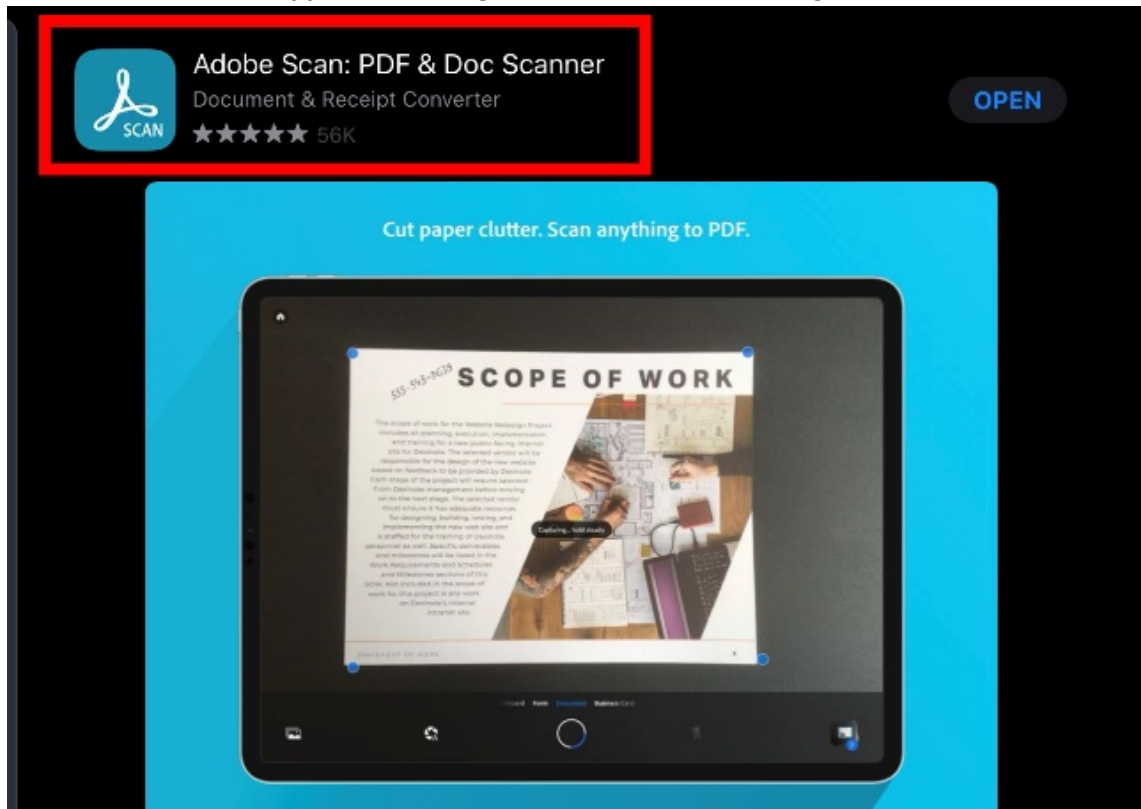# Adobe Scan

Below is a guide for the installation and the use of the app **Adobe Scan**. This is a useful app for sending multiple photos of work as one PDF to a teacher for marking on Google Classroom. This App is also available from the Goole Play store, so it can be also used on an Android device.

Step One

Firstly, download the **Adobe Scan: PDF & Scanner** app from the app store of your device. Ensure you **download the correct app**. See the image below with the correct logo

Adobe Scan: PDF & Doc Scanner
Document & Receipt Converter
★★★★★ 56K

OPEN

Cut paper clutter. Scan anything to PDF.

SCOPE OF WORK

Step Two

When the app is downloaded and opened the start page will appear. In the bottom right hand corner there is **a blue icon with 2 white silhouettes**. The **left is a camera** and when selected it will open the camera to take a new image. The **right is an image copy** where if you already have the image taken, then click it and select the image you wish.

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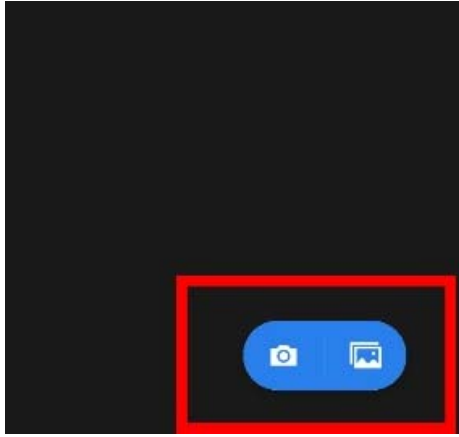
Step Three

