

# **ADOBE<sup>®</sup> SCAN**

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**PDF SCANNER, OCR**

**USER GUIDE**

**DISCLAIMER**

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# **Introduction**

## **Purpose**

This document is intended to assist the new beginners to use the Adobe Scan application for the very first time. The document contains all information related on accessing and using the application for the very first time.

For any queries or specific information related to application reach us to Adobe help center.

## **Intended Users**

This document is intended for users who have installed the Adobe Scan application version for the first time.

## **Abbreviations and Acronyms**

JPEG	Joint Photographic Experts Group
OCR	Optical Character Recognition
PDF	Portable Document Format

# Application Overview

The Adobe Scan application is used by the users to scan and download the documents. This application is a free to download scanning application that recognizes text and creates digital documents output in form of .PDF and .JPEG files.

## System Requirements

Before installing the application, ensure you meet the following requirements:

1. Android phone with version greater than 5.

## Benefits of Adobe Scan

The following are the benefits of the Adobe Scan application:

1. Multiple scans and combine them into one consolidated PDF file.
2. Optical Character Recognition (OCR) for easily identification of characters.
3. User accessibility to export outputs in multiple formats like Word, Excel, or PowerPoint.

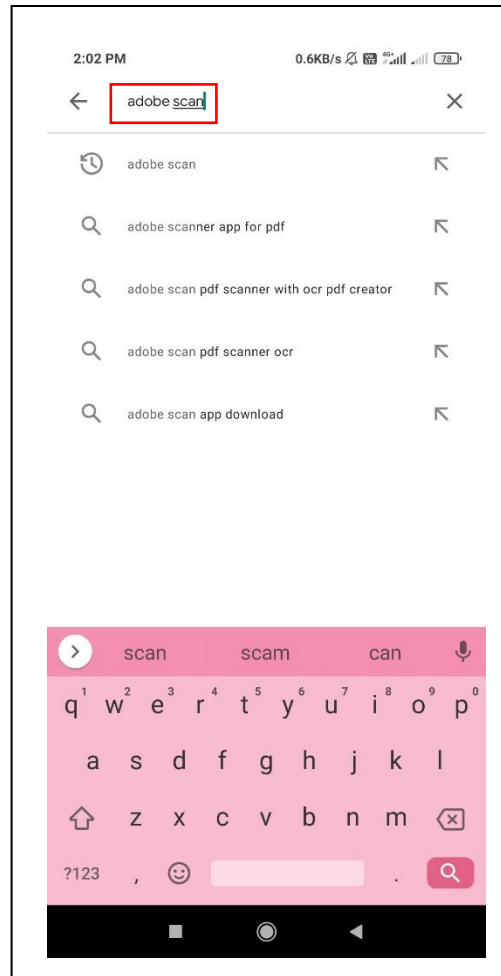
**Note:** *Use of this application is governed by the Adobe General Terms of Use.*

# Installing the Adobe Scan Application

To install the Adobe Scan application, proceed as follows:

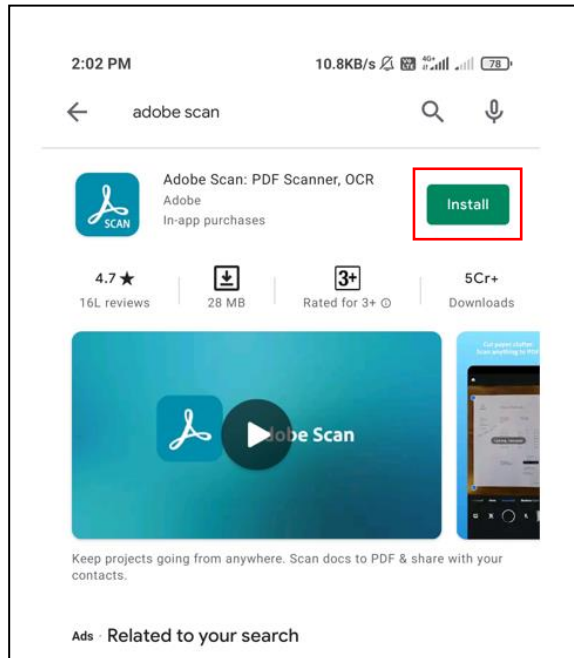
1. Open the **Play Store** application on your Android smart phone and type **Adobe Scan** in the search window.

