

# End-of-Year Checklist

Start the new year digitized and organized.

## 1 Get set up

First, let's get set up with:

- [Adobe Scan](#)
- [Acrobat Reader](#)
- [Acrobat online](#)
- [Acrobat browser extensions](#)

## 2 Digitize

Check out [43 things to scan](#), including:

- Receipts
- Credit card info
- Business plans
- Family photos
- Driver's licenses
- Healthcare records
- Diaries
- Insurance policies
- Lease agreements

## 3 Connect

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

- Box
- Dropbox
- Google Drive
- Microsoft OneDrive
- SharePoint

## 4 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