Once the camera option is clicked, the following icons appear around the screen. On the **bottom of the screen there is a toolbar** that has a number of options. There are **normal camera options** i.e. flash etc. There are also **scan options. These include whiteboard, form document and business card**. For this example, we will use **Document** as it may be the most commonly used by staff and students to upload to Google Classroom. There are **blue markers** on the screen and when held steady they will place carefully to the outline of the document and **the app will automatically take the picture**. If you want to stop and return to the home page, click the **home page icon** to the top left of the screen
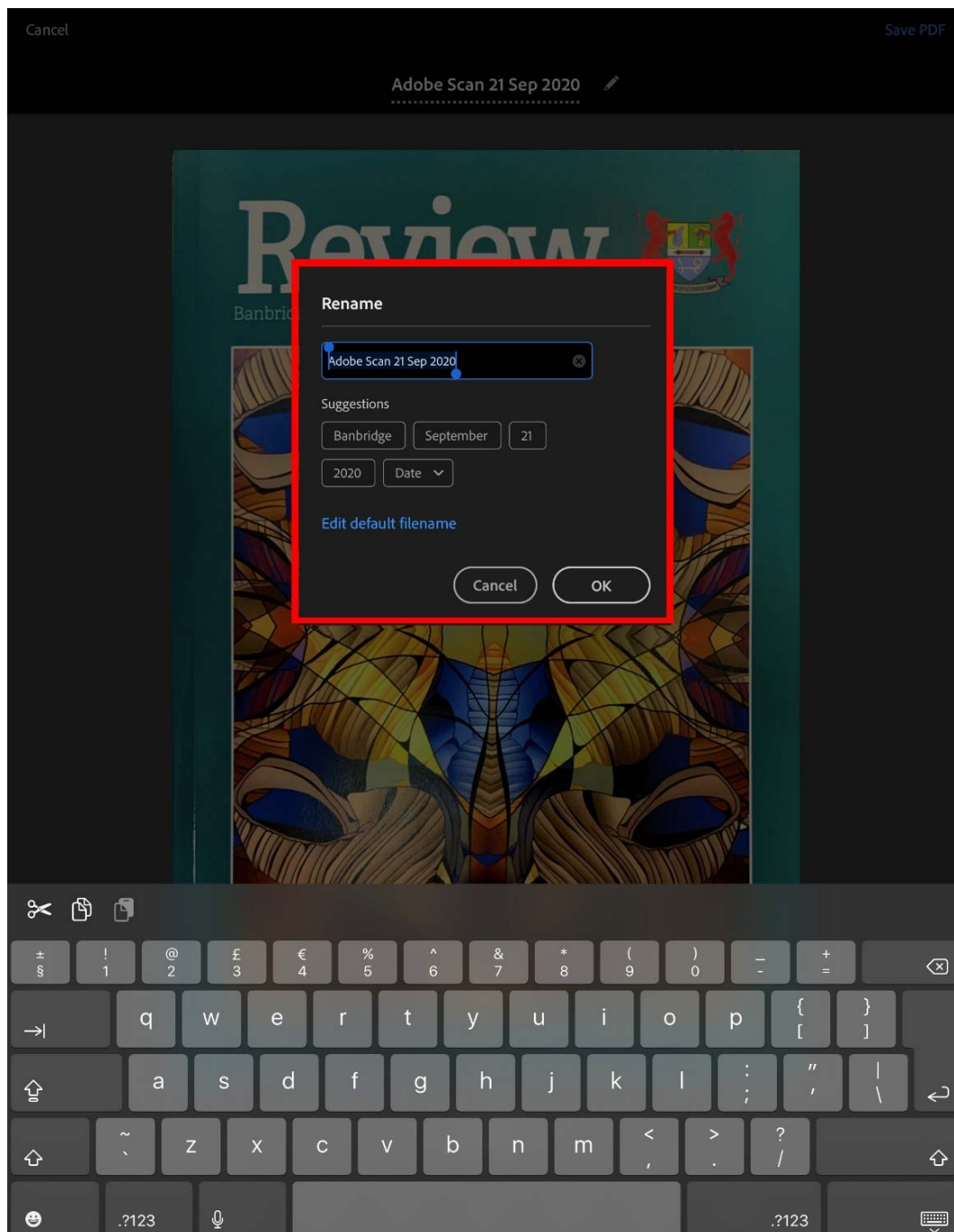
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Step Four

Once the App takes the photo, the image will look similar to that of the screen shot below. The **markers**, although lined up, can still be moved to the preference of the user. There is then a **Quick actions** option for **Select text** (within the image). Once clicked the second image below will **highlight the text** and then allow the user to click on **Copy text** to paste into another app i.e. memos or google classroom comment section. if user does not want to copy text then click **continue**.

Step Five

Next the following screen appears. On this screen the user can now **rename the document**. They change the default naming convention from "*Adobe Scan 21 Sep 2002*" to their own preference of name. The App will give you suggestions, with the **text it finds in the document**. Here it has found Banbridge and then the date. After finishing naming the document, click on **OK**