**Figure 1: Searching the Application**



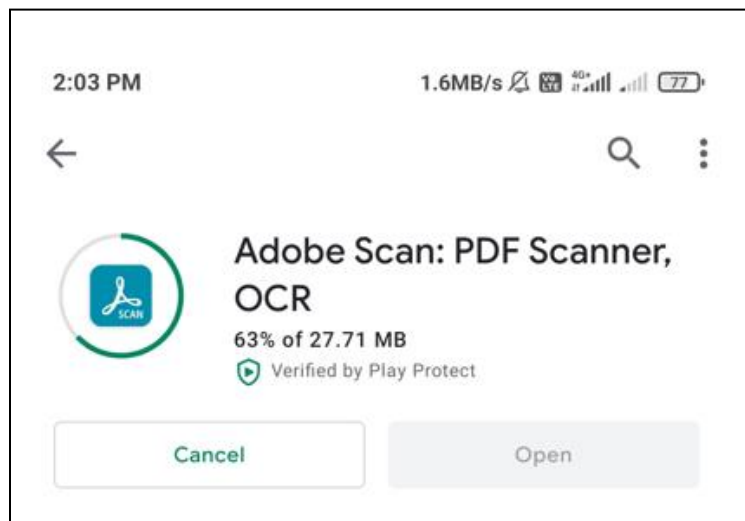
2. Click on the right upper corner window of your screen to start installing the application.

**Figure 2: Installing the Application**



3. The installation of the application starts.  
*Note: Allow and accept any permissions if prompted.*

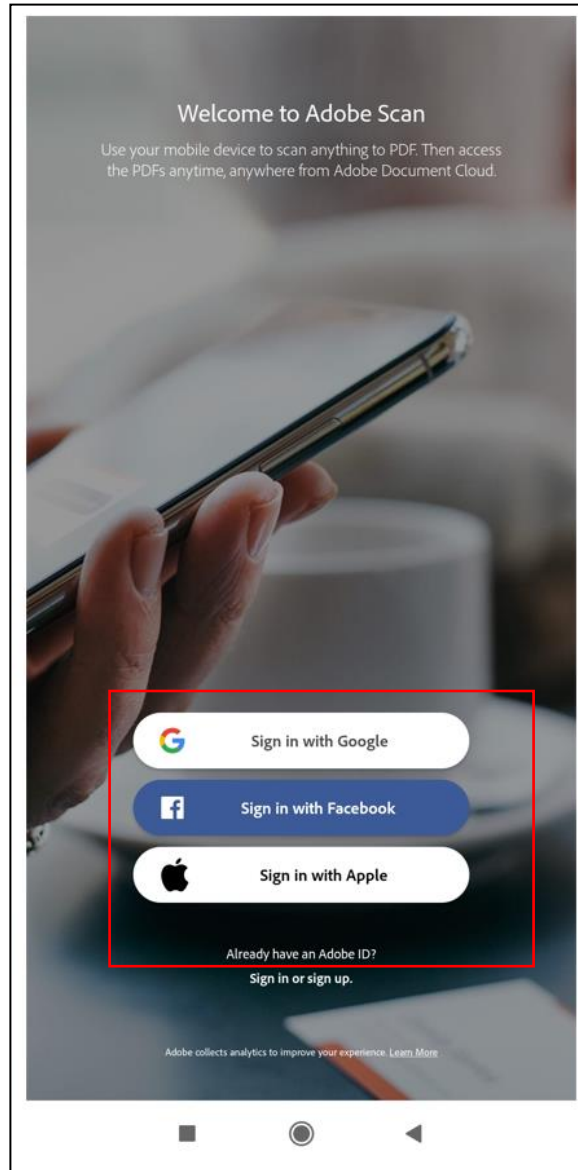
**Figure 3: Application Installing**



The installation will be completed once it reaches 100% completion, and the application will automatically be installed on your phone.

