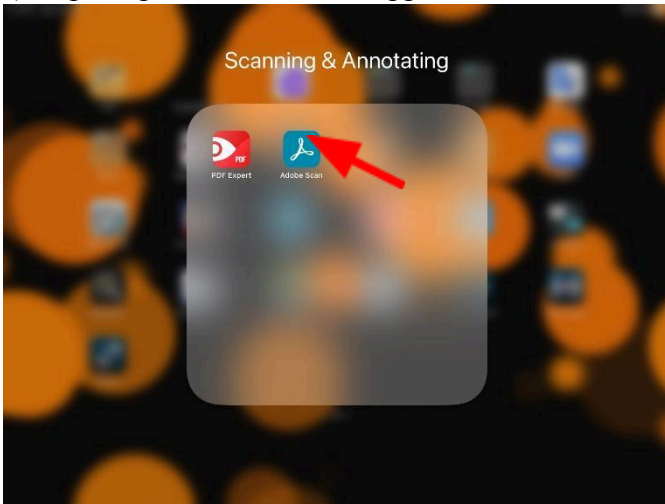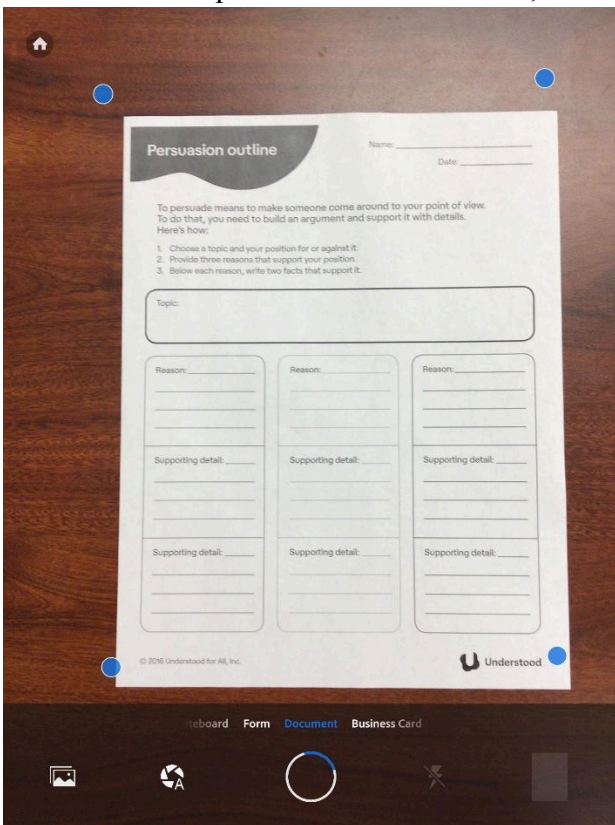# Using Adobe Scan and PDF Expert for Annotating