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Step Six

As shown below the name chosen by the user will appear above the document. If at this point the user is done with the document, they select **Save PDF** in the top right hand corner and jump to Step Eleven If the user would like **to edit the image** they have taken or add to the document, then at the bottom of the screenshot below, you will see another **toolbar** that will allow the user to edit the document.
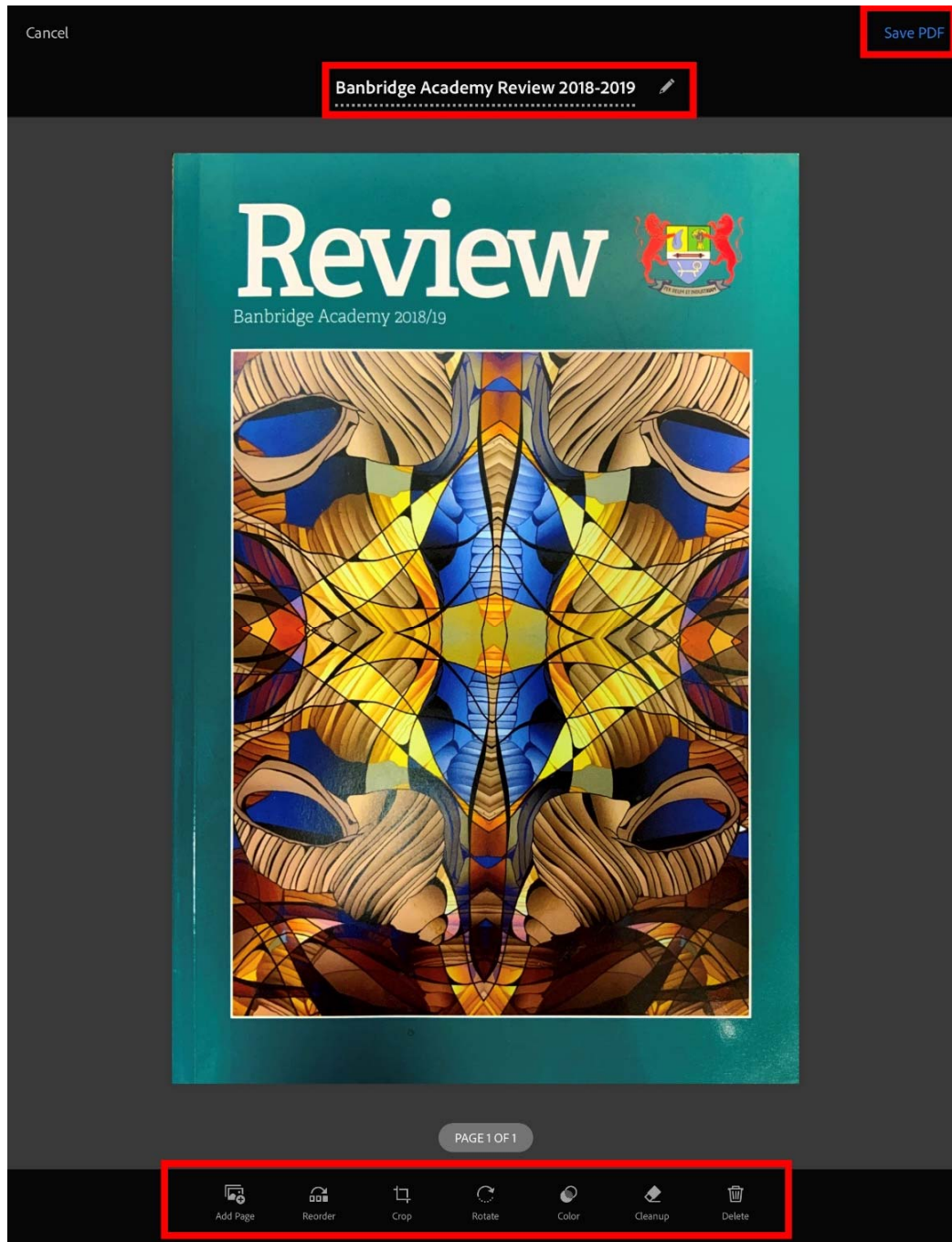
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The first of the features to edit the document is **Add Page**. Once clicked the second screen shows 2 options appear. There either to **take another photo** (Step Two-Four) or **select from Photos**. Depending on user's choice, once they are finished and ready to move to the next step, click on **Save**
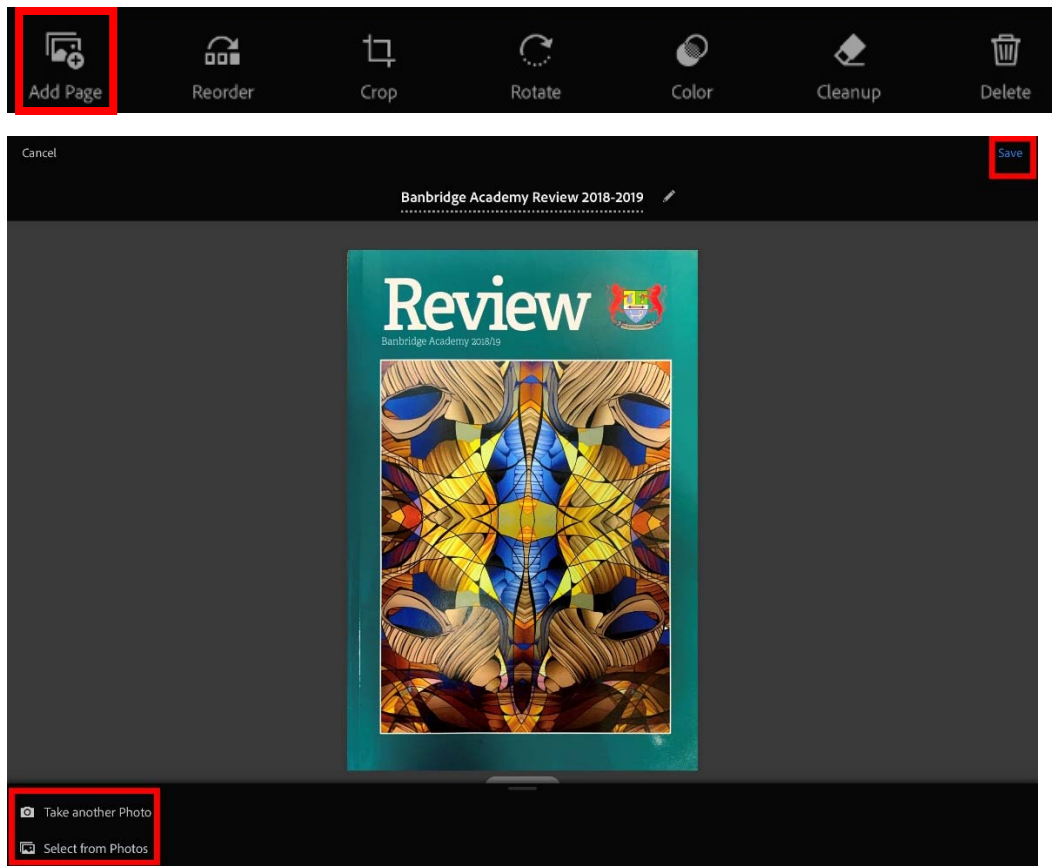