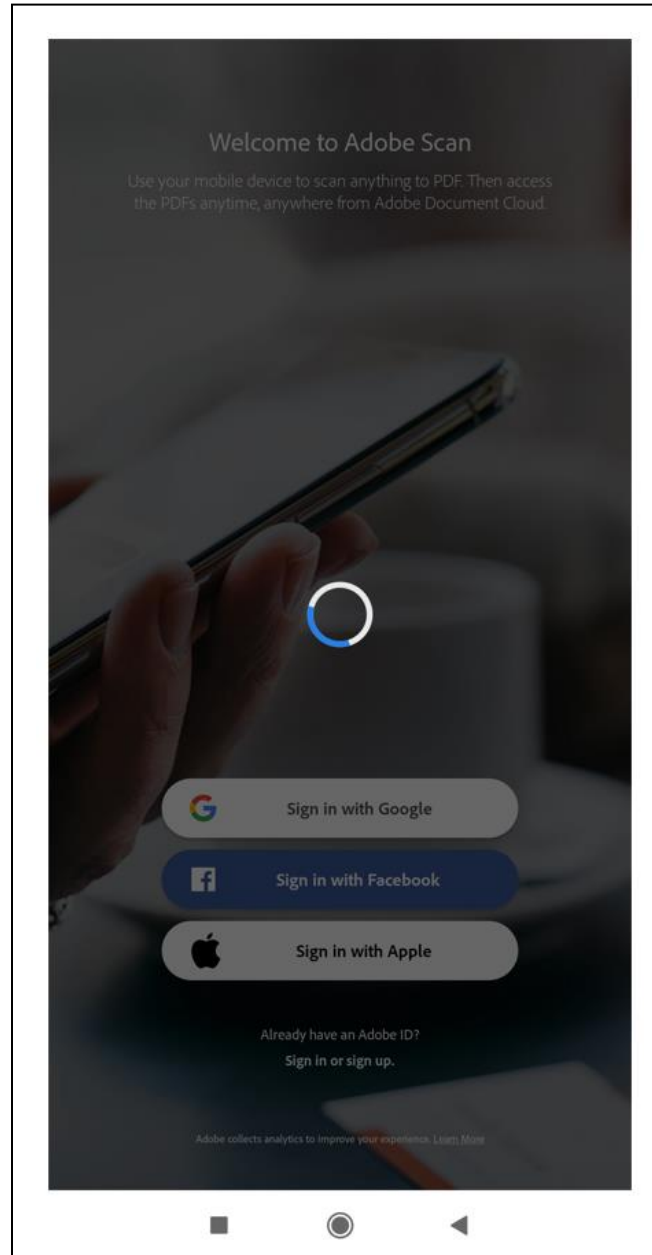
4. After the application is installed, open the application from your phone. The following home page is displayed as shown in the following image.

**Figure 4: Sign In to the Application**



5. Sign in using Google, Facebook, or Apple account of your choice. Choose the required account you need and click **Ok**. The application will load to open.

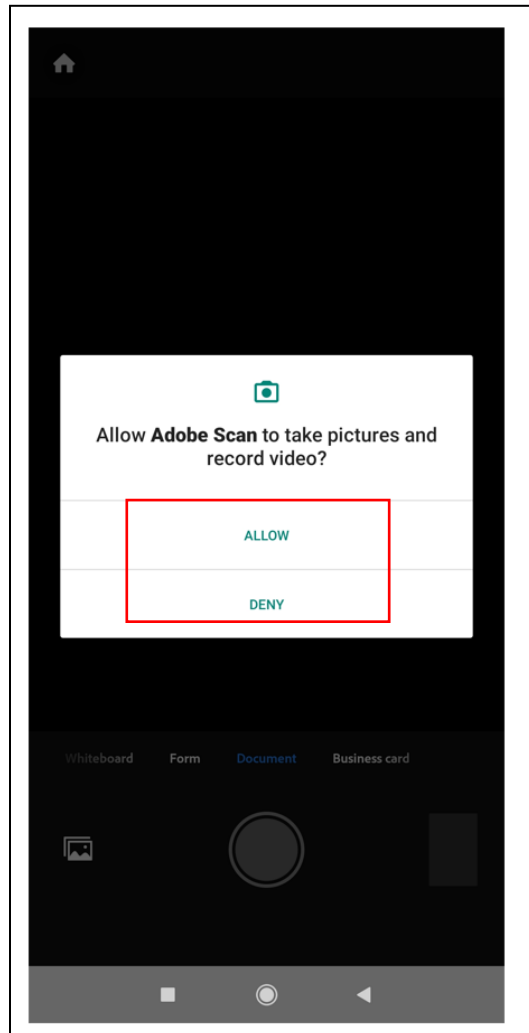
**Figure 5: Application Loading**





6. The application prompts for permissions for running the application on your android phone. Allow and accept the permissions and application will load to open the application.

