

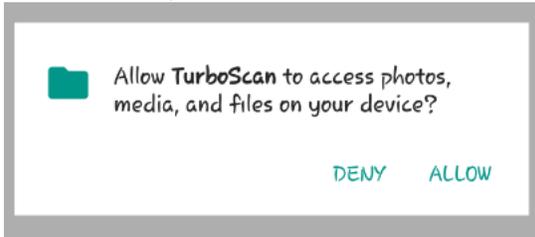
Document Scanning Apps for Android

TurboScan-Free: Android

1. Go to your app store and search for TurboScan:

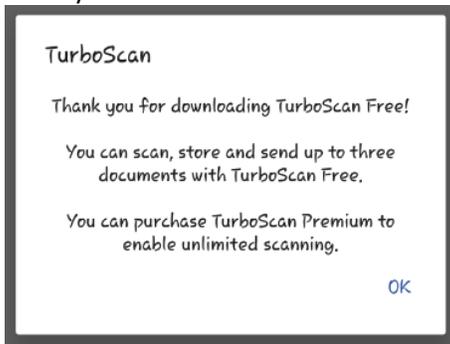


2. Click on either the free app or the one that costs \$4.99 then click “install” and it will download to your cell phone or tablet.
3. Once downloaded, open the app. The application will ask you if you would like to allow it to have access to your camera.



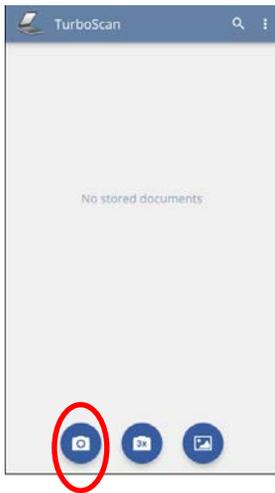
****Please note:** These apps will not function as needed without access to your camera and photos as it is the only way to capture an image of your document and convert it into pdf format.

4. Once you have clicked “allow” the following box will pop up:

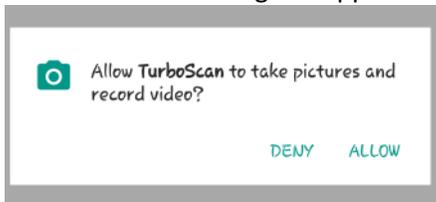


*this box advises you that TurboScan Free will allow you to send up to 3 documents in one pdf file, for more scanning you can purchase the premium TurboScan app. Click ok.

5. For the Android system, this is what the TurboScan home screen will look like

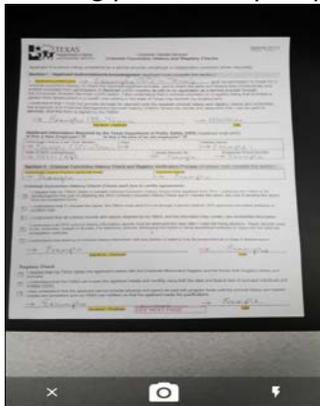


6. The camera icon is what you will click on when you want to take a picture of a document. Click on the icon and the following will appear:

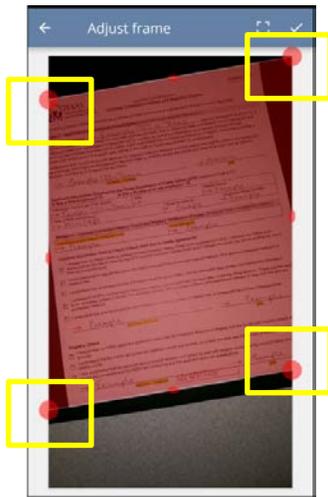


*Please note: These apps will not function as needed without access to your camera and photos as it is the only way to capture an image of your document and convert it into pdf format.

