

## Using Adobe Scan Mobile App

For more information about Adobe on campus at SMU. Please visit:

<https://www.smu.edu/oit/services/adobe>

### Download the App:

Visit Adobe Scan mobile app page from your mobile device

(<https://acrobat.adobe.com/us/en/mobile/scanner-app.html>)

OR

Search “Adobe Scan” in the Apple App or Google Play Store

Open the Adobe Scan mobile app on your device.

From the login page, select “Sign in” at the bottom under “Already have an Adobe ID?”. If this does not appear, you might need to update or reinstall the app.

Input your @smu.edu email address and tap continue. This will take you to the SMU Adobe Creative Cloud login page.

Sign in with your SMU ID and password. You now are signed into the Adobe Scan mobile app.

### Usage:

The first time using the app, you will be prompted to allow the app access to your camera. Without this, the app will not work.

Hold your device above the page you wish to scan. Four blue circles will attempt to line up with the corners of the page. This is the area you are scanning. If the app cannot locate the corners of your document, you can adjust them manually afterwards.

Once you have a scanned document, you will be shown a preview of the scan. If you like it, select “Continue”, otherwise select “Retake”.

You will be given the option to touch up your scan if necessary. Once you are happy with it, select “Save PDF” in the top right corner.

Select “Share” to share the PDF. If you want to share the link to the scan, select “Share Link” or “Email” to send the link via email. If you want to share the actual file (recommended), select “Share a Copy”