**Figure 6: Allowing Prompts**



7. The application opens with the following message displayed on the screen "Tap the screen when you're ready to scan".
8. The home screen provides us with the option for scanning Documents, Business card, Form, and Whiteboards.

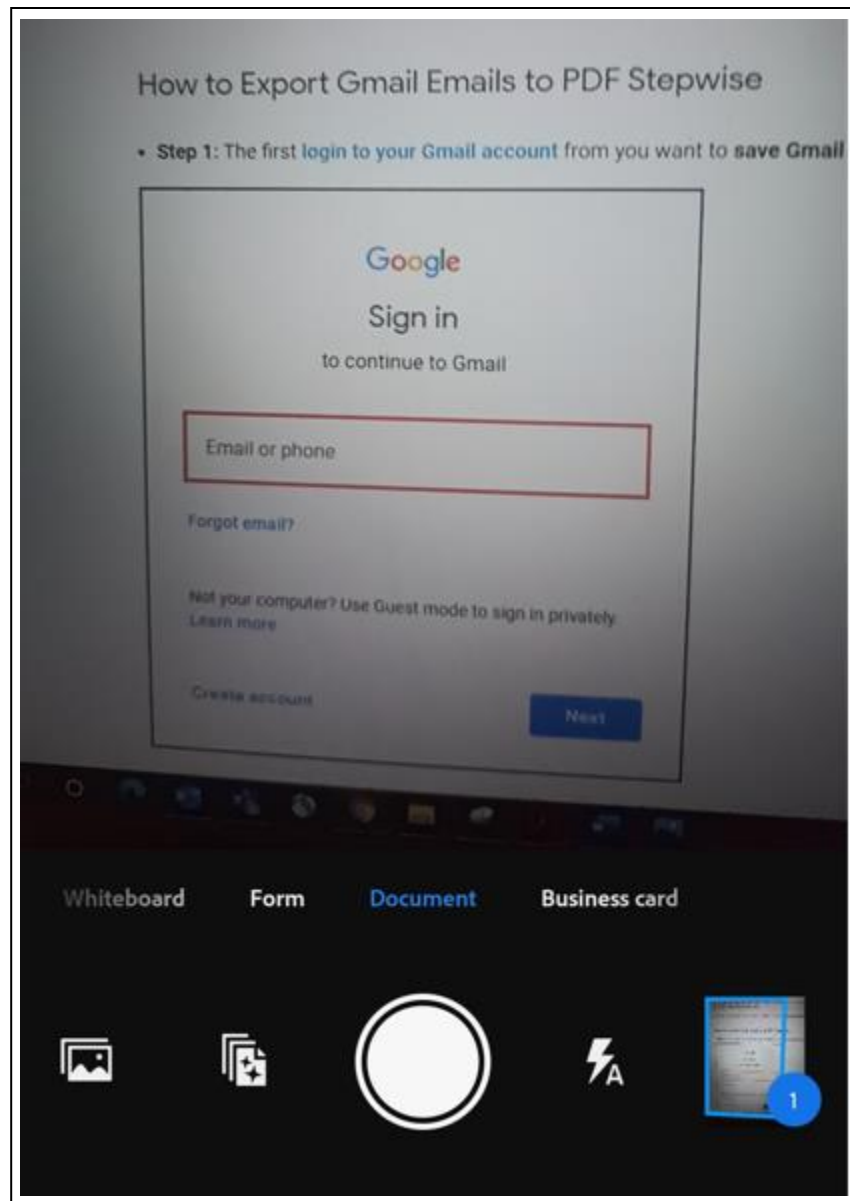
# Scanning a Multipage Document

In this document we will focus on scanning multiple pages of the document and combining them into single PDF file.