Step Eight

After inserting another page, the user can see the images they added by **swiping across**. If they feel like they want to **reorder the images or rotate them** then they can select the option below at the bottom of the screen
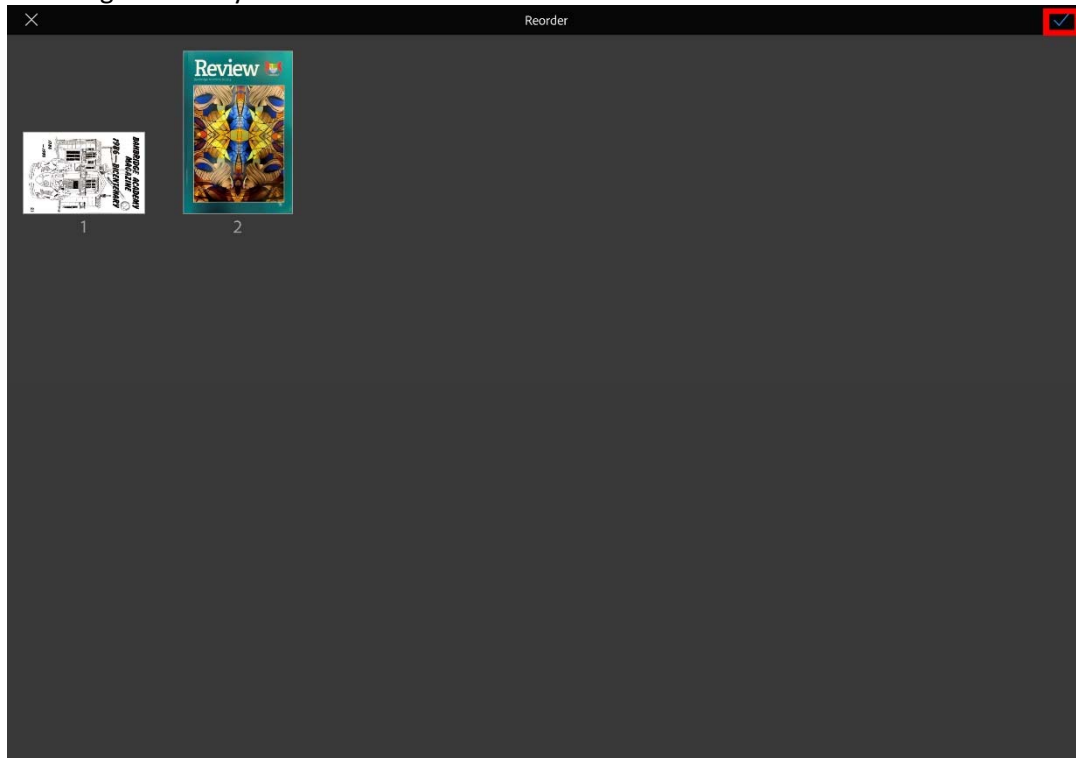
Banbridge Academy
