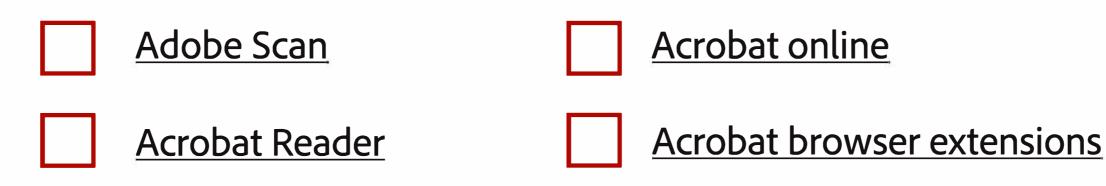


End-of-Year Checklist

Start the new year digitized and organized.



First, let's get set up with:



2



Check out <u>43 things to scan</u>, including:



Connect

Then, connect Acrobat to your storage accounts to grab other files.

Box

Microsoft OneDrive

SharePoint

Dropbox



Organize

Finally, organize those files so you can easily access and find them anytime, anywhere.



Create folders and add your files



Star documents you access often



Restrict access — view, edit, or print — by adding a password