How to scan and upload multiple pages through Adobe Scan

Adobe Scan: PDF & OCR Sca...

1. Download Adobe Scan from the app store (it is free)
2. Start Scanning
    - Open the app & Tap the camera icon to begin.
    - Place your documents on a flat surface with good lighting.
    - Adobe Scan will automatically detect the page and capture it.
        - If needed, tap the capture button to take the picture manually.
3. Add more pages
    - Tap Continue or "+" icon to add more pages.
    - Repeat for each page (Adobe Scan free version allows up to 20 pages).
4. Save your pdf
    - When finished, tap Save to create a multi-page PDF
    - Tap the "…" (menu) in the top right and choose copy to device
    - Or Tap the Share icon (box with arrow) Save Files to save it to your preferred location.
5. Upload your documents to our website secure link
    - Review your scans to make sure all pages are clear and readable.
    - Open your internet browser and type in muhlcpa.com
    - Tap menu
    - scroll to Send Files Securely
    - Select Safe Send Exchange
6. Complete the upload
    - Enter:
        - email address
        - First name
        - Last name
        - Tap: Next: Send
    - Add:
        - Subject: tax documents & your name
        - Message: tax docs
    - Attach your pdf
        - Tap Attach Files
        - Tap Choose files
        - Select your scanned pdf
        - Tap Open
    - Wait until the file shows "complete" then tap Send.

How to Delete a File on Your iPhone from the Notes app, Files app or from Adobe Scan

Deleting file in the "Files" app:

1. Open the Files app.
2. Navigate to the folder where the file is saved (e.g., *On My iPhone*, *iCloud Drive*).
3. Press and hold the file you want to delete.
4. Tap Delete.
5. The file moves to Recently Deleted (in Files).
    - To permanently delete:
        - Open Files → Recently Deleted
        - Tap Select → choose the file → Delete (bottom right).

Deleting files on Adobe Scan:

1. Open Adobe Scan.
2. Tap Recent or All Scans.
3. Tap the three dots (...) next to the file.
4. Tap Delete → confirm.

Deleting files on Notes app:

1. Open Notes.
2. Swipe left on the note.
3. Tap Delete.