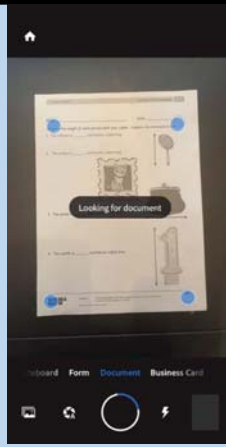


Submitting Documents Using Adobe Scan App

1

- The app will automatically start looking for a document to scan and set the margins on the document



2

- Once the margins are set, the app will begin to capture the a scan of the document



3

- When the document is scanned the app will automatically start looking for another page to capture. You can scan another page or tap the **pre-view window** to proceed



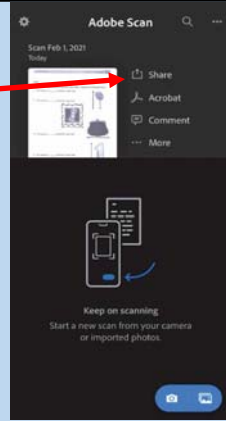
4

- If you are satisfied with the quality of the scan(s) tap **Save PDF**
- If you want to recapture the scan tap cancel and repeat steps 1-3



5

- Tap the **Share icon**



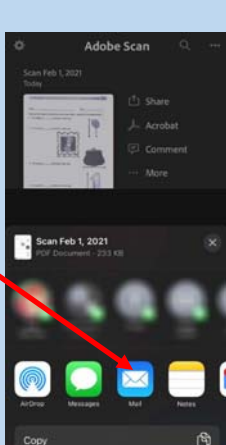
6

- Tap the **Share a copy**



7

- Tap the **Mail**



8

- Enter the email address **financialaid@reedleycollege.edu**
- Enter the subject (include your name and ID number)
- Tap the **Send** button
- **SUCCESS!**

