# How to use Adobe Scan to Scan Your Homework

Before using Adobe Scan to turn in your homework, go to Google Drive. Within drive, make a folder for your homework. For example, make a folder and call it "Geometry Homework". Now you will have a place to put all of your Geometry homework to be turned in. Do this for all of your classes that require it.

| Directions	Image
1. Open Adobe Scan on your mobile device.	
2. Tap on the camera icon in the lower right hand corner of the screen.	
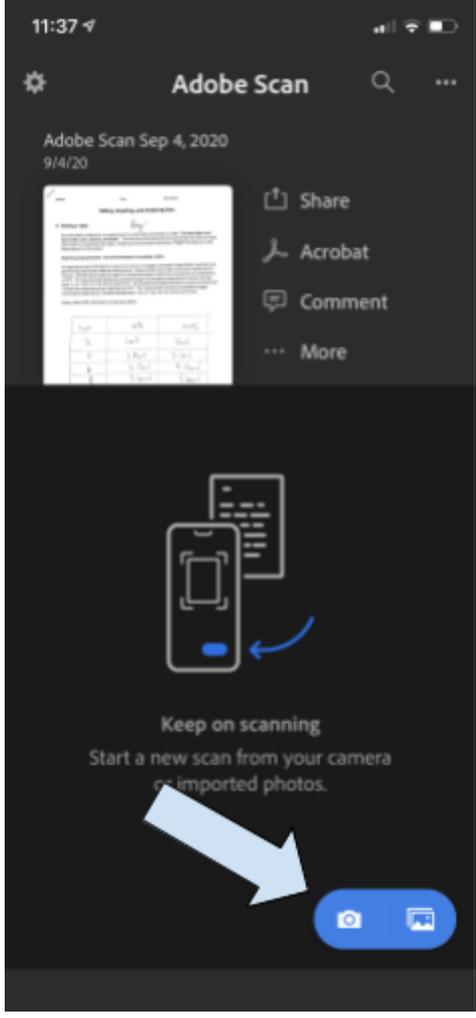
3. Make sure you are using the "Document" scan setting. This will allow you to take multiple pictures at once and make