Adobe Scan

Adobe Scan is a free app for mobile devices that will allow you to scan documents and save them to your Adobe Cloud account (provided by KSU). To get started with Scan, please see the directions below.

1. Download the Adobe Scan app from the iTunes App Store or Play Store if using an Android Device
2. Sign in using your Adobe ID
   a. Adobe ID is your NetID including the @kennesaw.edu
   b. Select Company or School Account
   c. Log into your KSU account
   d. Authenticate with DOU
3. Allow Adobe Scan to access your device's camera.
4. You can use Adobe Scan to scan whiteboards, forms, documents, and business cards.
5. To scan an item, position your camera over the document and press the center button
6. Crop or position the document as needed then tap Continue
7. Click on the document thumbnail to access the Edit page.
   a. Here you can add pages, edit the document, delete the document, and save the document as a PDF.
8. Click Save as PDF in the top, right-hand corner.
9. In the new window, you have the option to share the document. Click on More to rename the document.
10. Click on Share to email the document.
11. If you want to save the document to your OneDrive, email the document to yourself as an attachment and then save the attachment to your OneDrive Account.