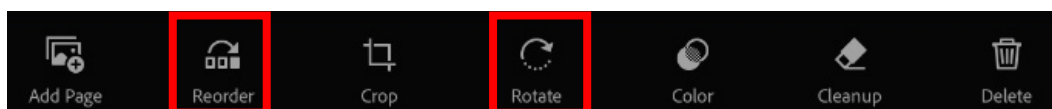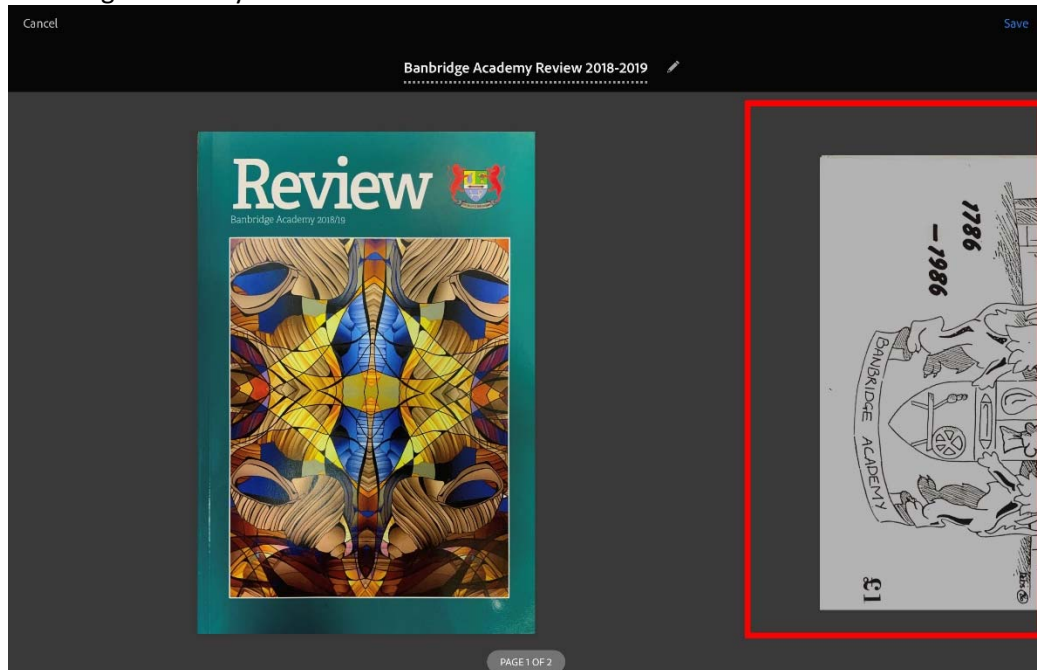
To reorder the images, it's a simple matter of **pressing and holding the image** when they appear like this and **dragging it to its preferred location**.
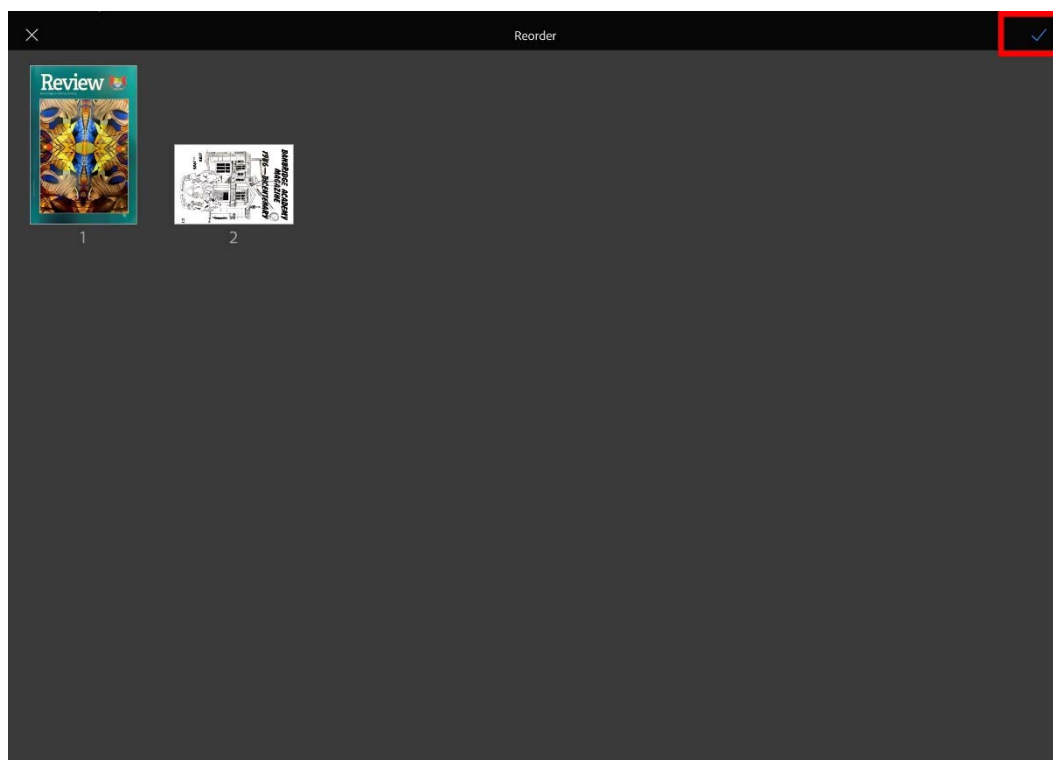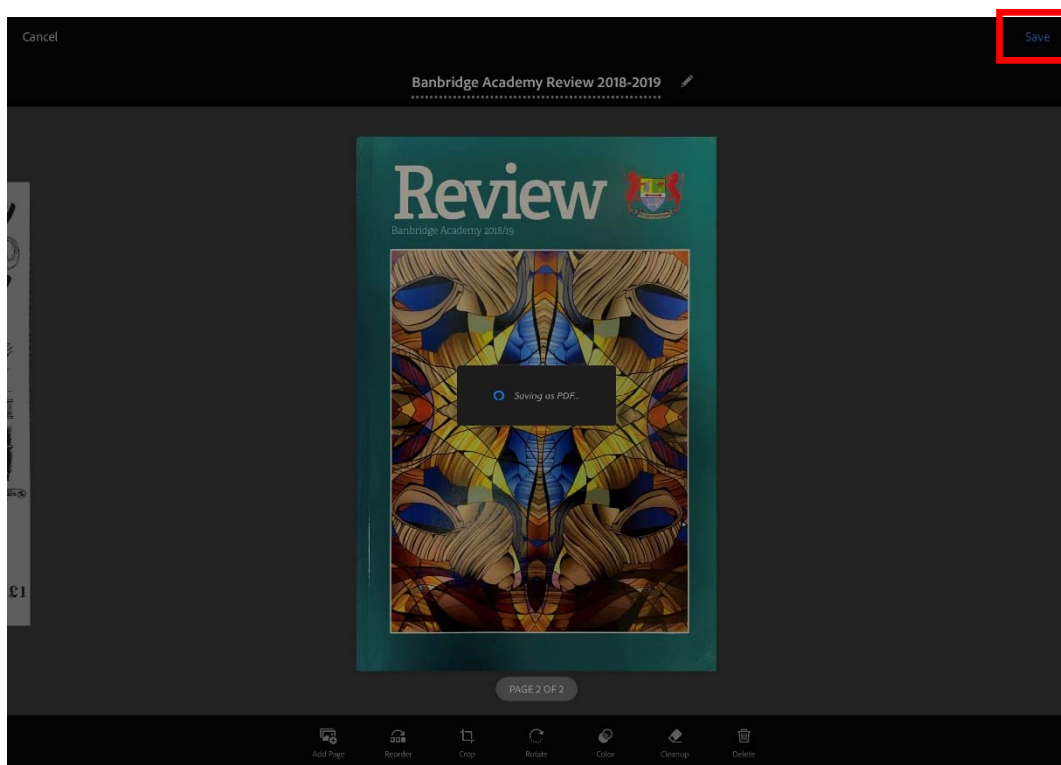