one pdf file. Once you have your paper in view, tap the big and white circle to take the picture.
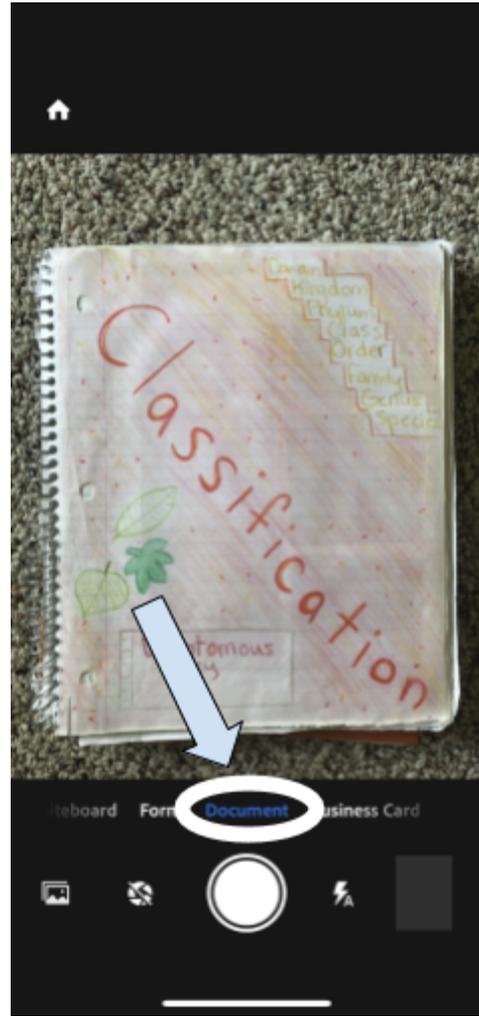
4. After taking your picture, a screen like the one on the right will appear. One of the following 3 options will be your next step.
    a. If the picture needs to be retaken, tap on retake and redo the picture.
    b. If you have another page, click continue and take its picture. Keep doing this until you have taken pictures of your entire assignment.
    c. If you have no other pages to take a picture of, then tap on continue and go to step 5.
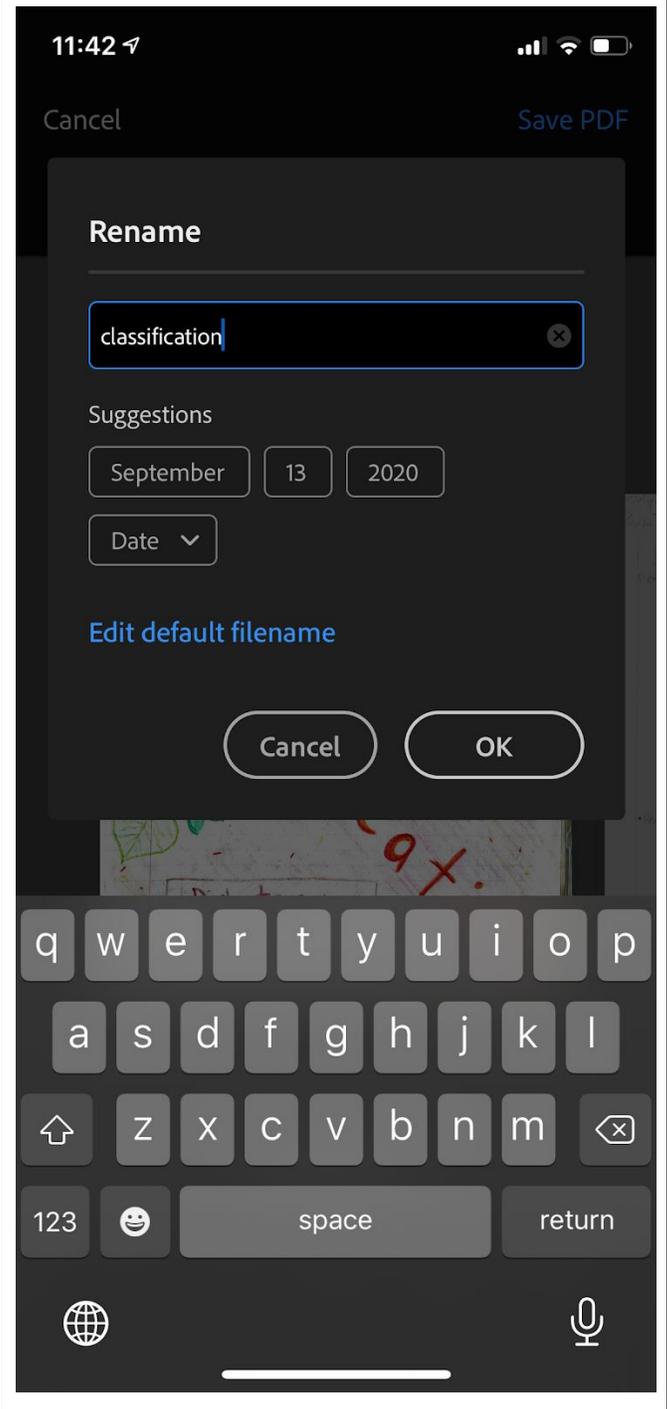
Quick actions

