only possible if you have the CANVAS app downloaded to your device (it is available in the App Store).

Instructions:

1. Scan a document with the **Adobe Scan** app.
2. Tap **Share**. 
3. Tap **Share a Copy**.
4. You will see a row of your app icons. Scroll through them until you find the **CANVAS** icon. 
5. Choose the correct class name and assignment.
6. Tap **Submit**.

***Please note:** There are many compatible apps that you will see when you tap **Share**. For example, you can access Mail, Messages, Chrome, AirDrop, Kindle, Zoom, Snap Chat, and more.

Detailed App Instructions

1. Open **Adobe Scan**.
2. Tap the settings icon. 
3. Tap **Help**.
4. Tap **Site** and choose a topic from the drop-down menu.

***Please note:** Whenever you have questions about the app, the **Help** section is a great source of information. YouTube is a great source for visual learners.