



PROCESSING DOCUMENTS WITHOUT ACCESS TO A PRINTER

Adobe Scan (Mobile App):

- Scan documents from your phone

HOW TO ACCESS:

[Click here](#) to access the Adobe Scan App
(Available on Google Play and the App Store)

TRAINING:

- Adobe offers [tutorials](#) on how to process documents through the scan app.

The Adobe Scan App is a free app that allows you to scan documents from your phone. To edit the scanned document you will need a subscription but DocHub, which we will look at later on in this document, is a good free/affordable option.

Price: Free to scan documents

Need Adobe Document Cloud subscription to edit scanned documents

1. Download the App on your phone (see above).
2. Now you need to sign-in to the app.
 - a. You can sign-in with the following accounts:
 - i. Google
 - ii. Facebook
 - iii. Apple
 - iv. Or you can create an Adobe account
 1. I use my personal Gmail account to access the app
3. Once you sign in you'll be welcomed with a pop-up screen.
 - a. You will have to allow the app to access the camera and the app should walk you through this process.
4. To get started you can swipe the screen to access a variety of document types:
 - a. Whiteboard

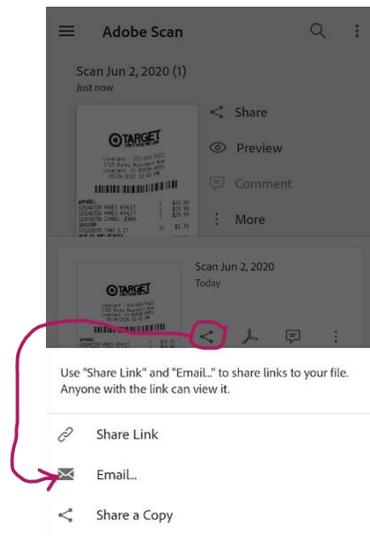


- b. Form
 - c. Document
 - d. Business Card
5. Choose the correct document type and then hold the phone over the document.
- a. The app will automatically crop the document for you but if you are unhappy with the crop you can adjust it manually.
 - b. When you are satisfied, click "Continue"
6. Your document will appear as a small icon in the bottom right corner of the app. To access it, simply click on it.
- a. You can change the name of your document by clicking the "pencil" icon (circled below). You can also make any needed adjustments including:

- i. Add Page
- ii. Reorder Pages
- iii. Crop
- iv. Rotate
- v. Color
- vi. Cleanup
- vii. Resize
- viii. Delete



7. When you are happy with your document, click "Save PDF" in the upper right hand corner.
- a. This will bring you to another screen while the document is uploaded to the Adobe Cloud but you don't have to keep it there.
 - b. You can download to your device to edit using DocHub (walkthrough below) or you can email it directly to yourself or someone else without ever having to print the document.
8. Click the "Share" icon (circled below) to send a link via email. Anyone with the link should be able to access the document.
- a. You can download the document onto your computer by sending yourself a link and then downloading the document.



Other Scanning Apps that work well:

TinyScanner – FREE. Google Drive Integration. Can email documents.

I use this app a lot personally and find it easy to use and very useful.

Get it [here](#).

Clear Scan – FREE. Google Drive, Dropbox, OneDrive, SkyDrive, and Evernote Integration.

Get it [here](#).

There are a number of other great mobile scanning solutions. Experiment and find the one that works best for you and your needs. A quick Google search can provide many versatile options. Be sure to check pricing and reviews to find the best solution for you.



DocHub (Free Online Software):

- Edit PDF documents/sign documents digitally

HOW TO ACCESS:

- [Click here](#) to access the DocHub Website

TRAINING:

- DocHub offers a [knowledge base](#) with FAQs and walkthroughs

DocHub is an online PDF editor and document signing platform. It lets you edit and sign PDFs in your browser and send documents digitally.

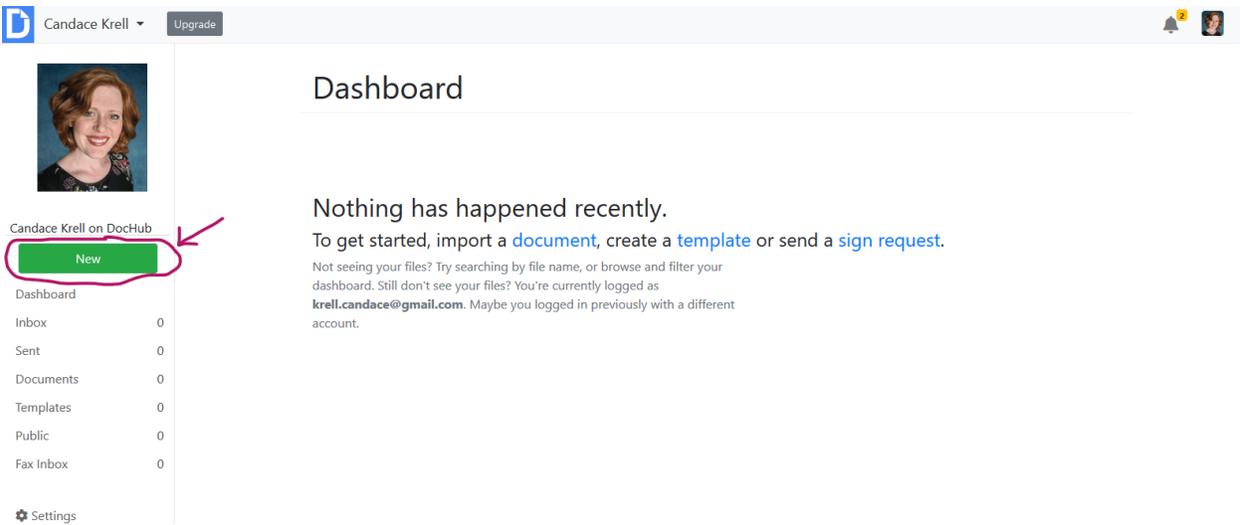
Price: Free with limitations. [Paid subscription is available](#)
(\$4.99/user/month if paid yearly -- \$6.99/user/month if paid monthly)

