How to Scan Documents Using CamScanner for Android
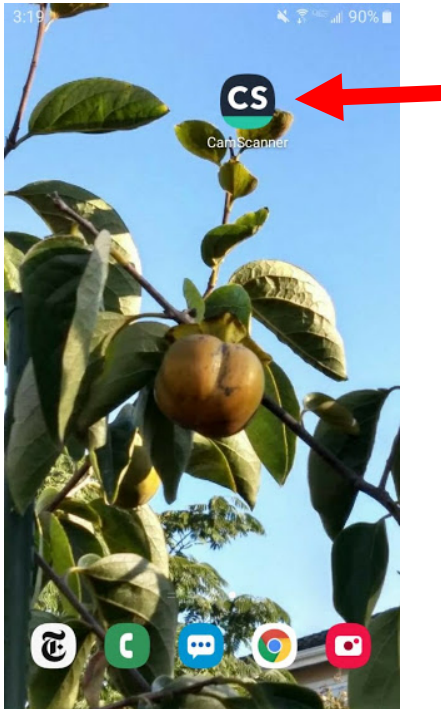
1. If you do not already have the app, download it for free from the Android App Store on your phone. Find the app and click to open.


2. Create an account by entering your email address and a password. The app will email you a link to verify your email address. You will not be able to use the app until you click the link in your email.

3. Give CamScanner permission to access files on your phone.
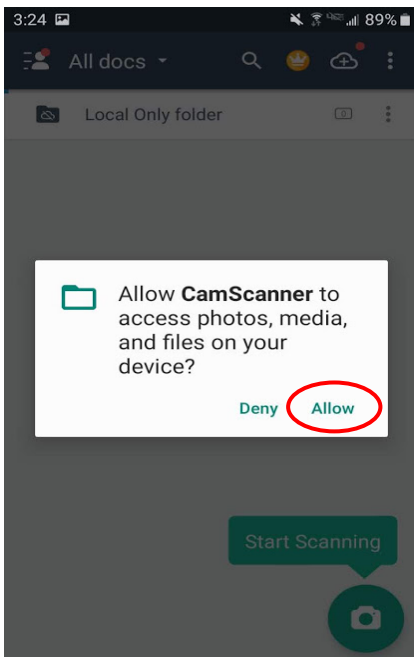
4. The app will try to get you to purchase their premium version, but this is not necessary. Click the x to exit the ad, as well as any other ads that pop up.
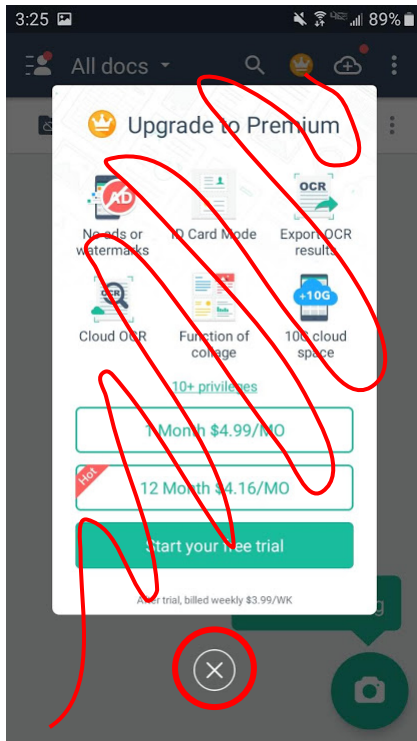
5. You will see a green button with a camera in the lower right-hand corner of your phone screen. Click it to start scanning.
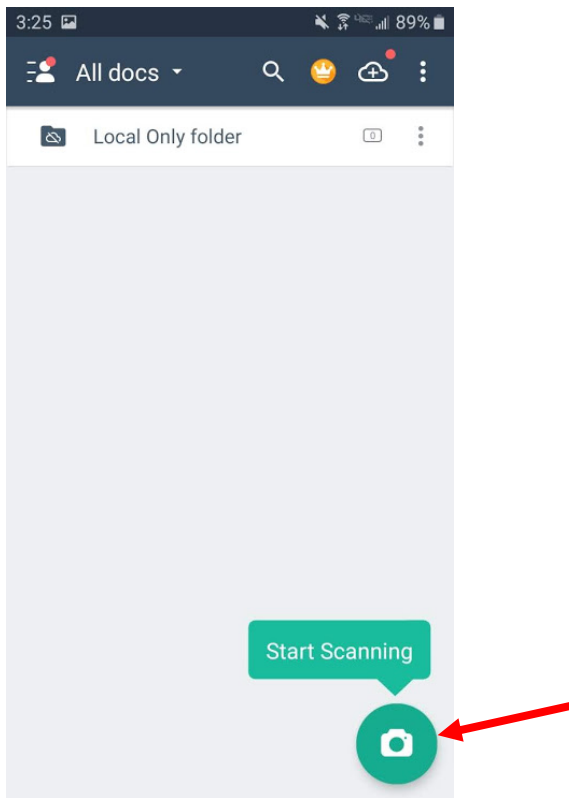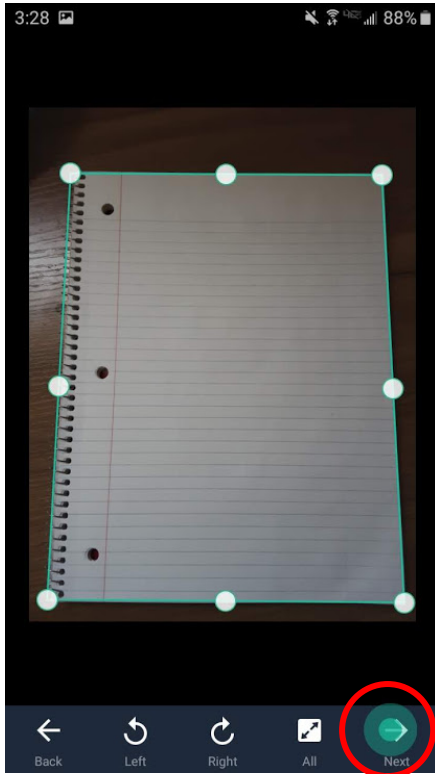