Select text

Retake   Continue
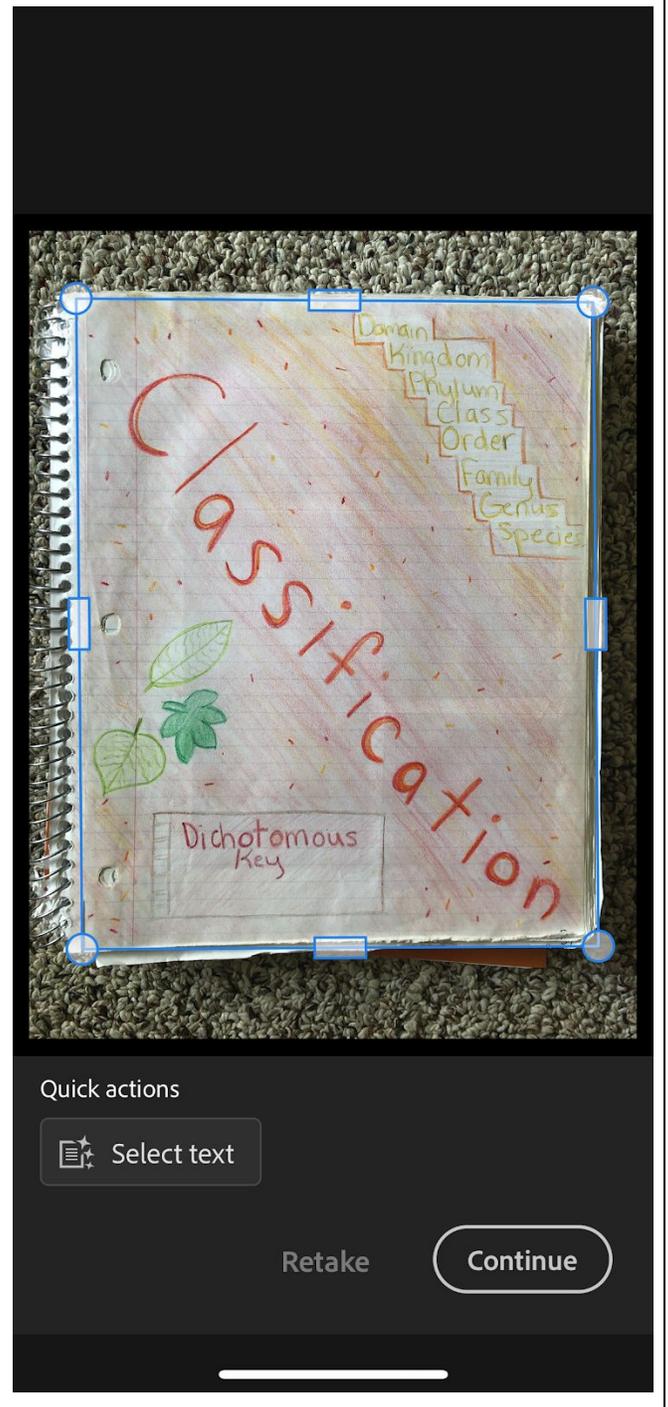
5. Tap on the icon in the lower right hand corner to begin converting your pictures into a single pdf file.
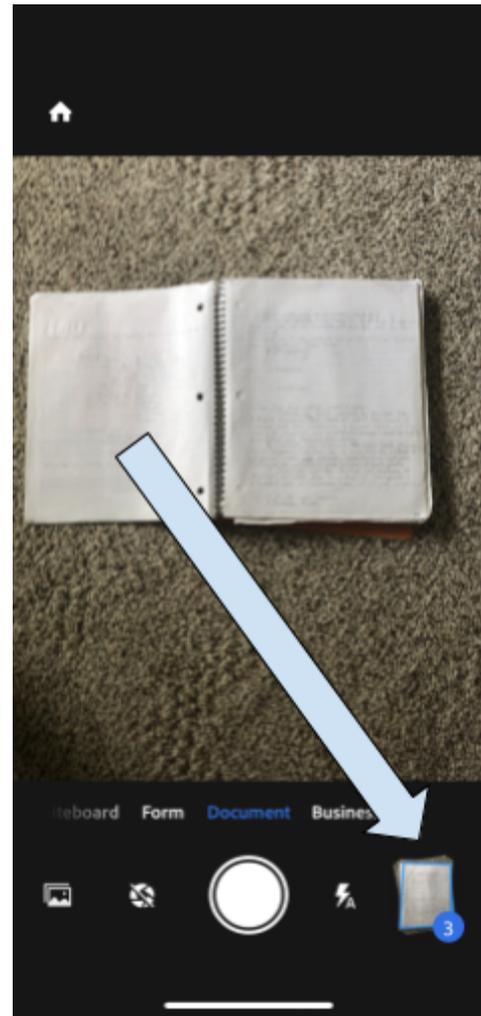
6. On this screen, you will be able to make changes to the pictures taken. To check the other pages of your document, swipe right or left as needed.
    a. If you have parts of the picture on the edges that include like a finger or something else that got in the way, you can use the crop feature to remove it.
    b. If the color is making it difficult to read what is on the picture, click on color and choose an option that makes it easier to read.
    c. If the pictures were taken out of order, tap on reorder to fix it.
    d. If you realize you missed a page, tap on add page to quickly add it.
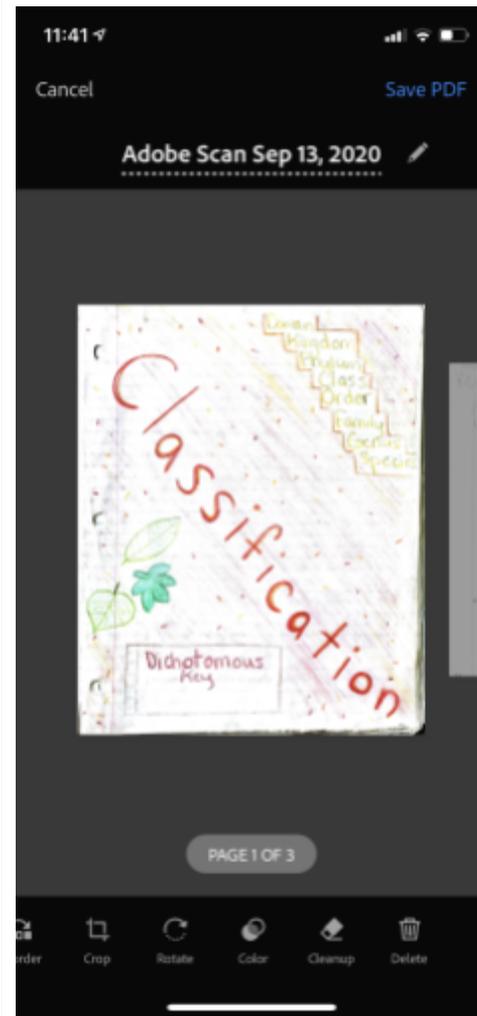
7. Change the name of the file to something that you will be able to easily find. Do this by tapping on the file name that is underlined by a series of dots. It is recommended for you to name it the same as the assignment. Tap OK.

