

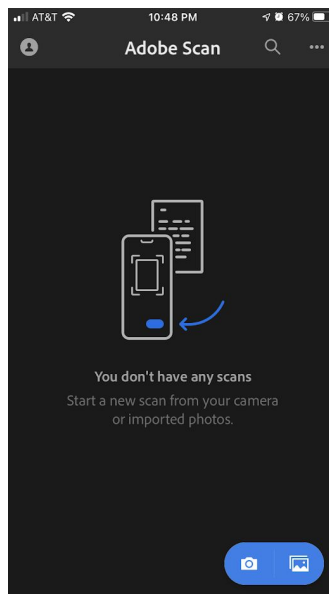


## Adobe Scan - Smartphone App for Scanning PDFs

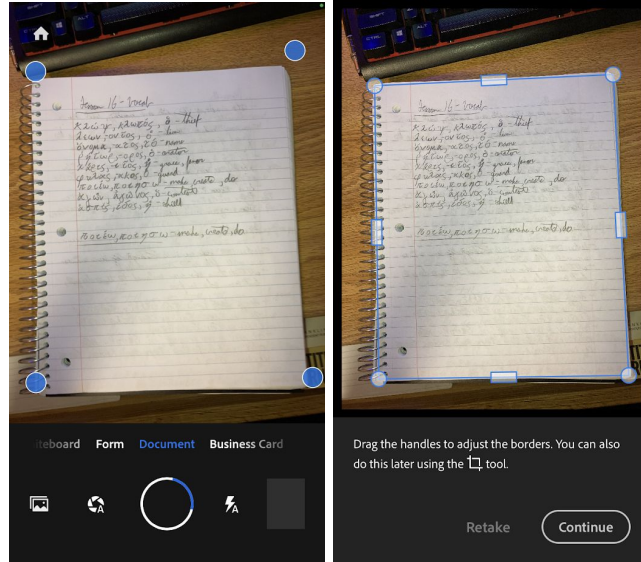
Since Carleton currently supports Adobe Suite, Adobe Scan is the best official option to scan documents to PDFs. Here are the 7 easy steps to using Adobe Scan.

1. Download the application from the app store
2. After downloading and opening the app, you will be prompted to sign in. Sign in with your Carleton email address, and you will be able to scan documents.

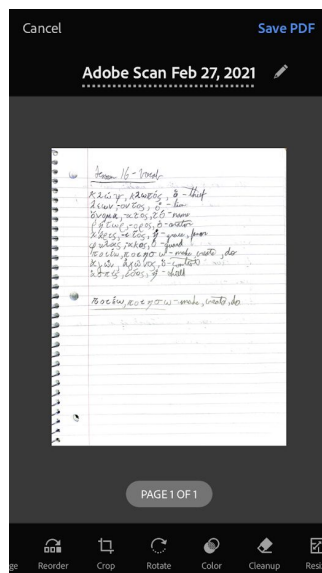
3. If you intend to take a picture to scan, click the camera icon . Otherwise, if you have your photo already saved on your device, click the photo icon .



4. You will be presented with the following interface: Place your page in frame, and it will automatically scan, allowing you to crop the image to your liking:



5. Scan all pages of your document, and click the document image on the bottom right of the screen. Here, you can add final edits to the scan (name, extra cropping, colors, etc.).
6. After all edits have been completed, click “Save PDF,” and it will save your document to your Adobe Scan library.



7. In your library, you can now click “Share” and send your file wherever you would like it to go.

