Tips for Scanning Documents

There are many ways to scan documents even if you do not have a flat bed scanner. Here are some ways you can scan your forms to email them back to us:

Use Your Printer

Many printers also copy, fax and SCAN. Check and see if your printer will scan documents. If it does you can look up your model number online to find instructions on how to use it as a scanner.

Use Your Phone or Tablet

iPhone/iPad

You can use the notes feature on your device to scan documents.

1. Open a note or create a new note.

2. Tap the Camera icon to scan documents.

3. Select Scan Document
4. Place your document on a surface and hover device camera over it.
5. If your device is in Auto mode, the app will automatically scan your document by highlighting it in yellow, and the app will apply flash depending on the lighting conditions.

6. You can manually capture a scan, by tapping the shutter button.

7. Drag the corners to adjust the scan to fit the page, if needed, or to scan only part of the page you want.

8. Tap Keep Scan.

9. Add more scans to the document if it’s a multiple page scan, and tap Save when you’re done.

**Android**

Android smart phones and tablets do not have built-in scanner capability like the Apple products. But below find a list of recommended apps you can install.

- Google Drive (this may have come installed already on your phone)
- Adobe Scan
- CamScanner
- Clear Scanner
- Tiny Scanner