Scanning of documents with Adobe Scan and delivery on Dolly.
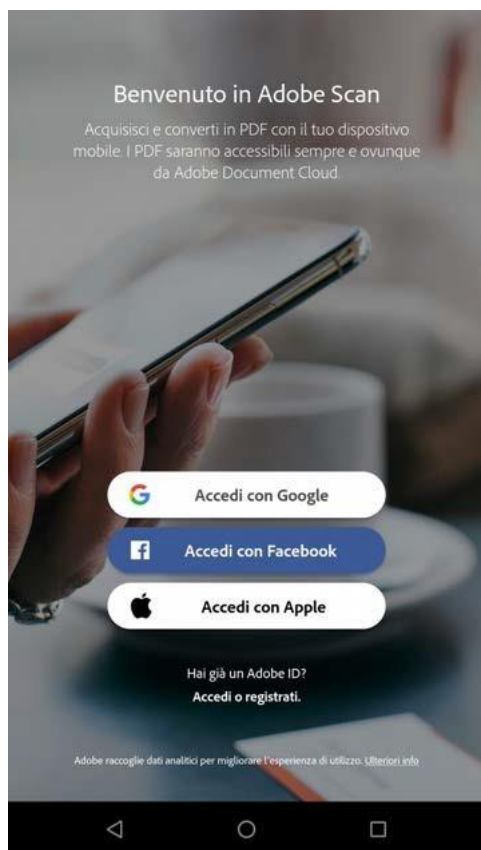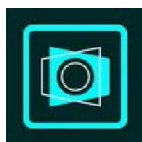
For Android and Apple
With your smartphone you can:
1. Scan multiple sheets of paper,
2. merge them into a single pdf file and
3. deliver the pdf in Dolly

Scanning using Adobe Scan
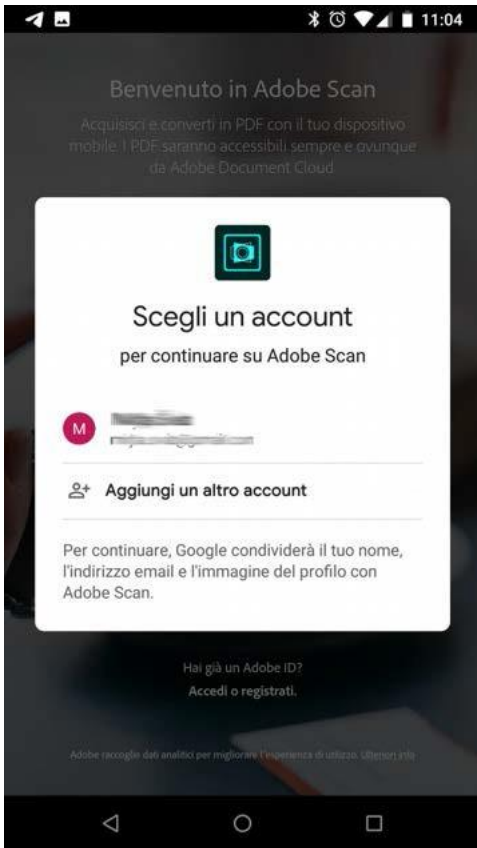
Install app **Adobe Scan**

Android Google Play Store

Apple App Store

The first time you start the service, access the Adobe service with a Google, Facebook or Apple profile.