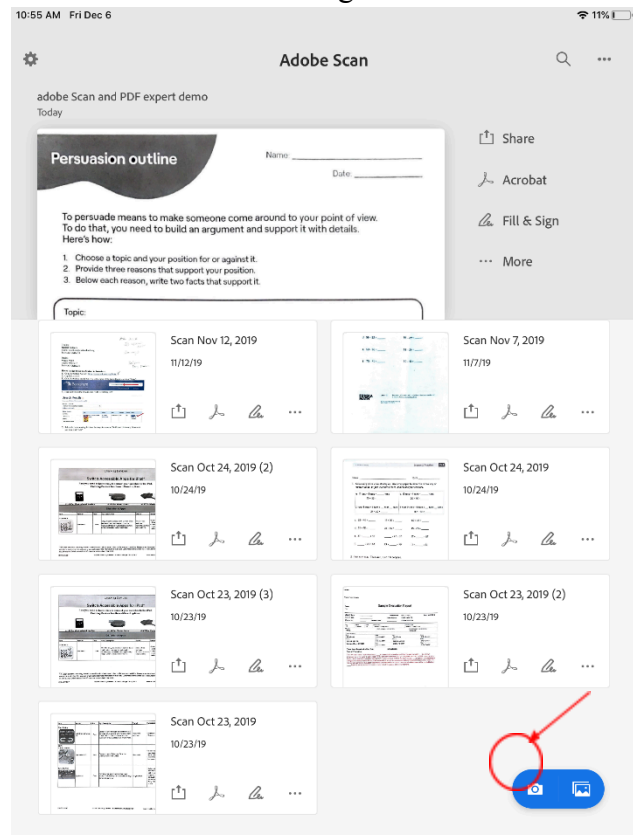## *Creating a PDF using Adobe Scan:*

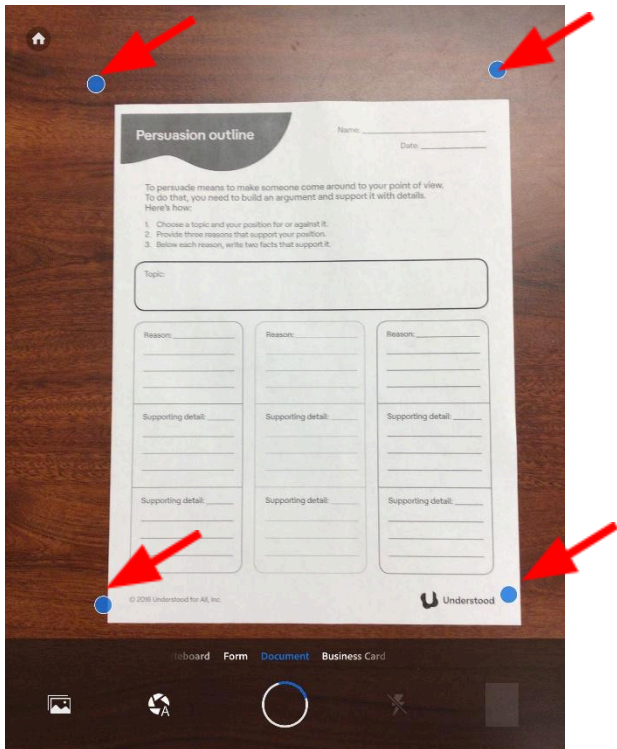1) Open up the Adobe Scan app:

2) Once the Adobe Scan app opens, it may open either directly to make a scan or might open on the app home screen. If it opens on the home screen, then click on the camera icon in the bottom right corner:
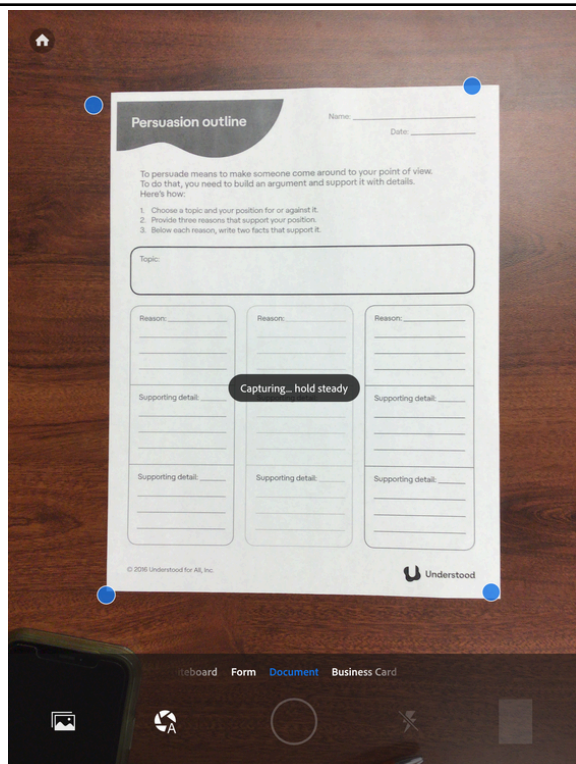

OR

3) Position the iPad above the document to be scanned. Blue dots should show up near the corners of the document.

4) There are two different methods of scanning the image.