They will then look as follows. Once finished click on the **blue tick on the top right hand corner**. To **rotate, the user simply taps on rotate** until they are happy with its display.
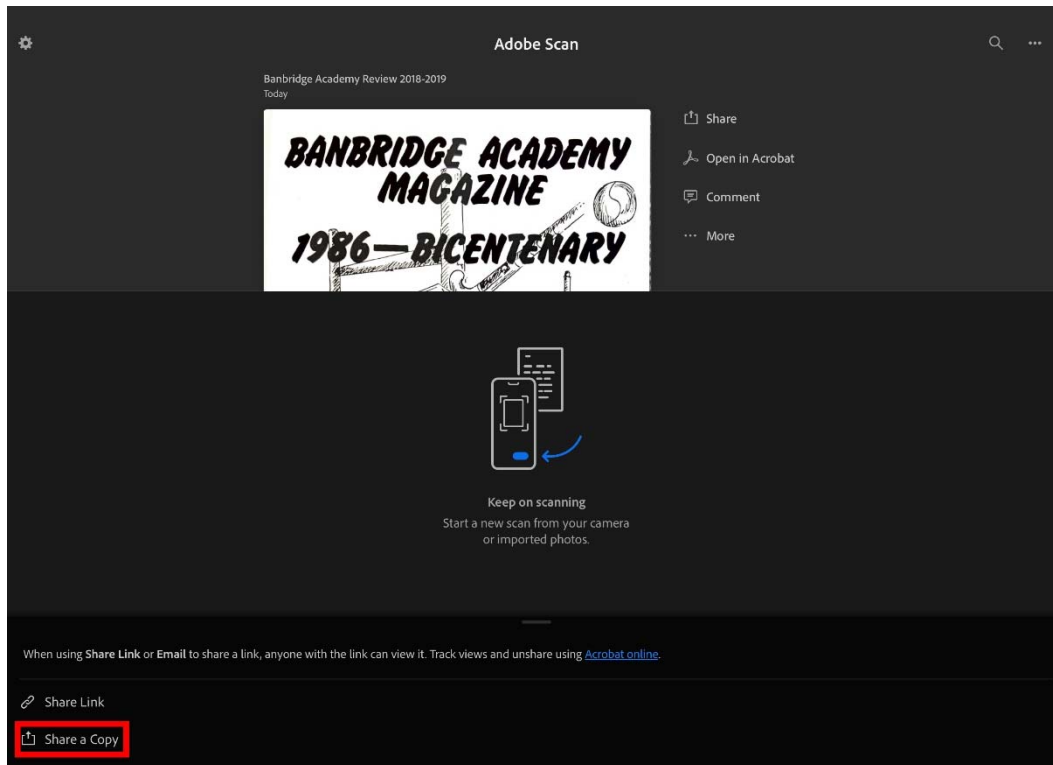
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Step Nine

