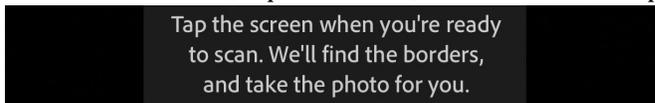


Adobe Scan App

How to properly format a PDF using the Adobe Scan App:

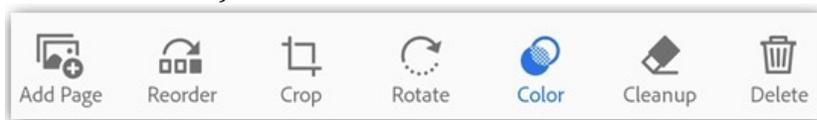
1. Download the [Adobe Scan App](#)¹⁵ on your mobile device from the [Apple App Store](#), [Google Play Store](#), or the [Samsung Galaxy Store](#).
2. Open the app and choose a sign in option.¹⁶ You can sign in using an existing Adobe, Apple, Google, or Facebook account. (Alternatively, you can create a new Adobe ID.)
3. To scan a document, simply open the app, put the document in view of the camera, tap the screen, and wait for the capture.



4. Repeat step (3) multiple times until each page of your assignment has been scanned.
5. When you've finished scanning, tap the document's thumbnail in the lower right-hand corner to enter "Review Mode."



6. In Review Mode you can edit your scans. (Edit options appear in the bottom menu.)

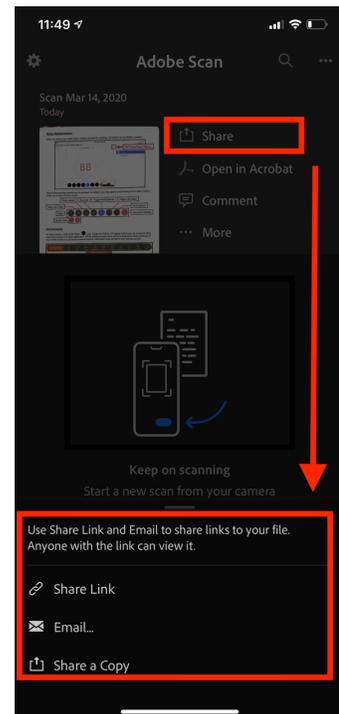
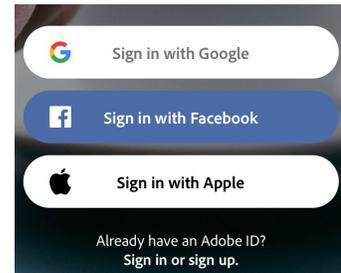


7. Once you're satisfied with the scan, tap the pencil (top-center) to edit the default name, and then tap "Save PDF" (top-right) to automatically convert your scan to a PDF and save to the Adobe Document Cloud.
8. Now that your PDF is available in the Adobe Document Cloud, the next and final step is to download it to your computer/laptop. The instructions for doing so appear at <https://bit.ly/adobescan4335>.

¹⁵ Adobe Scan App



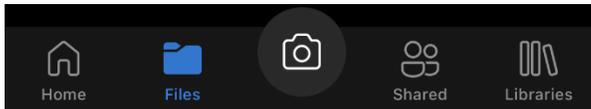
¹⁶ The scan app requires that you sign in to Adobe Document Cloud so that your scans may be converted to PDF, saved to the cloud, and synced across devices.



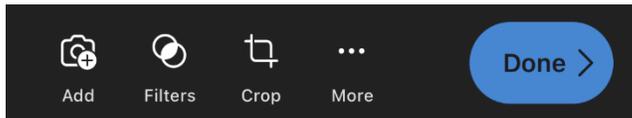
OneDrive App

How to properly format a PDF using the OneDrive App:

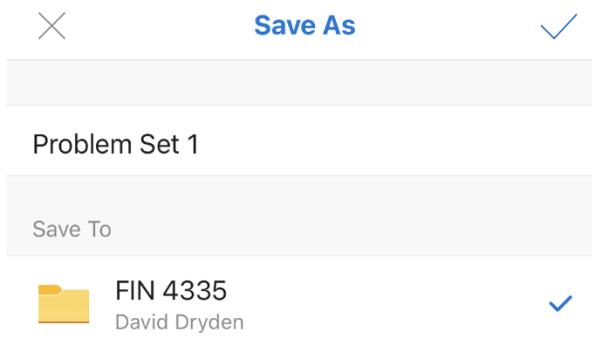
1. Download the [One Drive App](#)¹⁵ on your mobile device from the
2. [Apple App Store](#), [Google Play Store](#), or the [Samsung Galaxy Store](#).
3. Open the app and choose a sign in option.¹⁶ You should already have a OneDrive account through Baylor, and be able to sign in with your Baylor Microsoft account
4. To scan a document, simply open the app, navigate to the folder you wish to save the document in, and select the camera icon at the bottom of the screen.



5. The borders will adjust automatically, but you can always adjust them manually after each scan.
6. You can then use the “add” button at the bottom to scan another page, or select the “done” button to move on to the save screen



7. After you have finish scanning, the final screen will allow you to name the document, select a folder, and then complete the scan by clicking the checkmark in the top right of the screen.



8. The PDF document will then be uploaded to the OneDrive Cloud, and you will be able to access it on any device that is signed into your OneDrive account.

¹⁵ OneDrive App



¹⁶ The scan app requires that you sign in to be able to access files and have them synced across devices.