EMPOWER
TECH SUPPORT SERVICES

"From Paper to Pixel: Mastering Mobile Scanning"

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1. Introduction to Adobe Scan App:

Adobe Scan is a powerful mobile scanning app that transforms your smartphone or tablet into a portable scanner. With Adobe Scan, you can easily capture high-quality scans of documents, receipts, whiteboards, and more, and convert them into digital files that you can edit, organize, and share.



2. Benefits of Mobile Scanning:

Improved Organization: The manual teaches customers how to organize and manage their scanned documents effectively, helping them stay organized and access their files with ease whenever needed.

Enhanced Collaboration: With the ability to share scanned documents easily via email, messaging apps, or cloud storage services, customers can collaborate with others more efficiently and share important information seamlessly.

Cost Savings: By using Adobe Scan instead of traditional scanning equipment, customers can avoid the costs associated with purchasing and maintaining physical scanners, saving them money in the long run.

Accessibility: Adobe Scan allows customers to digitize documents using their smartphones or tablets, making it accessible anytime, anywhere, without the need for specialized equipment.

Environmental Impact: Digitizing documents with Adobe Scan reduces paper usage and promotes a more environmentally friendly approach to document management, contributing to sustainability efforts.

3. Getting started:

- Download and install the Adobe Scan app from the App Store (for iOS) or Google Play Store (for Android).

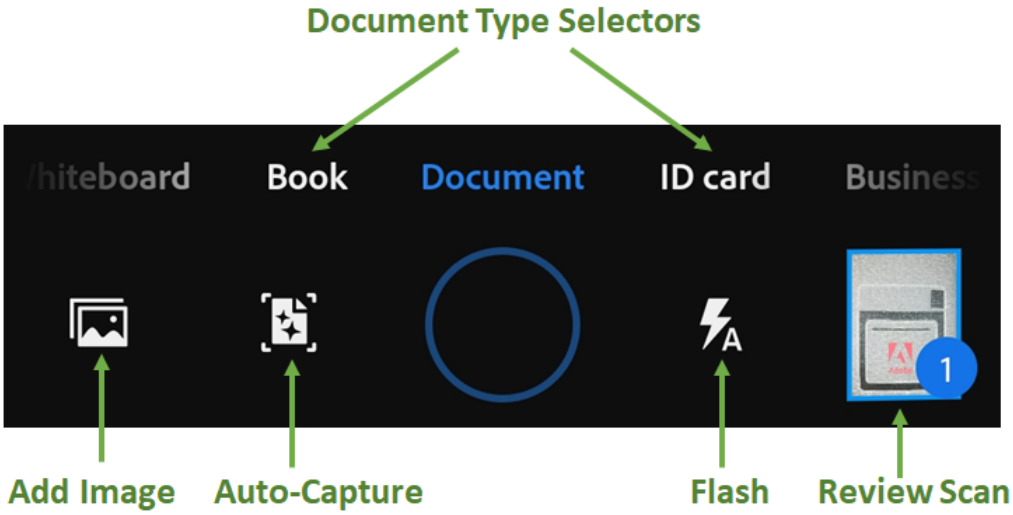


- Open the app and sign in with your Adobe ID or create a new account if you don't have one.
- Grant the necessary permissions for the app to access your device's camera and storage.

Scan me!