Use the same profile to access Adobe services on the web if necessary.
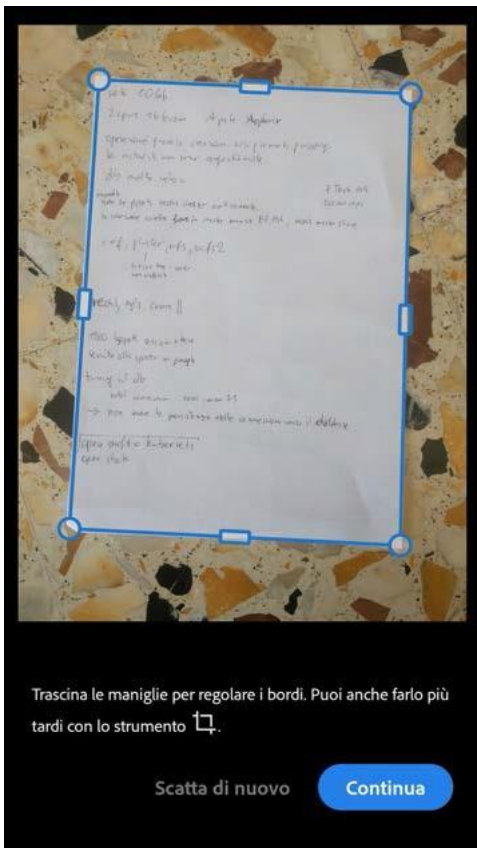
Choose the account to log in with.

The procedure may send a confirmation code to your phone. You will need to enter your date of birth.

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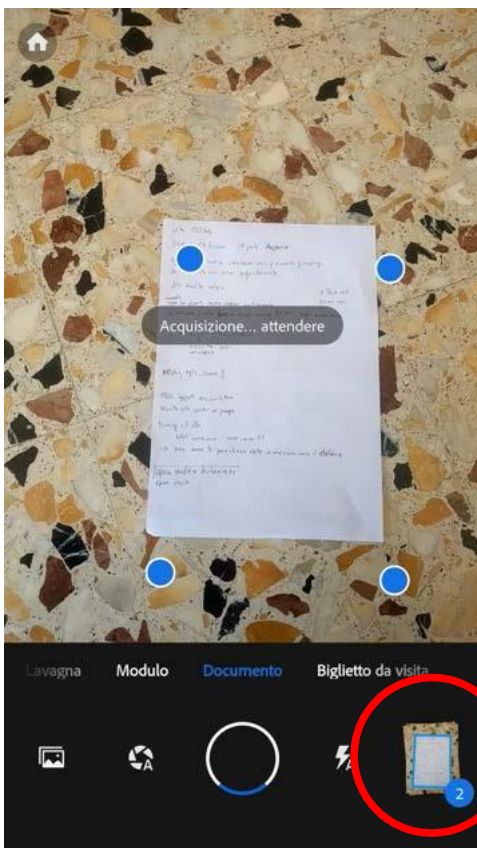
Your scans will be saved in the Adobe Document Cloud and can still be used directly from your smartphone.

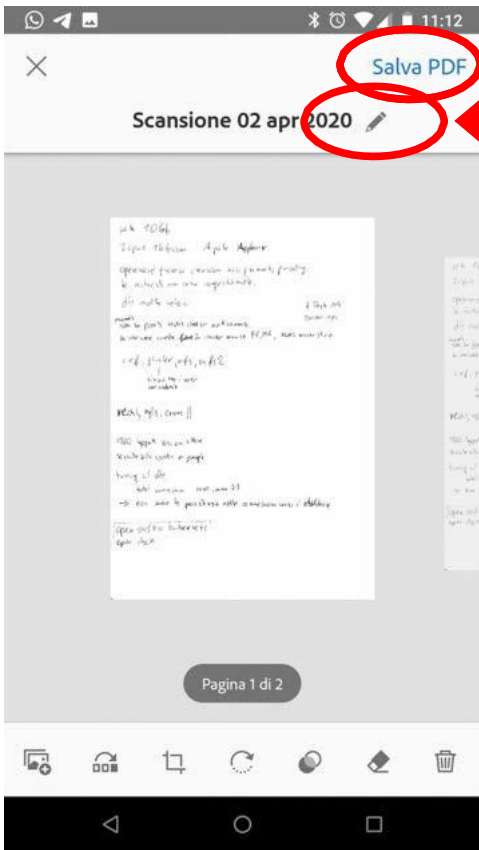Provide access to the app to access the camera.

To scan frame the sheet and wait a few moments for the corners to be detected.

