



Adobe Scan Course Outline:

Duration: ½ Day

Prerequisites:

None

Course Objectives

At the end of this course the learner will be able to install the mobile application and be able to scan documents, edit the scan and share them for review.

Related Courses:

Adobe® Acrobat DC (Standard or Pro versions)

Take Scans

- Scan a document
- Scan books
- Straighten pages while scanning a book
- Scan ID Cards
- Perform quick actions
- Customize scan capture
- Document types

Modify Scans

- Skip to a specific page
- Add photos to existing scans
- Reorder pages
- Crop pages
- Rotate pages
- Adjust brightness & contrast
- Apply filters
- Change default filter
- Cleanup the images
- Add markups
- Resize pages
- Delete pages
- Cancel a scan
- Saving your Scans
- Resume scanning

Share Scans

- Share scans via link
- Share scans via email
- Share multiple files
- Edit and share scans via Acrobat Reader
- Save pages as JPEG
- Save a copy on device
- Save a copy to Google drive or Dropbox
- Create Fill & Sign forms
- Print files

Manage Scans

- View recent files or All scans
- Sort by name or date
- Search files and content
- Search within a file
- Take text actions in preview
- Select and copy text
- Access scans from other apps
- Select multiple files
- Add business card scans to contacts
- Rename a file
- Change the default name
- Modify existing scans
- Import photos
- Import gallery photos via Share extension