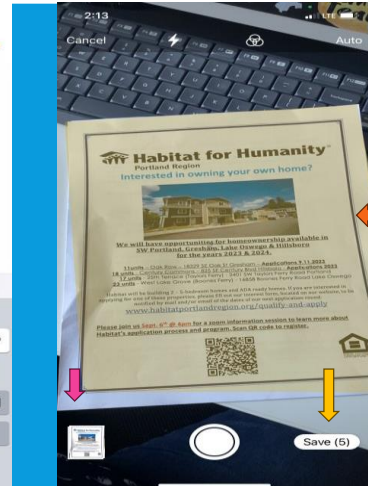
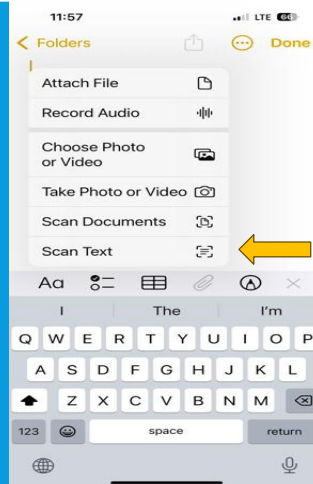


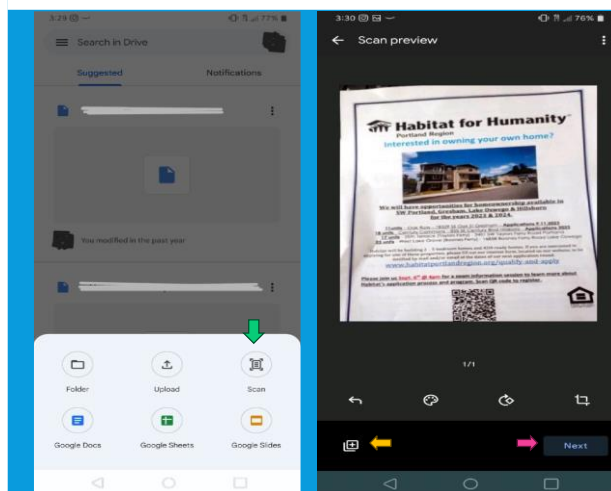
SCAN DOCUMENTS WITH AN IPHONE TO CREATE PDF

****Have Documents ready****

- Go to "Notes" on your iPhone
- Create a new Note
- Click the paperclip
- Click Scan Documents
- Your camera will open
- Hold phone over document to scan it. The pic will turn yellow as its scanned. And you will hear your camera click when it has captured the image. Move page aside and scan the next page and so on. Continue to scan all the documents you want to for that file.
- Scanned pic(s) will show up on the bottom left. When finished, click the "save" button on the bottom right
- Your file will save as a pdf and you will be able to upload it from there.



SCAN DOCUMENTS WITH AN ANDROID TO CREATE PDF



Scan a document

1. Open the Google Drive app
2. In the bottom right, tap Add
3. Tap Scan. (green arrow)
4. Take a photo of the document you'd like to scan.
 - In "Scan preview" you can edit the photo by cropping it, rotating it, changing the color or you can retake the photo by going back.
 - Click the "+" button to take the next photo. (yellow arrow)
 - Continue to take photos of all the documents for that file.
5. Click "Next" to name your pdf. (pink arrow)
6. To save the finished document, tap "Save".