HOW TO SCAN A DOCUMENT USING YOUR PHONE

Android

1. Open the Google Drive app .
2. In the bottom right, tap Add .
3. Tap Scan .
4. *PLACE your UNFOLDED document on a FLAT SURFACE, in the UNOBSTRUCTED VIEW of the device's camera.*
5. Take a photo of the document you'd like to scan.
   - Adjust scan area: Tap Crop .
   - Take photo again: Tap Re-scan current page .
   - Scan another page: Tap Add .
6. To save the finished document, tap Done .

iPhone

1. Open a note or create a new note.
2. Tap , then tap Scan Documents.
3. *PLACE your UNFOLDED document on a FLAT SURFACE, in the UNOBSTRUCTED VIEW of the device's camera.*
4. If your device is in Auto mode, your document will be automatically scanned. If you need to manually capture a scan, tap or one of the Volume buttons.
5. Drag the corners to adjust the scan to fit the page, then tap Keep Scan.
6. You can add additional scans to the document or tap Save when you're done.

IMPORTANT
Please be certain you are scanning your document on a FLAT surface with NO OBSTRUCTIONS around the edges – i.e., do not place on your lap, bed, or any other uneven surface. Documents that are unclear or not in a PDF format, will delay the processing of your application.