6. A window will pop up asking for permission to access your phone camera. Click 'allow'.
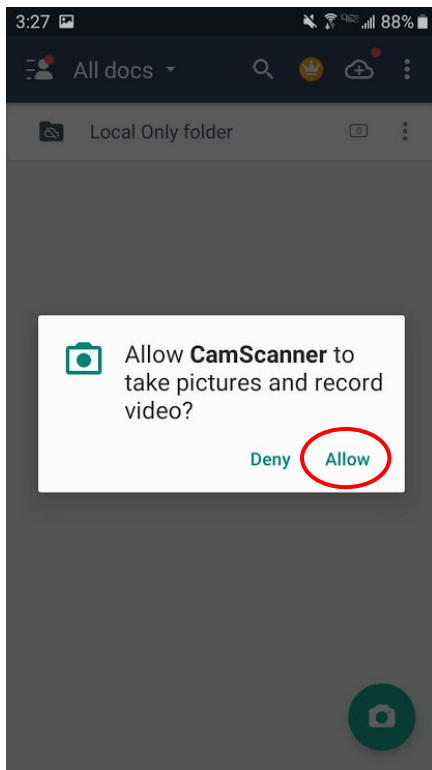
7. Place the document you want to scan flat on a table and hold your phone above it, making sure the camera points straight down. Don't worry about lining up the corners perfectly—the app will help you with that later.
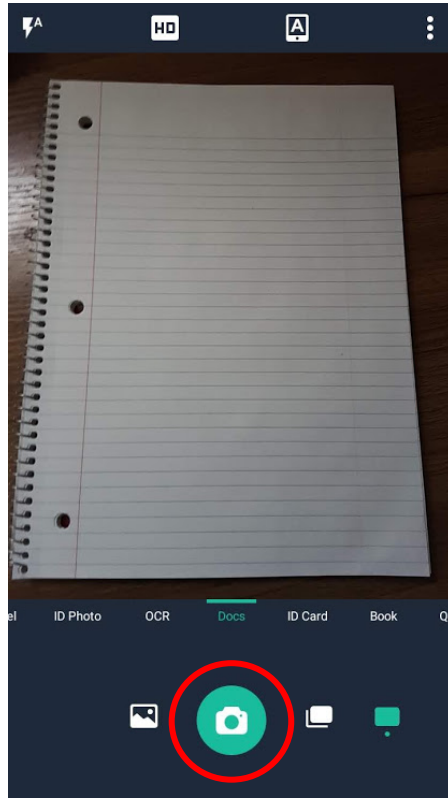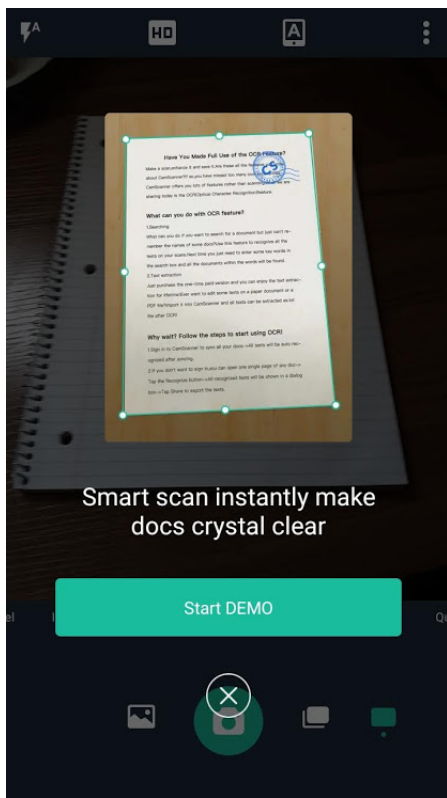
8. When you're ready, click the green camera button to take a photo.