| If the student's hands are relatively steady then they can hold the iPad over the document and it will autofocus and take the scan.		If the student does not have steady hands then they can simply hit the rotating circle near the bottom-center of the screen to take the scan.
	OR	
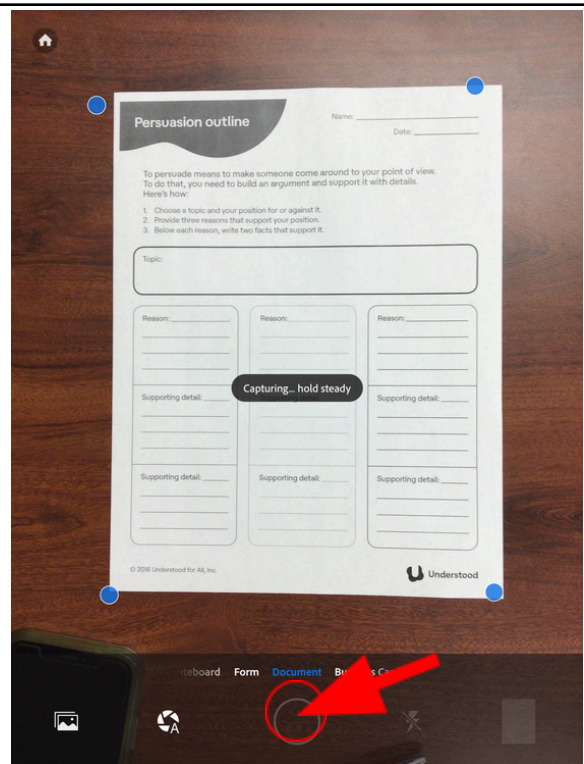
5) Once it has taken the scan, a new screen will pop up. At this point you can adjust the edges of the scan by moving the dots on the corners. Once you are finished, hit the Continue button in the bottom right corner.
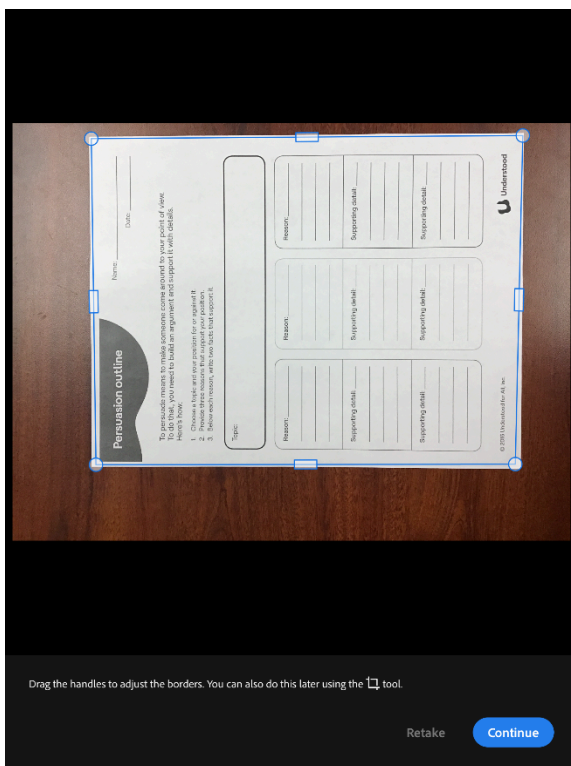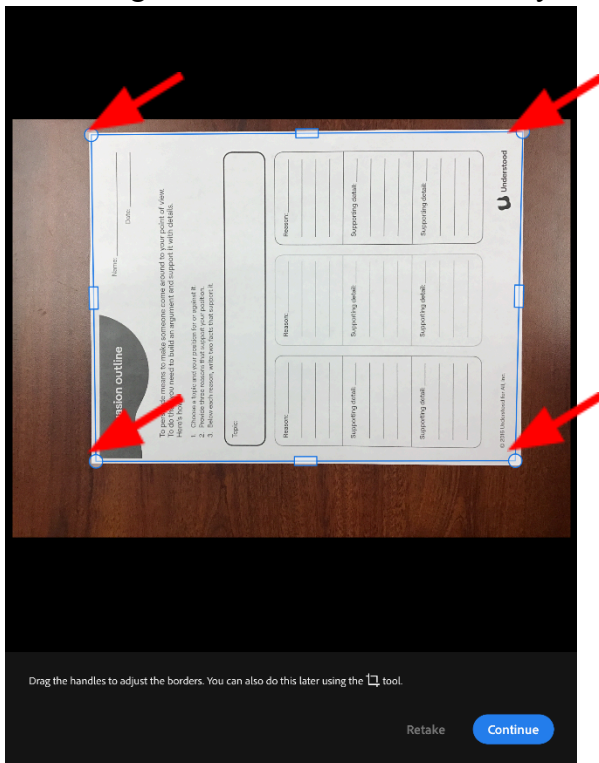
6) Once you hit Continue, it will take you back to the scanning screen. If you wish to add an additional page to the scan, you can repeat steps 4 and 5. Otherwise, hit the small image in the lower right corner.
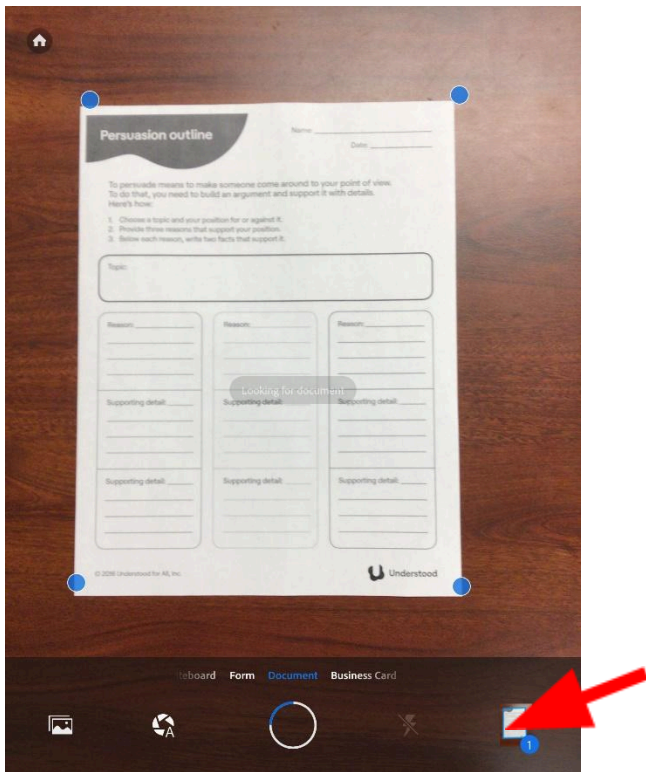
7) After you tap on the image, it will take you to a new screen that shows your scan(s). On the next screen you can then title your document (if desired – not required). To do this simply tap on the pencil toward the top of the screen