Once the user has finished with any changes, they will click on **save** on the top right corner and it will **save it as a PDF**

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<u>Step Ten</u>

Below is the final step. This is how to **upload to Google Classroom**. From the options at the top half of the screen, once your document has saved as a PDF, select the **share option** and 2 choices appear at the bottom. Select the **Share a copy option**.
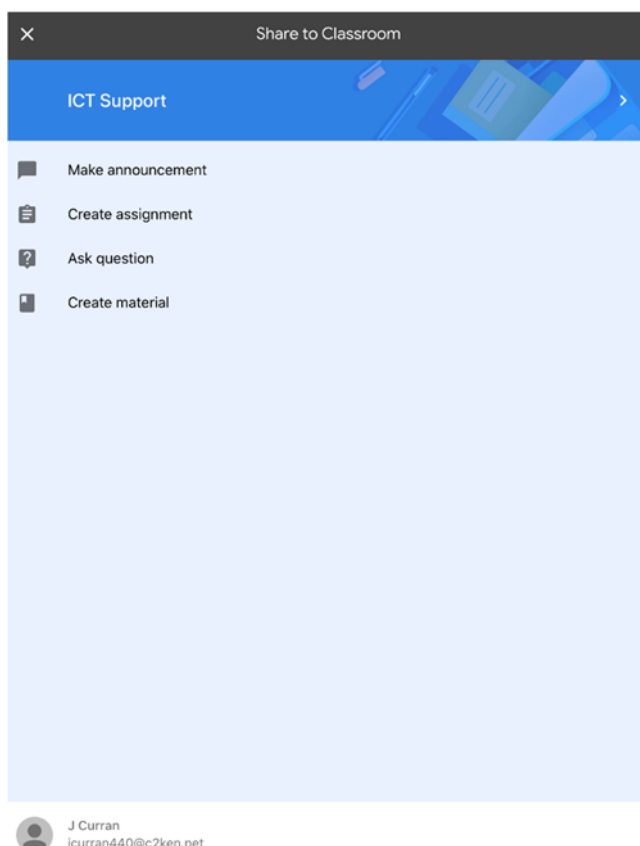
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Once Share a copy is clicked the copy options appear as below. The user will select **Classroom**
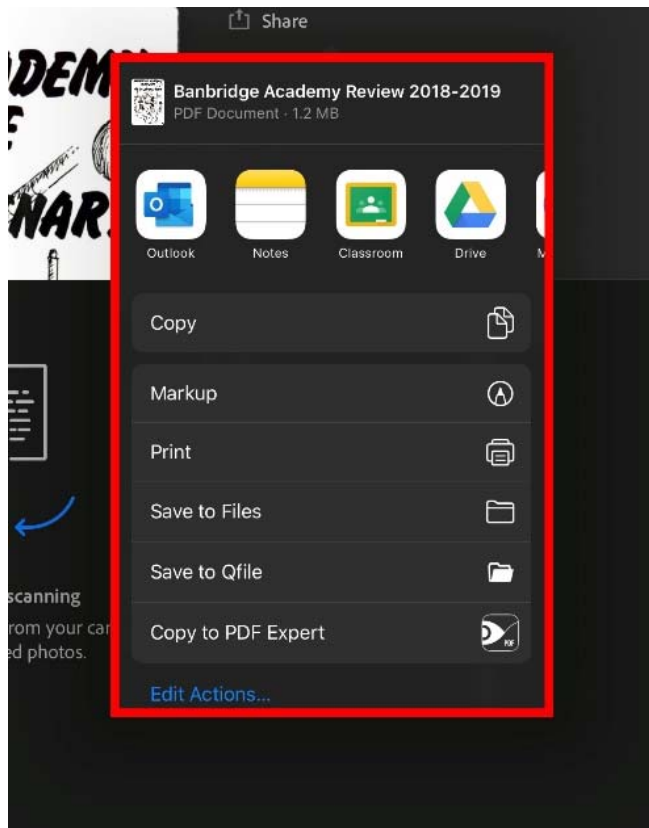