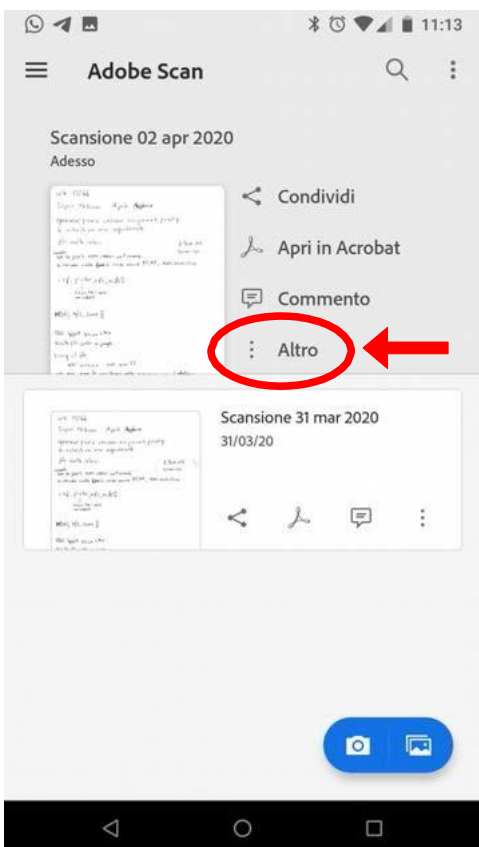To scan another page click on Continue

When all the sheets have been scanned, select the document icon in the lower right corner

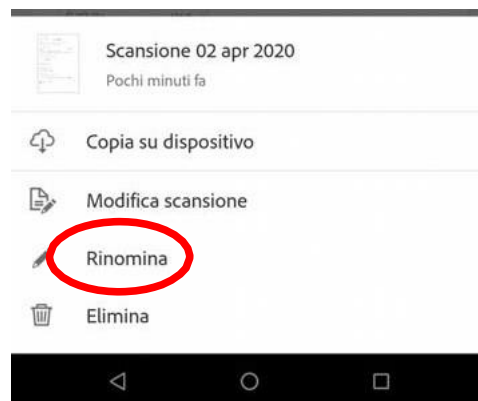Select the pencil to rename the file. Rename the file according to the indications obtained. (for example your name)

Save the file with the Save PDF button.

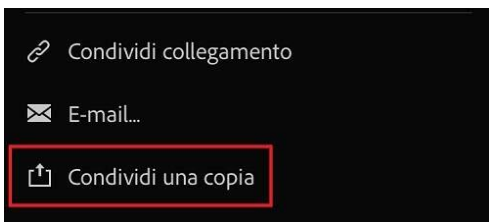Once saved, a preview image is displayed, with a menu of commands to share or edit.

To rename the file later select Other and then Rename. For Android: the copy on your device is used to copy your file locally onto your mobile phone documents

If you are using iphone or ipad you can save a copy of the scan on your device or in a cloud space.

From the side menu of the scan, select the Share option.

At the bottom of the screen you will see the possible sharing modes: select Share a copy.

Depending on your preferences, first select where you want to save your copy, choosing between folders inside your device or cloud services in use.

Click Save to save your scan locally.

Uploading the pdf file of the assignment on Dolly

Option 1
- From the scan app choose share and then your email app, for example Gmail, and send the file to your email address, or choose share and save to drive.
- from your computer then retrieve your file attached to the email or from drive and upload it to dolly, on the teaching page you are taking the exam, by clicking on the exam link.

Option 2
 If you saved your file on your mobile phone from adobe scan:
- enter in dolly directly from your mobile phone, enter the teaching page of which you take the exam and click on the exam link for delivery.

Option 3
- from the scan app choose share and then your email app, for example Gmail, and send the file to your professor's email address.

The choice of the delivery option for your assignment depends on the instructions you received from your professor.

test the delivery of the task: https://dolly.economia.unimore.it/2019/course/view.php?id=269