11:42

Cancel   Save PDF

Rename

classification   ⊗

Suggestions

September   13   2020

Date ⌄

Edit default filename

Cancel   OK

q w e r t y u i o p

a s d f g h j k l

⇧ z x c v b n m ⌫

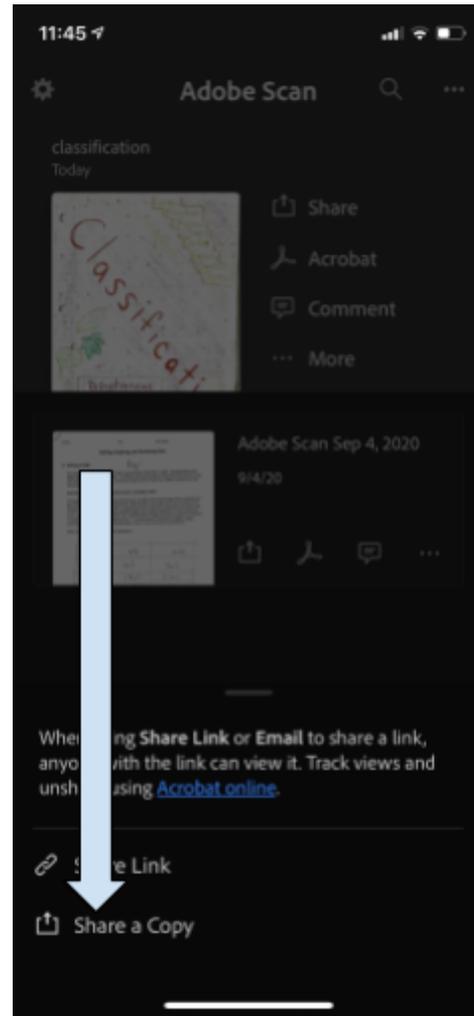123 ☺   space   return

8. Tap on "Save PDF" in the upper right hand corner.

9. You will be taken to the homepage where your new file and previous scans can be located. Tap on the "Share" icon to the right of your recently scanned file.
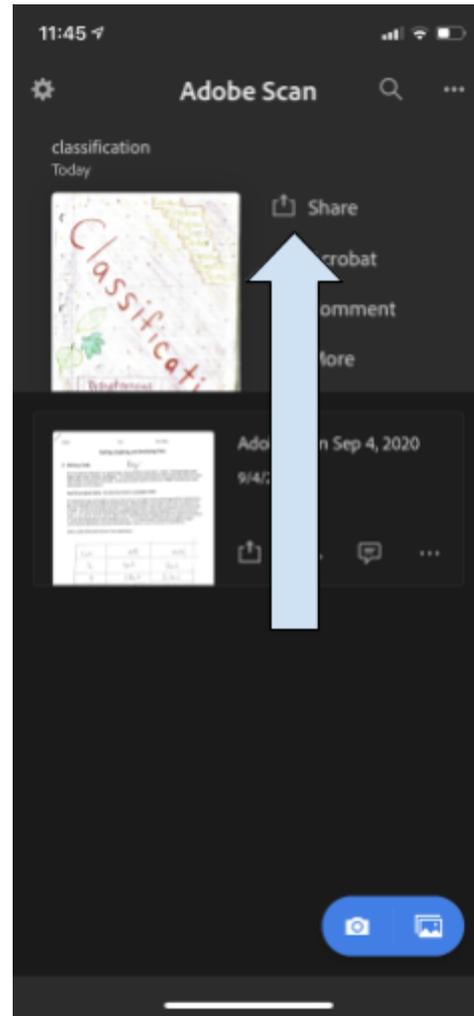
10. At the bottom of your screen, you will be prompted to either share a link or a copy. Select "Share a Copy".