Once Classroom is clicked, a **new window**, shown below, will appear. It will show the user a **classroom they are in**. The user, if they want **to open a different class** must click on the **small arrow on the right hand side of the classroom title**. Please ensure that the **correct Google account is logged in** i.e. C2KEN account
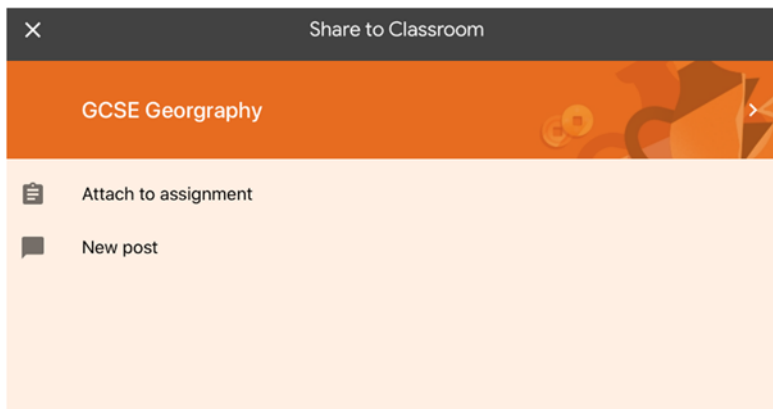
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Once clicked, a **list of the user's classrooms** will appear. The user must now **select the correct classroom**
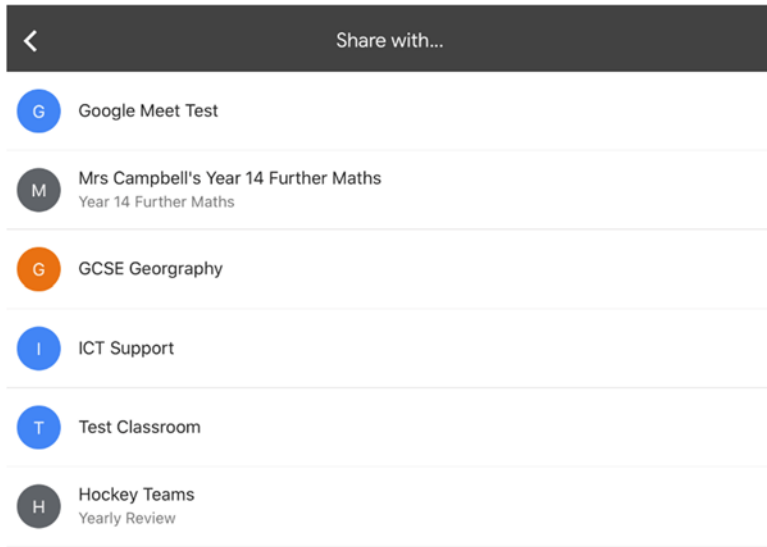

When the user opens the correct classroom, they will be **presented with 2 options**. One is to post a **new post** to the classroom. The other, which is being used in this example, is **attach to an assignment.**


Once clicked the list of **active assignments the teacher has set up** will appear. **Select the correct assignment** you wish to upload to

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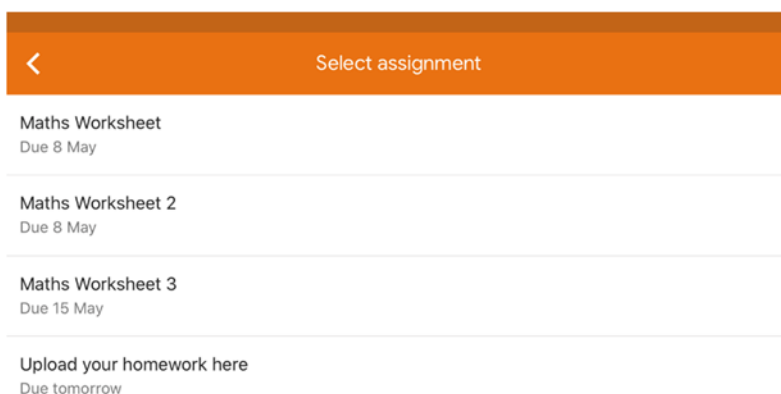
When the assignment opens the below options appear. The user will **click on add attachment**.
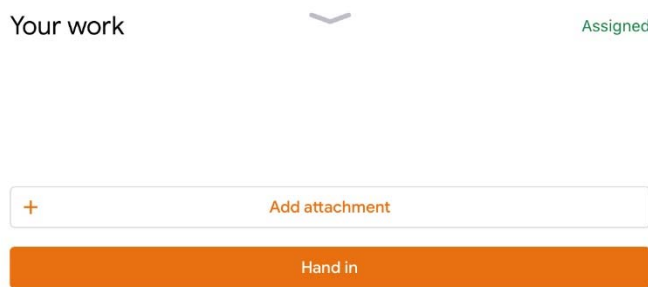
Once they click on add attachment they will get options on **where to upload their documents from**. In this example the user will **select file and pick on the PDF** they have been editing
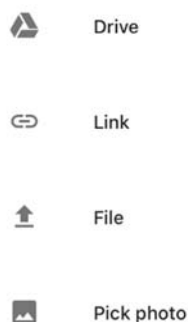
The app will then **automatically upload the document** as the screen shot below shows the progress bar
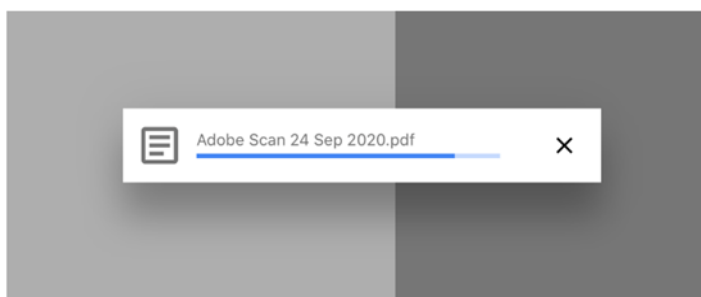
Once the upload is complete you will be able to **see your document** in the "**Your work**" area