



# Inspiration Sr. Sec. School

Kathgodam

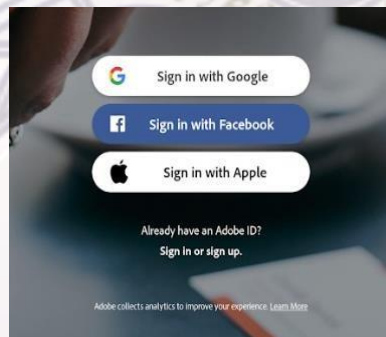
## USER GUIDE FOR SCANNING AND SHARING THE DOCUMENT IN PDF FORMAT

- **Kindly upload the answers as images if one page is there to upload. Please ensure the clarity when you click the image**
- **Please use any good scanner applications (Adobe scan) if more than one page is there to upload. It should be in .pdf format. We recommend the free app Adobe scan for better clarity**
- **100 MB the maximum file upload size.**

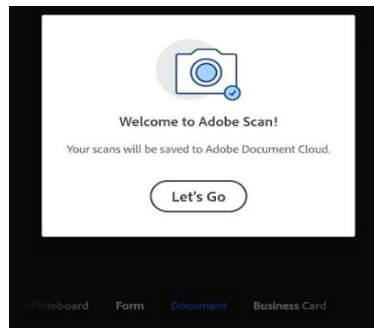
1. Install the Mobile APP – **ADOBE SCAN** from Google Play store



2. Open the APP



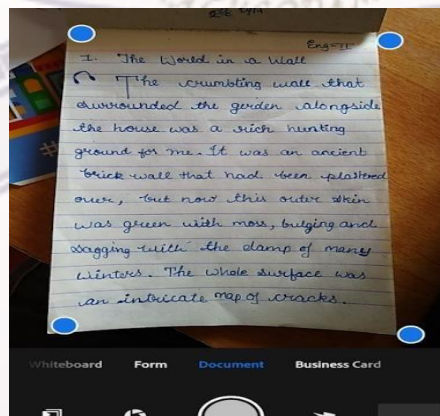
3. Login Screen will be displayed, select Sign with Google



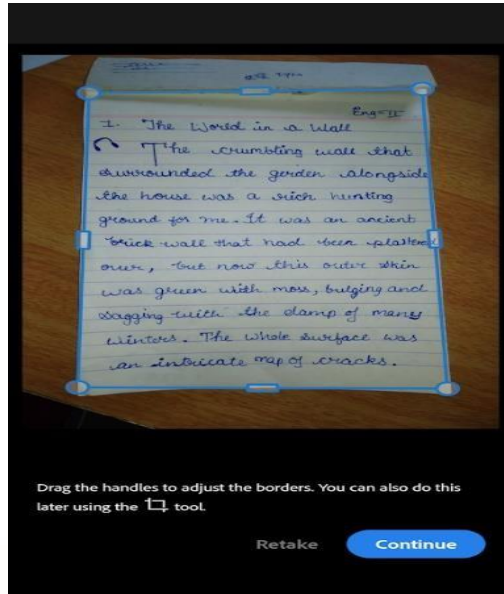
4. Click on Let's Go

5. Keep the document / Answer script in bright light area

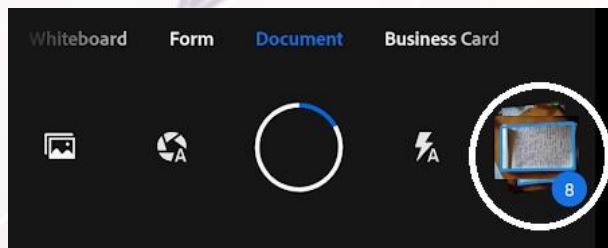
6. App will automatically identify the area with blue color dots on the corner and it takes the photo by itself. (Hold camera without shaking)



7. You can adjust the photo / crop/ corner adjustment can be done (Click continue once done)



8. Repeat the same steps for all pages of an answer, once all pages are scanned, see the total number pages (indicated on right side bottom with blue color)



9. Click on the document icons – as shown in above picture

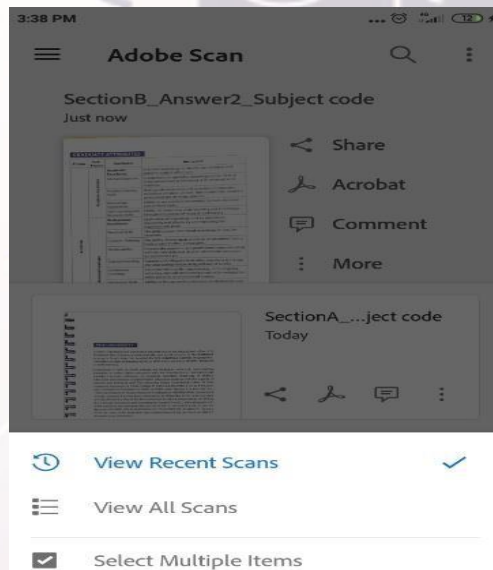
10. Rename the file in the following format -Name(Student's full name without space)  
\_(Class with Section).

For example- The file name of Rajan Khanna ,Class 5 section A will be  
**Rajankhanna\_5A**

11. Click on Save PDF (right side corner) and **wait for the pdf file to be created successfully.**

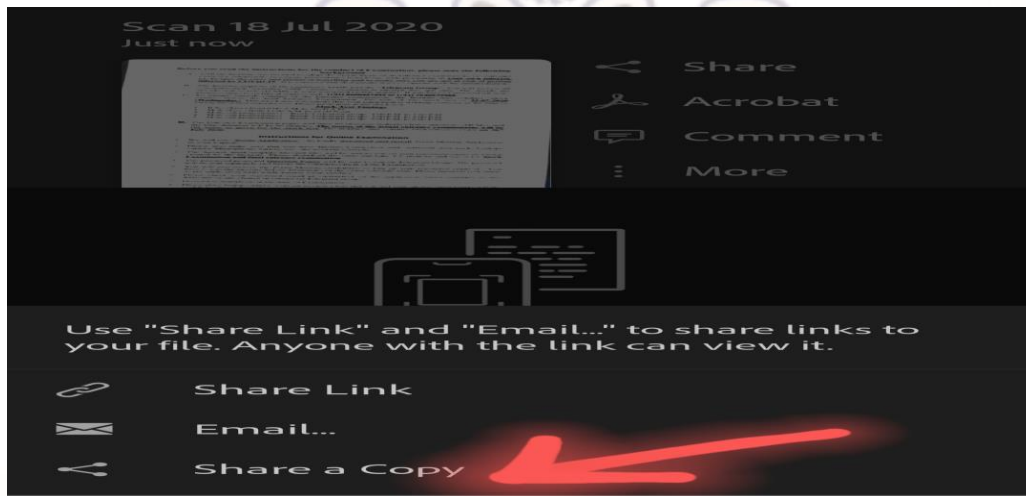
**NB: Kindly avoid skipping the process.**

12. After saving the file click on Share icon



13. Click on Share icon.

Click on share a copy and then select WhatsApp option.



For any further assistance, please feel free to contact Mr Himanshu at 9760221289.

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