Scan Dec 6, 2019 ✏

Persuasion outline   Name: _____

                                      Date: _____

To persuade means to make someone come around to your point of view.
To do that, you need to build an argument and support it with details.
Here's how:

1. Choose a topic and your position for or against it.
2. Provide three reasons that support your position.
3. Below each reason, write two facts that support it.

Topic:

Reason: _____   Reason: _____   Reason: _____

Supporting detail: _____   Supporting detail: Supporting detail: _____

Supporting detail: _____   Supporting detail: Supporting detail: _____

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PAGE 1 OF 1

Add Page   Reorder   Crop   Rotate   Color   Cleanup   Delete

adobe Scan and PDF expert demo   ⊗

Persuasion outline   Name: _____

                                      Date: _____

To persuade means to make someone come around to your point of view.
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3. Below each reason, write two facts that support it.

Topic:

Reason: _____   Reason: _____   Reason: _____

Supporting detail: _____   Supporting detail: Supporting detail: _____

8) If you need to rotate the scan, you can do so by tapping on the Rotate button at the bottom-center of the screen.

Scan Dec 6, 2019 ✏

Persuasion outline   Name: _____

Date: _____

To persuade means to make someone come around to your point of view.
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3. Below each reason, write two facts that support it.

Topic:

Reason: _____   Reason: _____   Reason: _____

Supporting detail: _____   Supporting detail: _____   Supporting detail: _____

Supporting detail: _____   Supporting detail: _____   Supporting detail: _____

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PAGE 1 OF 1

Add Page   Reorder   Crop   Rotate   Color   Cleanup   Delete

9) After you finish with scanning edits on the document, you can click on "Save PDF" in the upper right corner. It will save the PDF and then return to main Adobe Scan app screen

Scan Dec 6, 2019 ✏

Persuasion outline   Name: _____

Date: _____

To persuade means to make someone come around to your point of view.
To do that, you need to build an argument and support it with details.
Here's how:

1. Choose a topic and your position for or against it.
2. Provide three reasons that support your position.
3. Below each reason, write two facts that support it.

Topic:

Reason: _____   Reason: _____   Reason: _____
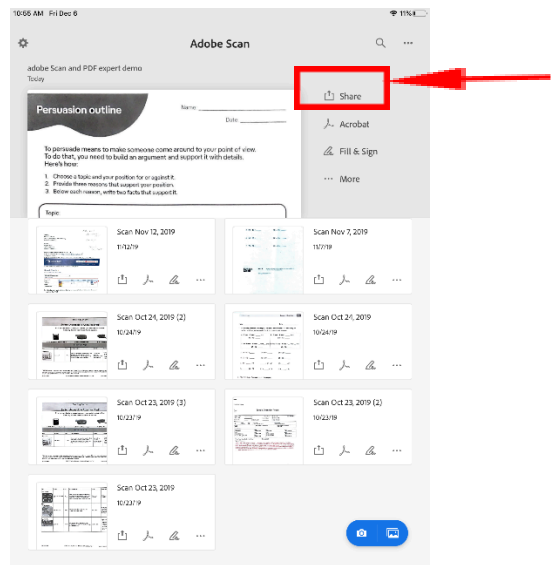
Supporting detail: _____   Supporting detail: _____   Supporting detail: _____