9. After you take the photo, a green box with white circles will appear to help you crop the document. Click and drag to make sure the edges of the box line up with the edges of your document. When you are done, click 'next'.

10. The app gives you the option to apply filters to make the document easier to read. You can skip this step. **If the document is not legible at this step, go back and take another photo.**
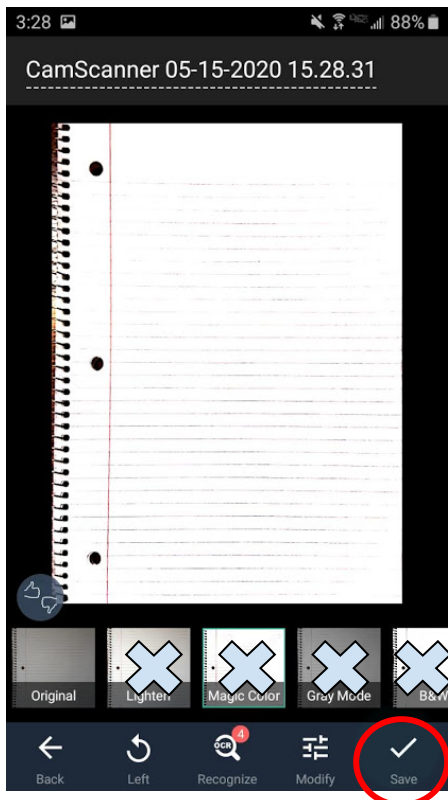
11. The app will flatten your picture so that it looks like a scanned document. Clicking save will take you to your CamScanner library where all your scanned documents will be stored.

