



Family Support Services

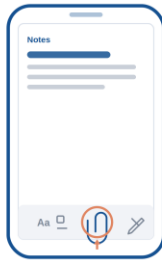
Quick Guide: How to Scan a Document to Email

A **scan** is a clean picture of a paper document that you can send by email. Pick the guide below that matches your phone, then follow the steps in order. **Each step is one simple action.**

For iPhone, iPad, or iPod touch

Step 1: Scan your document

- 1**  **Open the Notes app** and tap the pencil-and-paper icon in the bottom right corner to start a new note.
- 2** **Tap the paperclip icon** just above the keyboard, then tap “Scan Documents.” Your camera turns on. (On some phones the paperclip looks like a camera.)
- 3** **Hold your phone over the page.** Lay the paper flat and keep the whole page on the screen. It scans by itself when lined up. If corners are cut off, drag the round dots to the edges, then tap “Keep Scan.”
- 4** **Tap “Save”** (or “Done”). Your scan is saved in the note as a PDF.



Tap the paperclip icon



Line up the page; it scans for you

Step 2: Email your scan

- 1** **Tap the scan** inside the note to open it.
- 2** **Tap the Share icon.** It is the square with an arrow pointing up, in the top right corner.
- 3** **Tap “Mail.”** Type our email address, add a short message, and tap the send arrow.

Tips for a clear scan

- Place the paper on a dark, flat surface so the edges are easy to see.
- Use good lighting and keep your hand steady.
- Make sure the whole page fits inside the screen before it captures.



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Quick Guide: How to Scan a Document to Email

For Android phones and tablets

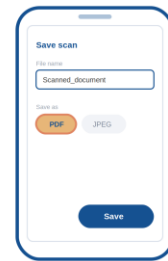
These steps use the **Google Drive** app, which comes on most Android phones. It is the colorful triangle icon. If it is not on your phone, download “Google Drive” for free from the Play Store.

Step 1: Scan your document

- 1  **Open the Google Drive app** (the colorful triangle). Sign in if it asks.
- 2 **Tap the “+” button** in the bottom right corner, then tap “Scan.” Your camera turns on.
- 3 **Hold your phone over the page.** Lay the paper flat with the whole page on the screen. Drive scans it for you, or tap the round button to take the photo. Keep it if clear, or Retake if blurry. To add more pages, tap “+” or “Add.”
- 4 **Finish and save.** Tap the arrow or “Done,” name the file, make sure the type is PDF, then tap “Save.”



Tap the + button, then Scan



Choose PDF, then Save

Step 2: Email your scan

- 1 **Find the scan in Google Drive.** It will have the name you gave it.
- 2 **Tap the three dots** next to the file name to open the menu.
- 3 **Tap “Send a copy” or “Share,” then choose your email app.** Type our email address, add a short message, and send.

Tips for a clear scan

- A dark, flat surface makes the page edges easy for the phone to find.
- Turn on a light and hold the phone steady above the page.
- Choose PDF when you save so we can open it easily.