1. What can DocHub do?
 - a. With DocHub you can edit PDF documents, create fillable forms, and add virtual signatures.
 - b. You can also share documents via Google Drive with Google Integration. If you don't have a Google Account, then you can share the documents via email.
 - i. Instead of printing out a document and mailing it out, you can create documents and share them digitally without ever printing out the document.
 1. IMPORTANT NOTE: This software cannot take the place of important legal practices like notary, etc. I recommend using this software for personal use (with your own signature, etc.)
 2. The software does allow you to request signatures from others but I would recommend only participating with others that you know and trust.
2. Login or set up a new account
 - a. You can sign-up using Google account or with an email address
 - b. The "Login" button is in the upper right hand corner of the DocHub landing page.
 - c. To set up a new account you can sign-up with your Google account or with an external email address. The prompt is located in the middle of the page and is highlighted in the screenshot below.



3. Uploading a document

- a. Once you go through the log-in process you will be brought into your dashboard with a number of different options available. DocHub offers a great deal of training resources via their [knowledge base](#) which could help when just getting started
- b. To upload a document click on the "New" button located on the left side-bar menu.



4. You will be brought to a screen where you can choose from the following import options:

- a. Import a File from:
 - i. Computer
 - ii. Dropbox
 - iii. Google Drive
 - iv. One Drive



1. One of the things that I love about this software is the integrations with other popular solutions. It is just as easy to import a document from a cloud service like Google Drive as it is to upload the file from your computer.
 - b. Choose the relevant upload type and then map it to the correct document.
 - i. A process bar will appear at the top of the page and when the document has been uploaded it will open in the DocHub software.
5. Make any changes you need to existing documents.
- a. At the top of the page you will see icons that will assist you in editing your document.
 - i. Pointer 
 1. Allows you to select items on the screen
 - ii. Add Text 
 1. Allows you to type custom text on PDF documents
 - iii. Add Rectangle 
 1. Allows you to draw rectangles (and other shapes) on the page. Like in Microsoft word, you can use these shapes to cover up items on the page and then use the "Add Text" feature to update text in your document.
 - a. If you click on the little down arrow to the right of the rectangle icon you can change the function. Other options include:
 - Draw Freehand
 - Add Circle
 - Add Line
 - Add Arrow
 - iv. Highlight 
 1. Allows you to highlight text on the page.
 - a. You can customize the highlight color.
 - b. Clicking on the down arrow to the right will allow you to choose from other options, such as: underline and strikethrough. However, these features are only included in the paid plan.
 - v. Comment 
 1. Leave comments for others with the comment feature.
 - vi. Whiteout 
 1. Acts like the old fashioned bottled whiteout. Allows you to whiteout embedded text.
 - vii. Add Stamp 



1. This can be useful when you need to check a box on a PDF. Just choose the "add stamp" and then place a checkmark over the box. You can scale the checkmark to fit the box.
 - a. Clicking on the down arrow to the right of the checkmark will allow you to choose from other stamp options.
- viii. Insert Image 
 1. Allows you to insert an image onto the page.
 - a. Just click the icon above and then map to the image you'd like to add.
 - b. To move the image, click on it and then select the icon composed of six dots. This will allow you to move your image. 
 - Please note that the icon with the six dots will allow you to move other object as well so look for that icon when you need to move an element on the page.
- ix. Sign 
 1. DocHub allows you to sign documents without having to print, sign, and scan. You can do it all digitally.
 - a. If you are new to DocHub then you will need to create your signature.
 2. Click on the "Sign" icon
 3. Then click "Create your signature"
 4. You have a number of options to provide your signature
 - a. You can use the QR code to sign
 - b. You can text a link to yourself
 - c. You can draw your signature using your mouse
 - d. You can upload an image of your signature
 - I prefer to have the system send me a text but you can choose the option you prefer.
 5. Once you've provided your signature you'll need to hit the refresh button on your browser in order for the signature to show up.
 - a. You can manage your signatures by clicking on the "Sign" button and then selecting "Manage your signatures"
 - Please note that you can request signatures from others but I recommend that you only do this with individuals you



know and trust and that you give them a heads up about how the process works.

- This system is not a substitute for legal signatures that need notarized, etc.
6. Click on the "Sign" icon and then find your signature and click on it.
 7. Scroll to the area on the document you'd like to add your signature and then click there. Your signature should appear.
 - a. You can scale and move your signature as needed.

6. How to download your completed document from DocHub.

a. Downloading while you are in the document:

- i. While you are in the document working go to the top right hand corner of the page and click on the "Download/Export" icon.



- ii. You will then see a pop-up window with the following options:
 - Download directly to your computer.
 - Export to Google Drive
 - Export to Google Classroom
 - Export to Dropbox
 - Export to OneDrive
- iii. Choose the option you'd like to use and then click the "Download" button.

b. Or you can download the document directly from the DocHub dashboard by right clicking on the document you'd like to download and selecting "Download/Export"

- i. This will initiate the same pop-up window described above and you can follow the directions from steps ii and iii above.

The information above is not an endorsement of the mentioned products but merely an offering of possible resources. If you do not like the software mentioned above, please do some research and find the solution that works best for you and your organization. There are a lot of great free or affordable PDF scanning and editing solutions available and many software offerings provide free useful trainings and informative walkthroughs on their website.