To scan the documents, proceed as follows:

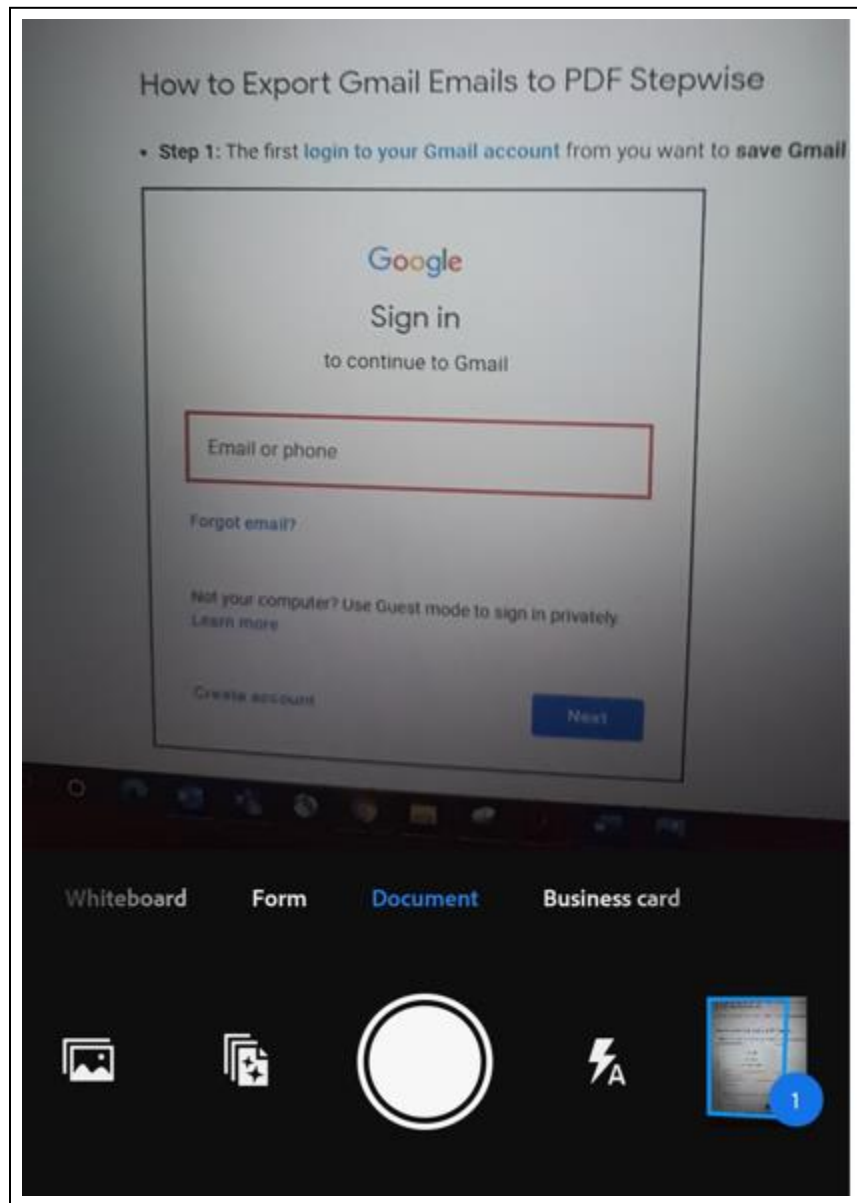
1. Open the Adobe Scan application and click **Document**.