11. You will now need to choose a place for the copy to be sent. The first row will show you people from your contacts. The second row will show you the app or applications to send your copy. Scroll right on the second row until you find your Google Drive App. *CAUTION! IF YOUR SCHOOL ACCOUNT GOOGLE DRIVE IS NOT LOGGED INTO ON YOUR PHONE, THIS WILL NOT WORK!* Tap on Google Drive. If you have more than one Google Account active on your phone, select your school account.
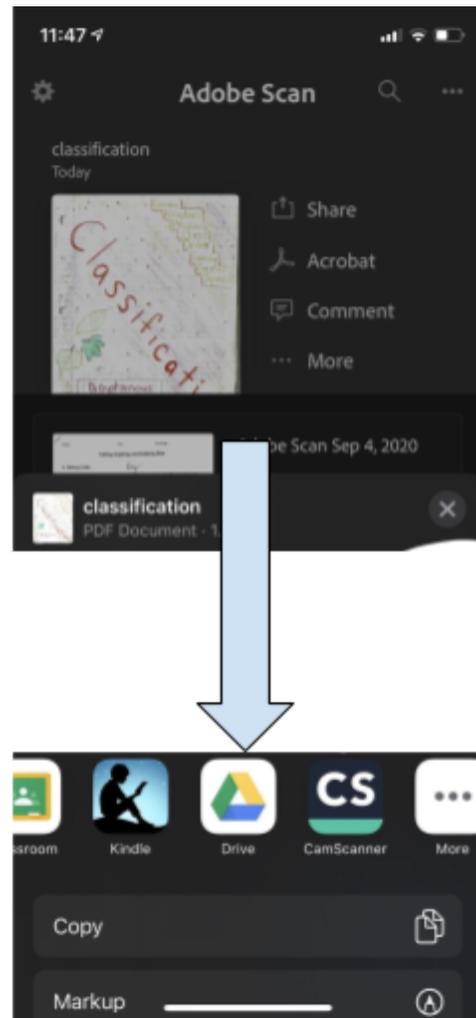
12. Make sure that your file is being uploaded to the correct folder in your drive. If not, tap on the folder to select the correct one. If the correct folder is already selected, tap upload.

Tap on upload if the correct folder is already selected.

Tap on the folder icon if the correct homework folder is not selected.
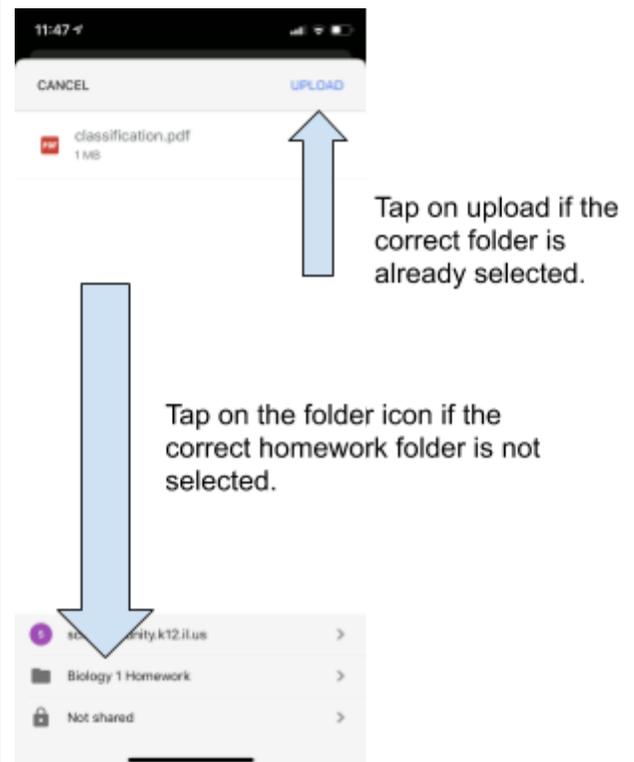
13. Lastly, go to your Google Drive app to make sure the file has been uploaded. If the file is there, the next step will be to submit your file in Google Classroom.

11:48 ⏺

‹   Biology 1 Homework   🔍

Name ↑   ⊞

PDF classification.pdf
Modified Sep 13, 2020