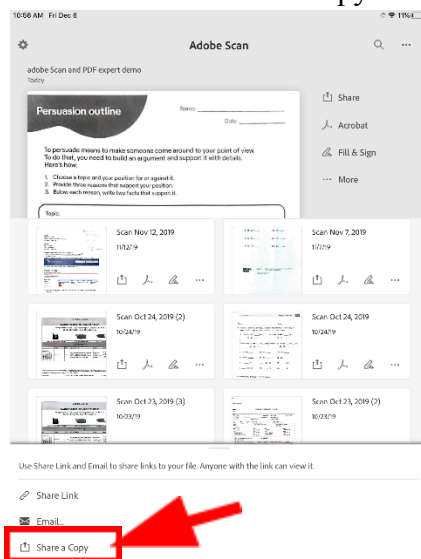Supporting detail: _____   Supporting detail: _____   Supporting detail: _____

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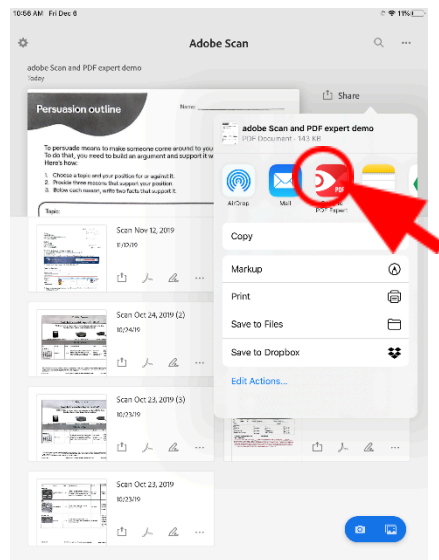Add Page   Reorder   Crop   Rotate   Color   Cleanup   Delete

10) You now will need to share the PDF to the PDF Expert app. To do so
   a. Hit the "Share" button next to the document.

b. Then click on "Share a copy"
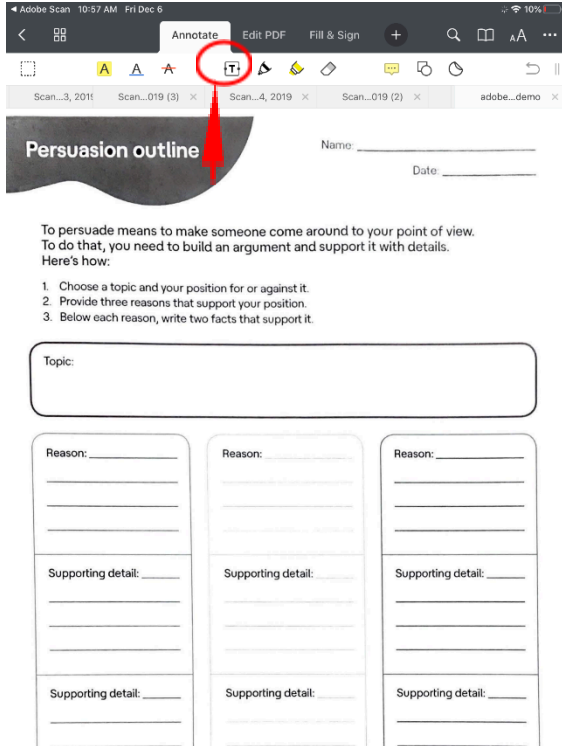

c. Then click on the "Copy to PDF Expert" icon

To learn how to annotate on the PDF, continue to the next set of pages
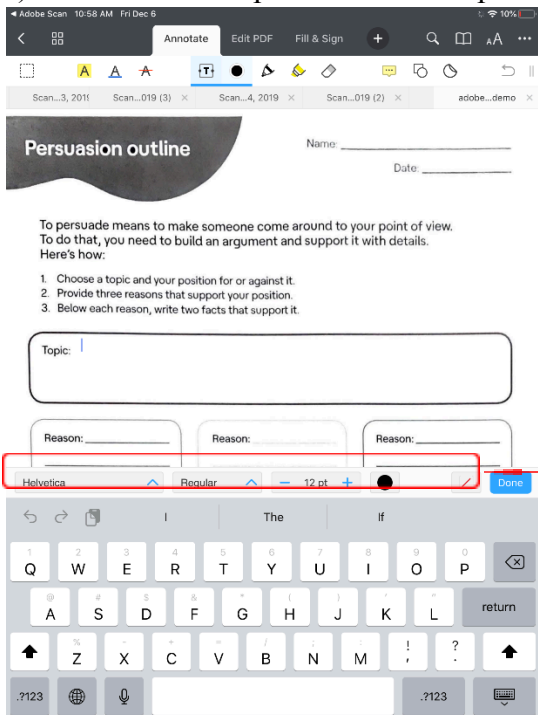
Creating Annotations within the PDF Expert App:

Typing onto the PDF

1) To type onto a document, you will need to hit the Text Box button near the center of the Annotation tool bar:

2) You will then tap on the desired spot for the text. Then begin typing.

NOTE: You can adjust the font color, size, type, and background color just above the keyboard while typing.

Adding Highlights, Underlines, or Shapes onto the PDF

1) If a student needs to highlight, underline, or circle certain things on the PDF they can do that by using other tools on the toolbar:
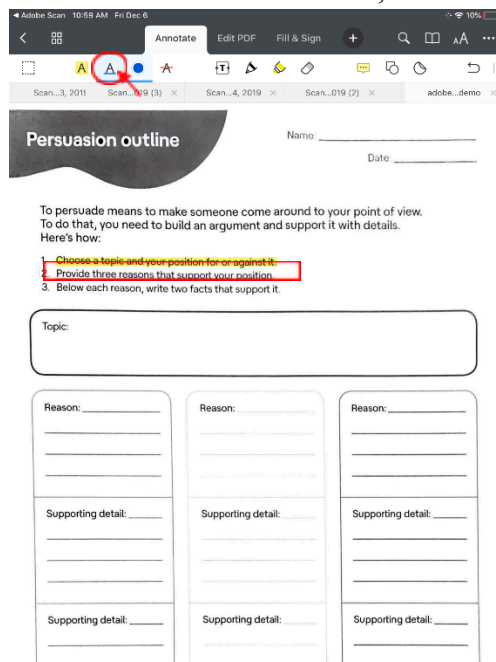
    a. Highlighting:

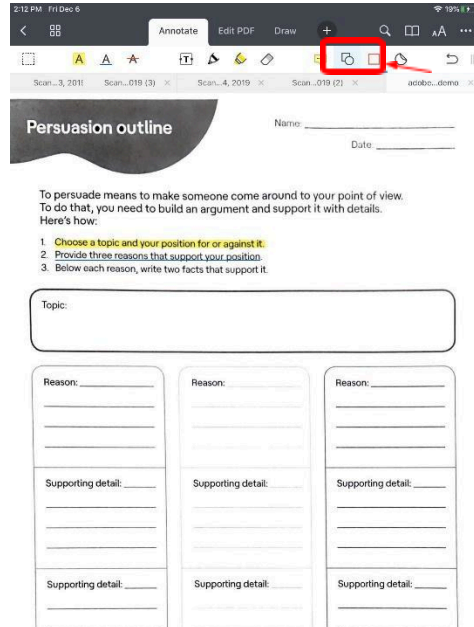   i. Click on the highlight icon, and then hit and drag to highlight the desired text.
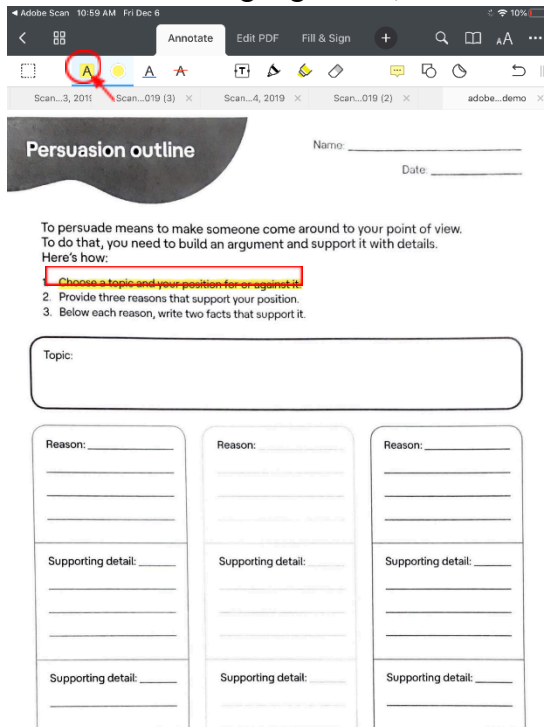
    b. Underlining:

        i. Click on the underline icon, and then hit and drag to underline the desired text.
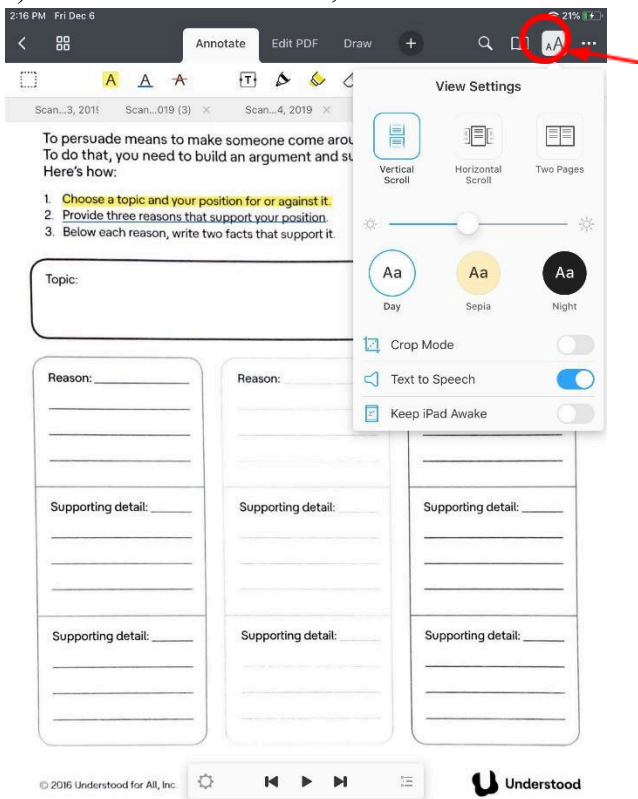
c. Adding circles/boxes:
   i. Click on the shapes icon, select the desired shape, then click and drag in the desired location.
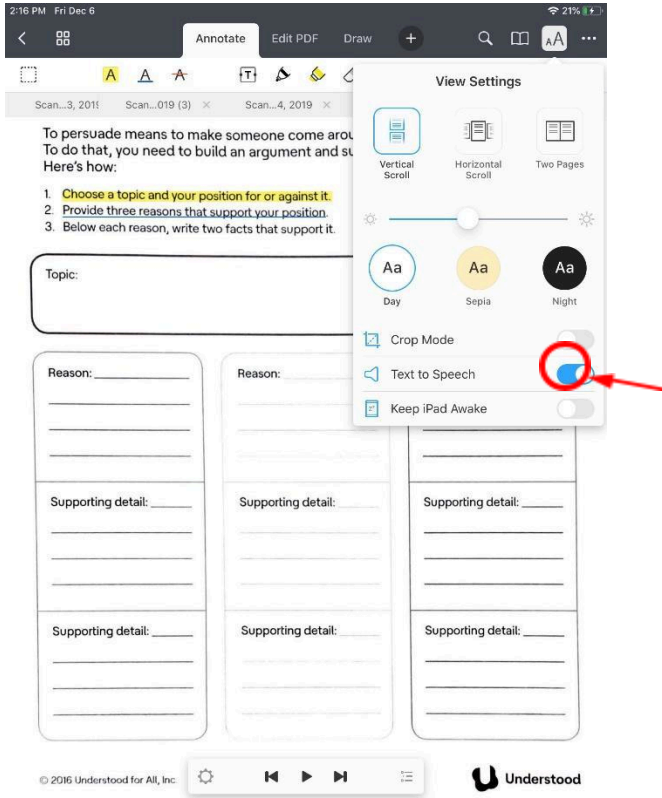

Having PDF Text Read Aloud (Text to Speech)