4. Capturing scans – converting Paper to Pixels:

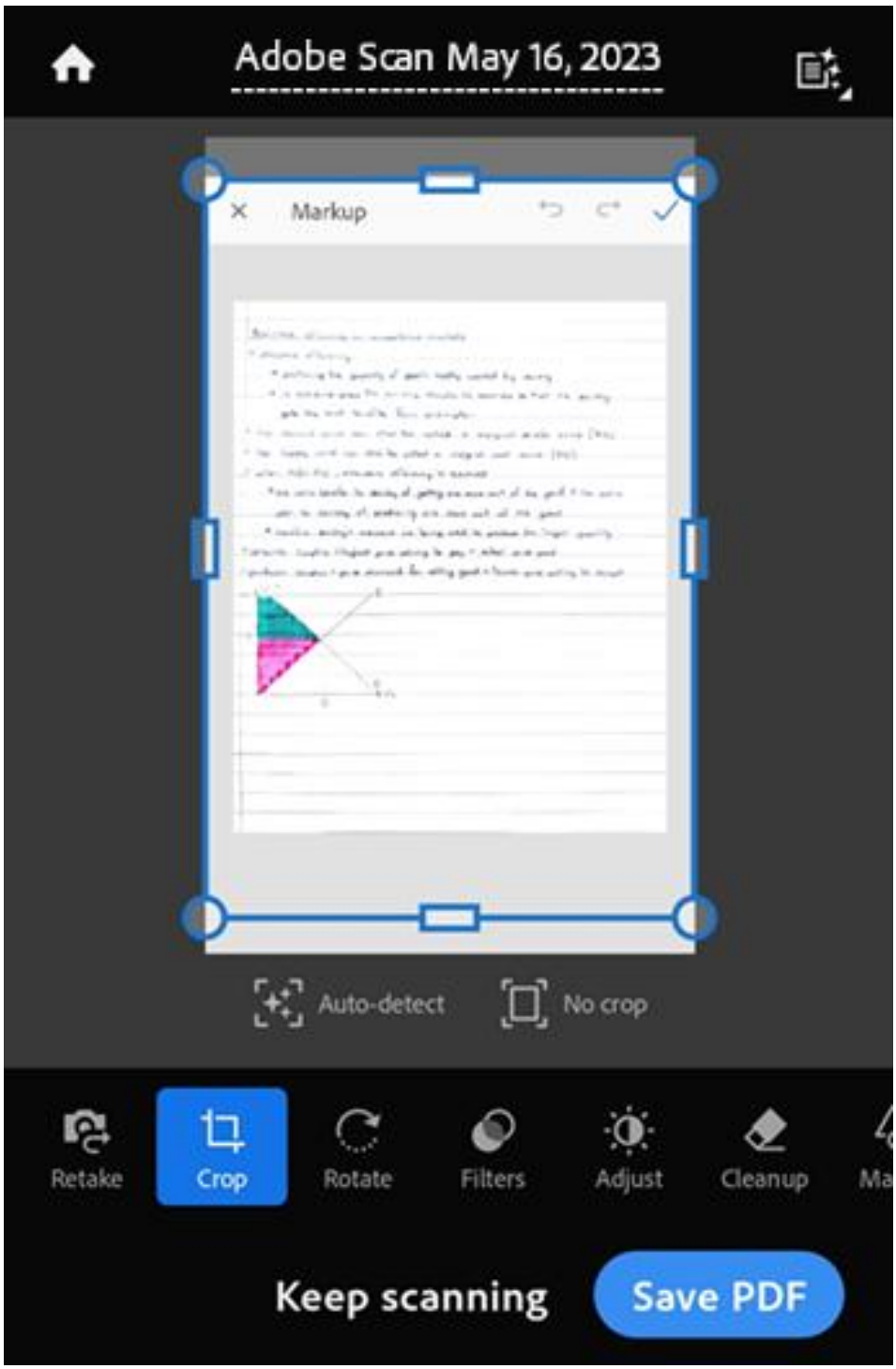
1. Place the document you want to scan on a flat surface with good lighting.
2. Open the Adobe Scan app and tap the camera icon () to capture a scan.
3. Align the document within the frame, ensuring that all edges are visible.
4. The app will automatically detect the document and capture the scan. You can manually adjust the corners if needed.
    -  **Auto-capture** (default): The app displays the capture screen and detects the document. In auto-capture mode, the app uses live edge boundary detection that displays blue dots to identify document corners.
    -  **Manual-capture**: Centre the document in window and tap the capture button.



5. Repeat the process for multiple pages if scanning a multi-page document.
6. Follow the on-screen messages to complete the scan workflow:
    a. **Looking for document**: The app is looking for the document and trying to detect its boundaries.
    b. **Capturing... hold steady**: Edge detection can see the entire document.
    c. **No document found. Capture manually**: The app cannot detect the document edges.

    The app uses auto crop and image cleaning to improve scan quality. The captured scan appears on the screen with crop handles and the modifying tools menu.

7. On the capture screen, modify your capture as desired using the tools menu.



8. Optionally, tap **Keep scanning** to continue capturing more documents or tap **Retake** to recapture the document if you are not satisfied with your current capture.
9. Once you tap **Save PDF**, the scan is automatically saved to the Adobe cloud storage. You can open the scan again to modify it.



Contact Us:
+44 7477 681440
empower365services@gmail.com