**Figure 7: Creating Document**



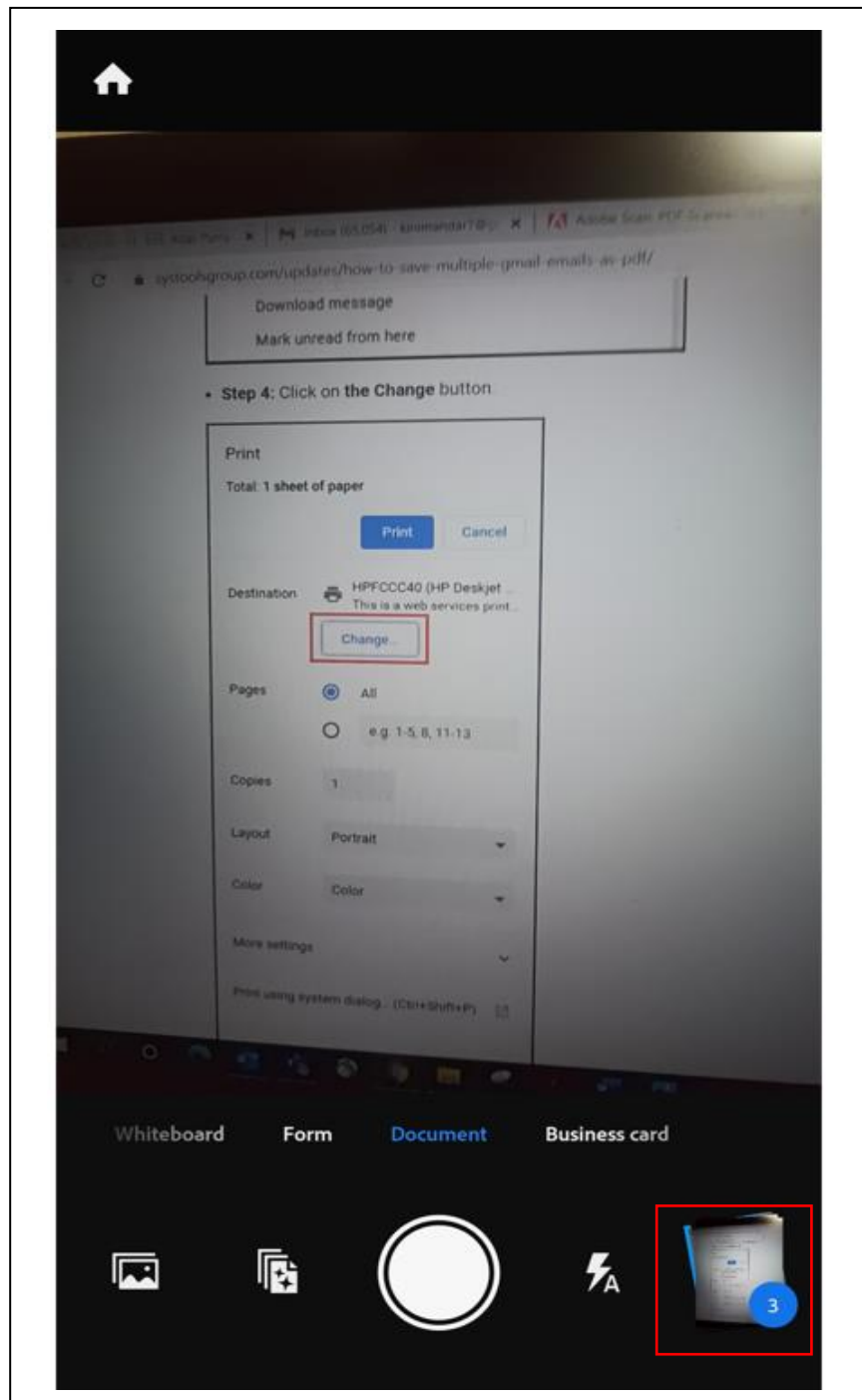
2. Place and point the camera on the document you need to generate PDF for and click on the middle circle button to take the snap.