12. To share a scanned document, first click on it to select it. Then, look for the share symbol in the upper right-hand corner of your screen.
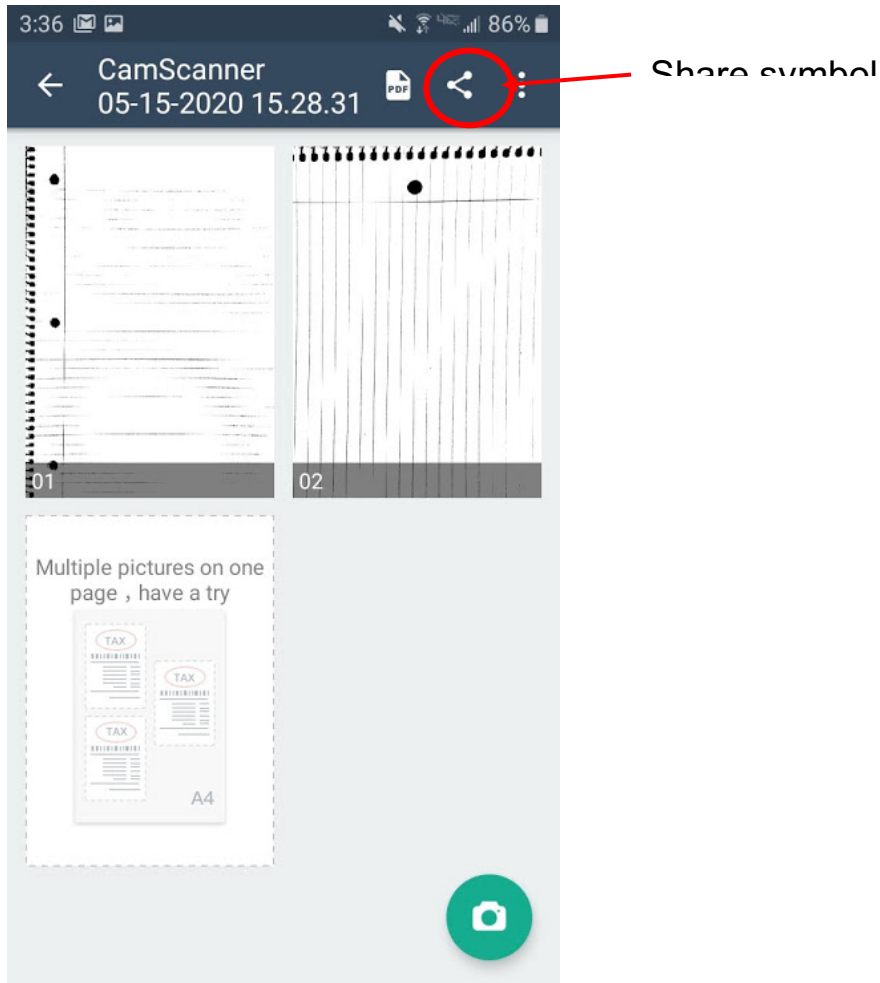
13. Click the share symbol, and then select 'share PDF'. Then click the green 'share button' that will appear in the upper right hand corner. This will open a menu with sharing options, including your email app on your phone. Click your email app to send copies of your scanned PDF.
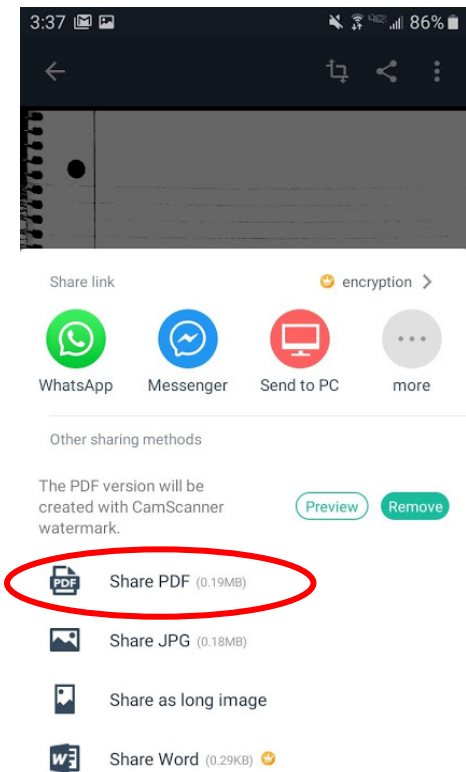
14. Clicking share PDF will bring up a menu of all the apps you can use to share. Click on your email app to email the PDF to the Consumer Advocacy Project.
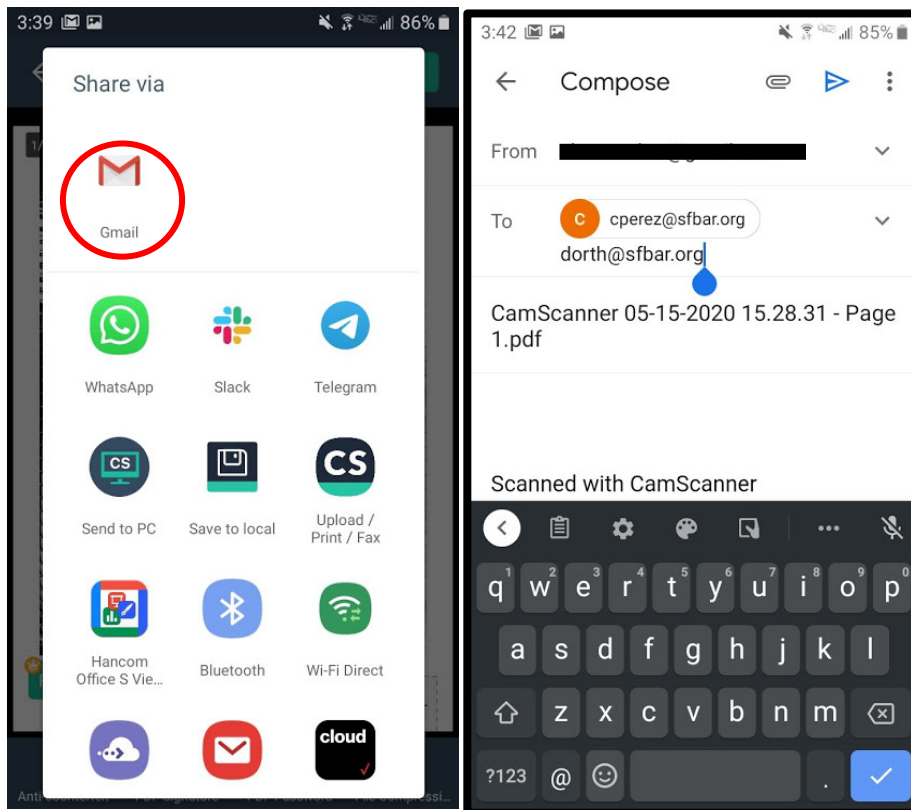
15. Enter the email address where you want to send the scanned document. This should always include the email of the client advocate you have been communicating with, PLUS Desiree's email. **Always copy Desiree in emails to the CAP project.**

16. Finally, email your document! We will respond confirming that we received it.