

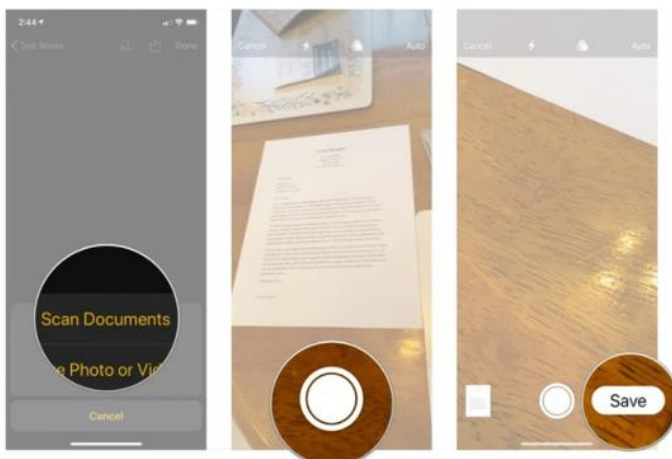
Help scanning documents

How to scan a document using an Iphone or Ipad








1. Open **notes** on your iPhone or iPad
2. Create a **new note**
3. Tap the **camera button** at the bottom of the screen



4. Tap **scan documents**
5. Line up the **document** you want to scan
6. Tap the **shutter button** of the scanner doesn't automatically scan the document.
Repeat this step for every page of the document you want to scan.
7. Tap **save** after you have scanned all the pages. The button will have a count of how many pages you scanned.
8. You can now **email** this document and **save** this on your computer ready to upload to the enrolment form.



How to scan a document using an Android phone

1. Open the **Google Drive** app .
2. In the bottom right tap add .
3. Tap **Scan** .
4. Take a **photo** of the document you would like to scan
 - **Adjust the scan area:** Tap Crop .
 - **Take photo again:** Tap re-scan current page .
 - **Scan another page:** Tap add .
5. To **save** the finished document, tap **done** .
6. You can now **email** this document and **save** this on your computer ready to upload to the enrolment form.