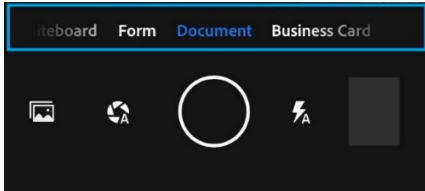# Guide to using Adobe Scan
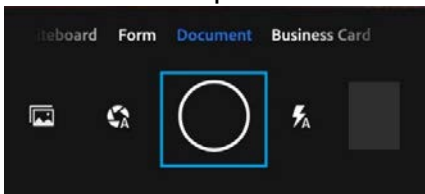
1. Download the app. Available for free at the Google Play and Apple App Store.
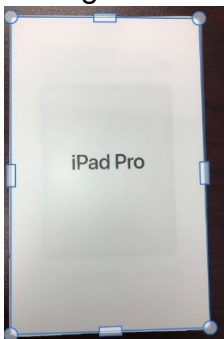

2. Sign up or login using a Gmail account.
3. Open the App.
4. Select document type (whiteboard, form, document, business card).
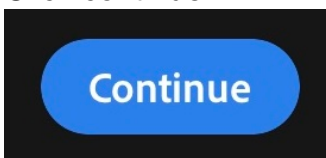

5. Click to take a picture.
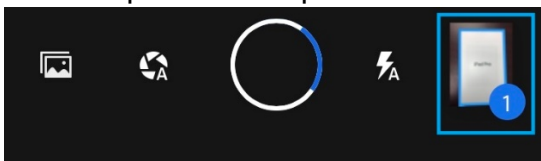

6. Change borders by dragging the handles on the outside of the image if needed.

7. Click continue.

8. Click on pictures to open file.

9. Use tools to adjust image as needed.
10. Save PDF.
11. Share via link, email, or copy.

Note: Please check if documents are readable before uploading to Accommodate.