**Figure 8: Clicking Picture**



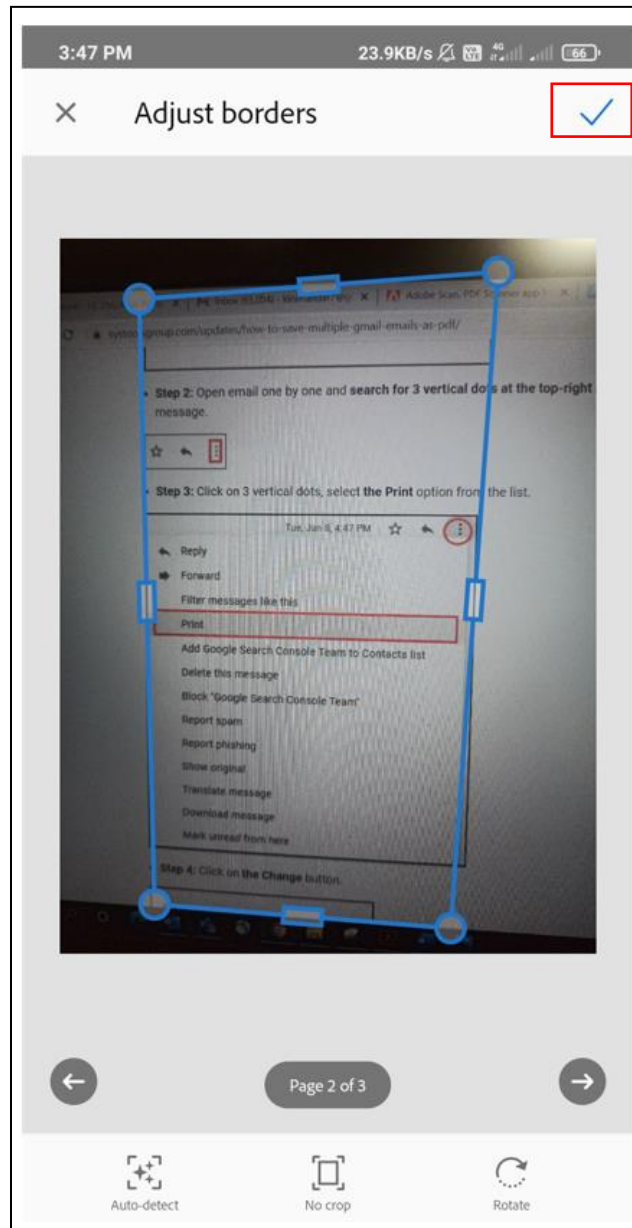
3. Take multiple images and generate snaps of the images you want to create PDF.

**Figure 9: Creating Multiple Images**



- Once images have been clicked you can also crop the images for adjusting the shape and size of the image of required dimension.

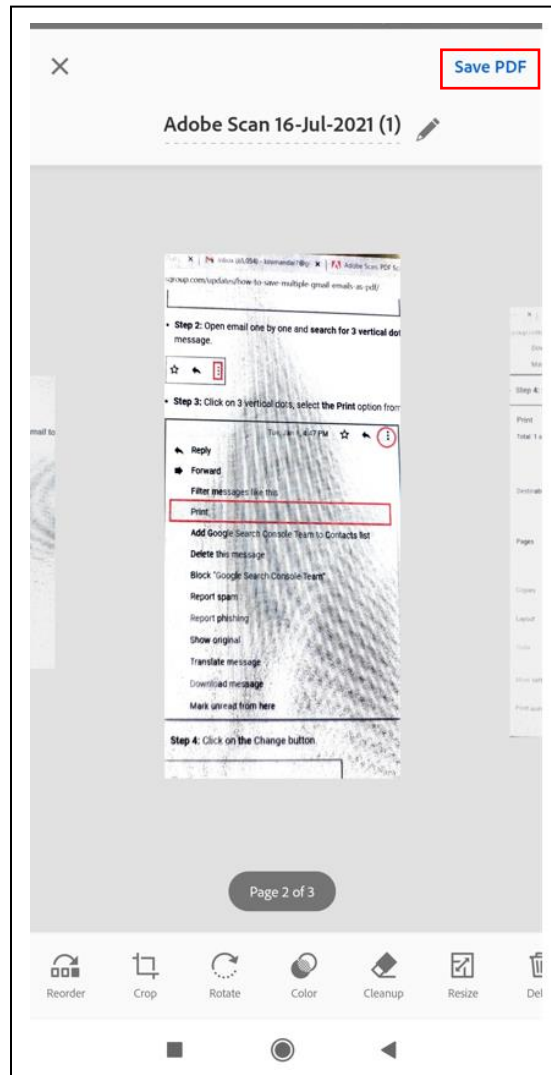
**Figure 10: Adjusting the Image**



Click on the checkmark on top right corner once the size is adjusted.

5. After adjusting all the images, click on Save PDF on top right corner.

**Figure 11: Saving the File**



6. Enter the appropriate location where you want to save the file. All the images will be saved as one combined PDF file.

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