The Adobe Scan app has the ability to recognize text and the PDF Expert has the ability to read the text aloud to the student.
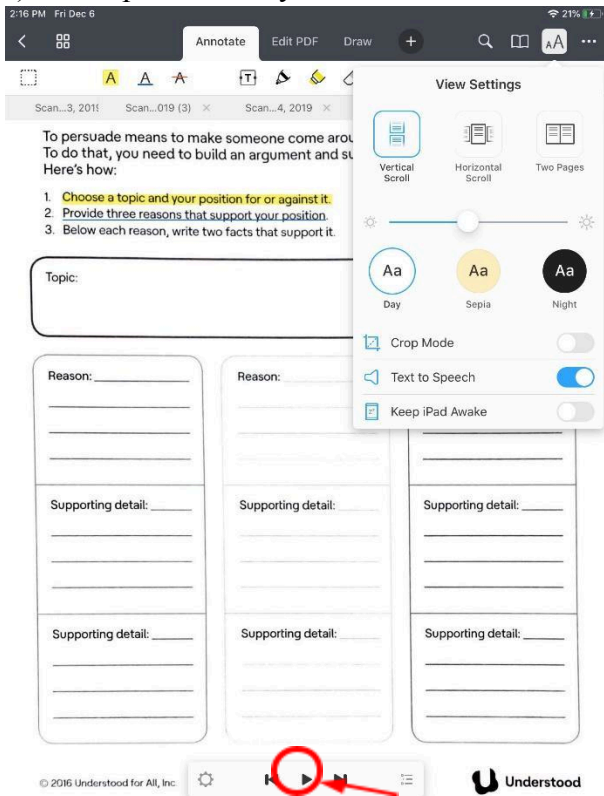
1) Do enable this feature, click on the ᴀA icon at the top right of the screen.

2) Then toggle the Text to Speech to on

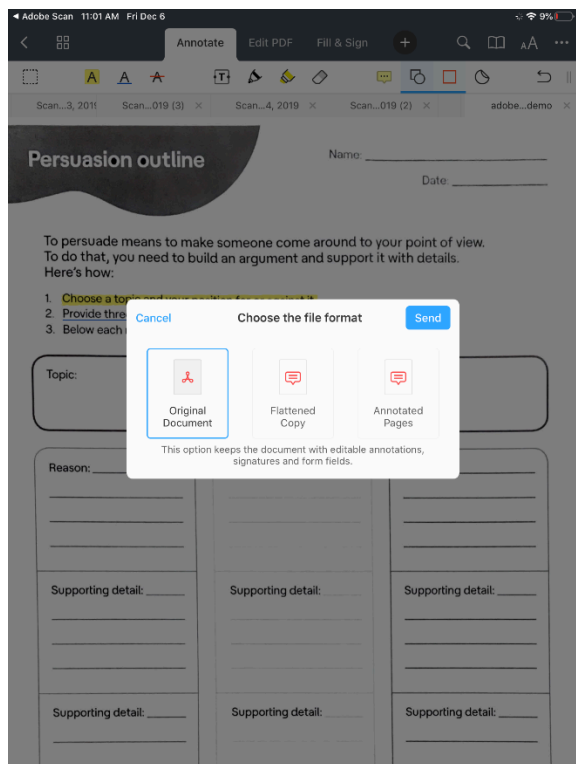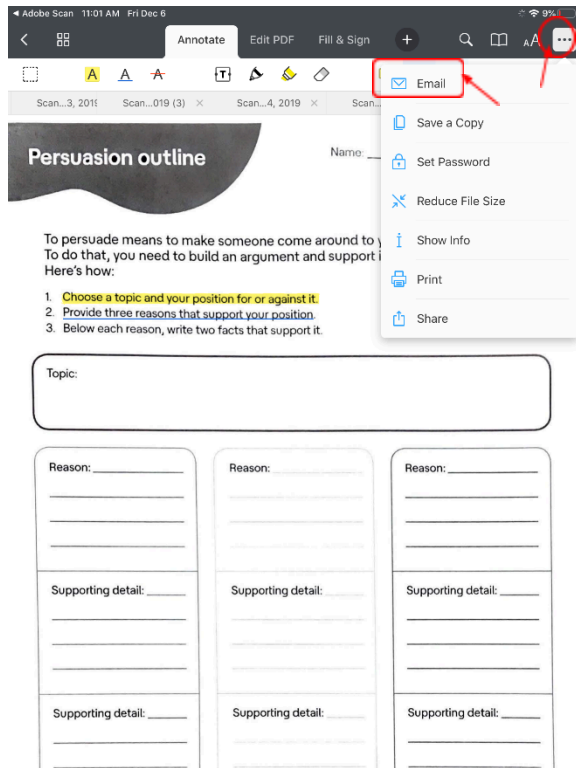3) Then push the Play button at the bottom of the screen.

Sharing the PDF (Email or AirDrop):

Once the student finishes their annotations, they can share PDF through either email or AirDrop.

1) Email:
   a. Hit the 3 dots in the upper right corner (…) , and then hit Email, and select Original Document and Send

2) AirDrop:
   a. Hit the 3 dots in the upper right corner (…) , then hit the Share button at the bottom of the menu, and then hit the AirDrop icon and select the desired iPad to share with.