7. After clicking "allow" the next step is to take a picture of your document, the following will appear allowing you to take your photograph:

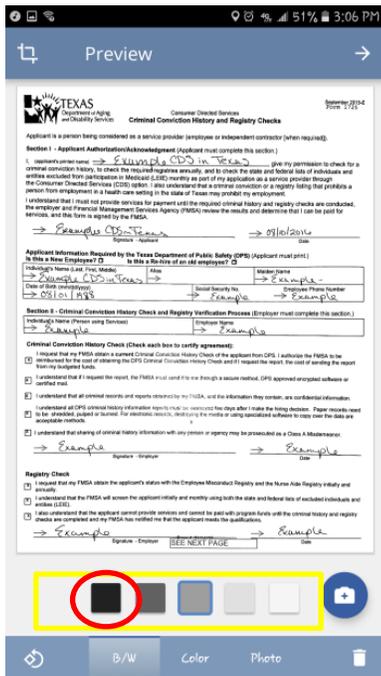


8. Please note: you will want to center the document as much as possible. The application itself will let you know that the picture is not centered via the following image:



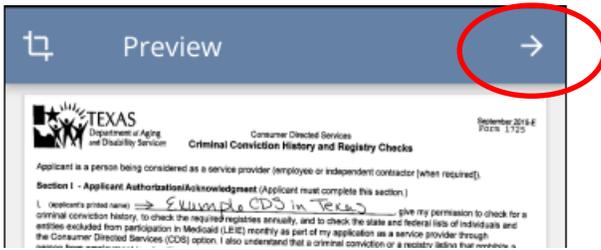
The application will red out the document and ask you to crop the image as much as possible in order to create the pdf document for you. In order to crop, place your finger on the red dots that are on each corner of the image. Drag your finger up, down, left or right as needed until you have cropped the picture. If you take a picture of the document that is well centered the application will crop the image for you automatically, so it is easier for users if the picture is centered when first taken.

9. If your picture is centered the application will automatically convert the image to a pdf document and allow you to preview it, giving you the options to change the brightness and darkness of the image before it is finalized into a pdf file. You will see the following:

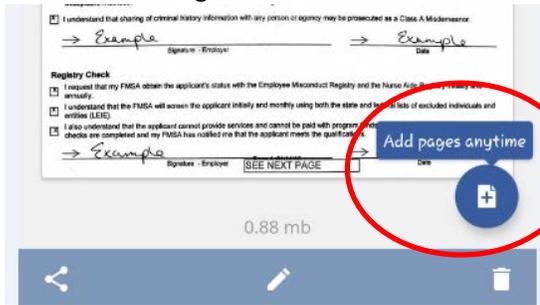


Note: *the darkest option is preferable as it darkens the lettering on the document and makes the words on the form more visible, however, please click on each icon to ensure that you are choosing the best one.

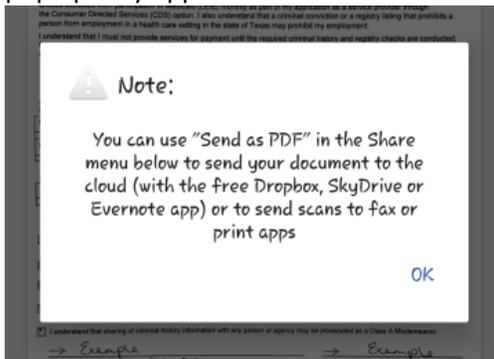
10. Next Click on the arrow located at the top right corner so that you can complete your scanning.



11. If you have more documents you would like to include in the pdf file, please click on the following icon at the bottom right of the document:

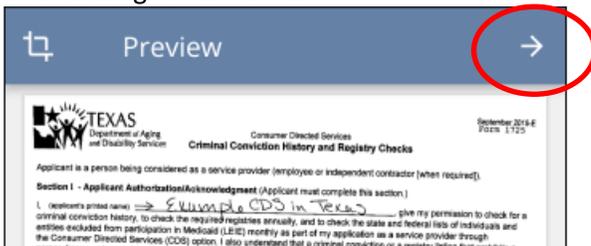


12. Clicking the “add pages anytime” icon will then take you back a few steps so that you can take a picture of your next document.
13. Please remember that with TurboScan Free you can send up to 3 documents in one pdf file. Once you have reached the 3 document limit, click on the arrow located at the top right corner. The following pop up may appear:

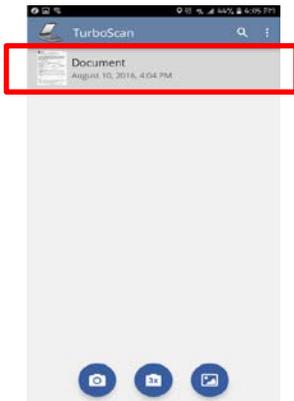


*Please note: This pop-up is regarding storage space for the image and advising you that you can send the image to a fax or print app if you have one already installed on your phone. It is not necessary and is strictly informational. Please click “ok” so that you may get to the next step.

14. After clicking on the arrow

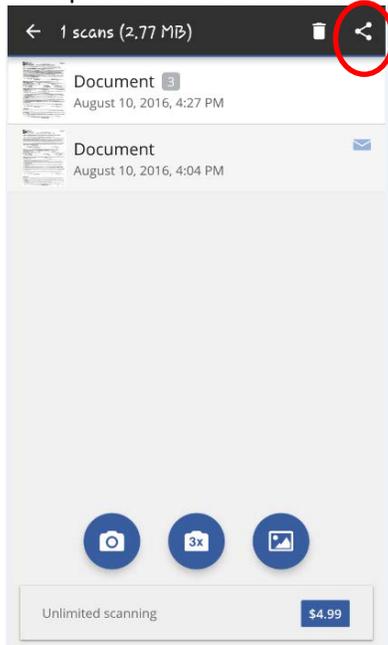


15. The next box you will see is:

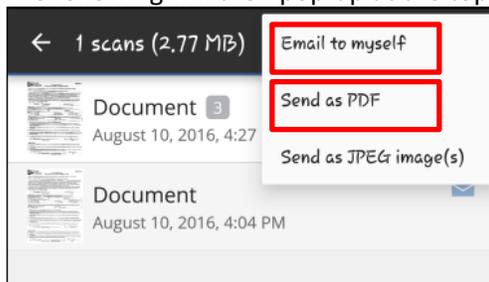


Here, you will need to press and hold your finger on the document of your choice.

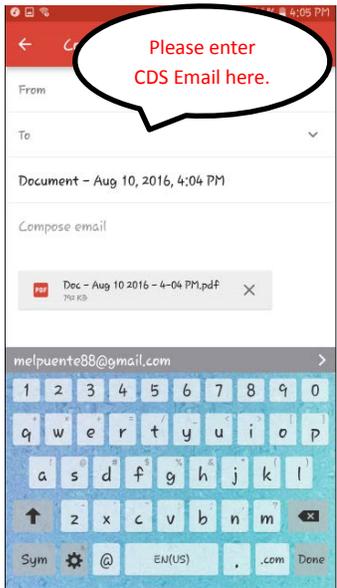
16. Next press the “share” icon  which is located at the top right corner,



17. The following will then pop-up at the top right of your screen:

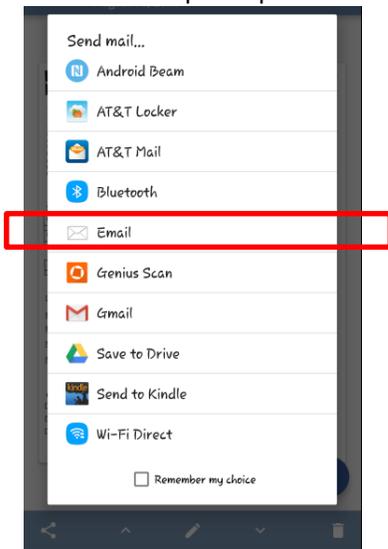


18. Click on either “email to myself” or “send as pdf”. The first option is for users who have already set up an email account on their phones. The second option is for users who do not necessarily have an email set up on their phones but they do have an email account they use. The secondary option will assist you in connecting your email to your phone.
19. “Email to myself” takes you directly to your email where it will already have a composed email for you with the pdf attached to it. If you have a Gmail account on your phone it would look like so:

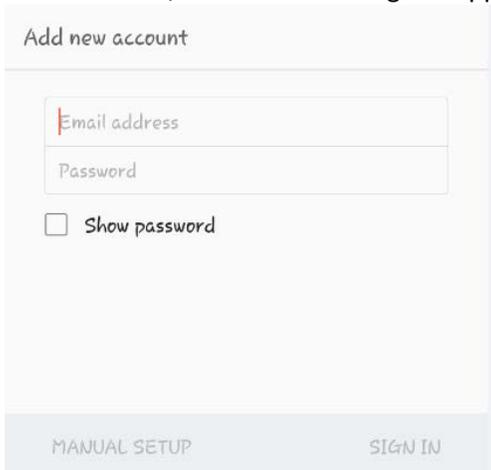


*Please remember to always send emails to the correct department, if you need assistance please refer to your CDS contact sheet or the CDS Website.

20. The "Send as pdf" option will look like this:

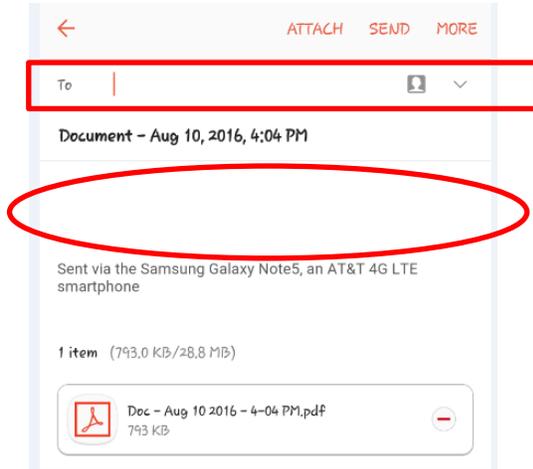


21. Click on email, then the following will appear:



22. The box above is asking you to add your email account to your phone so that you can send your pdf documents via email. *Please note: this application is best used with email unless you have printing or scanning applications you can use with it. Otherwise, email is the best way to go.

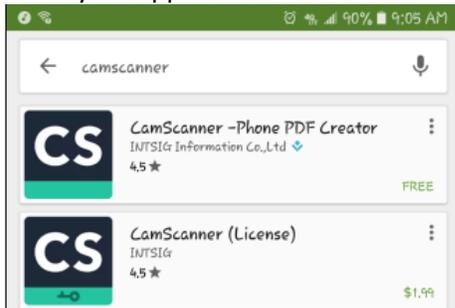
If you have decided to add your email address to your phone and have clicked “Sign In” the next box will appear:



Enter the email address you will be sending these documents to then enter the client’s name, the employee’s name if it is concerning an employee. Also, please note what you are sending. For example, time sheets or client paperwork. Once completed, just press send. Using this application will minimize the delay in paperwork and timesheets that are not visible through picture form and it will allow everyone to maintain a record of what is being sent in and received.

CamScanner Free: Android

1. Go to your app store and search for CamScanner:



2. Select on either the free app or the licensed version for \$1.99.
3. Next press “install” then “open”

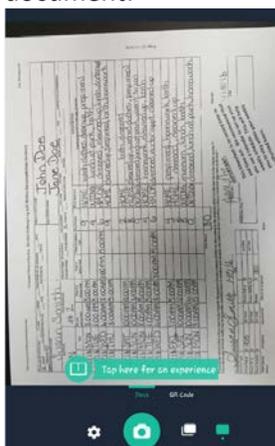


4. The following home screen for the application appears:

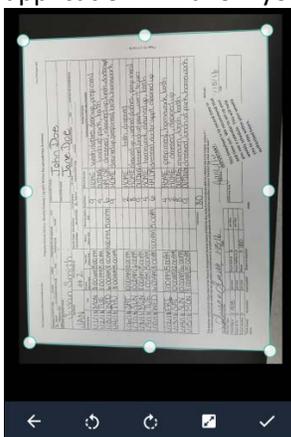


From the home screen select the camera icon located at the bottom right corner of the page.

5. By clicking the camera you will be directed to the following screen where you will take a picture of your document:

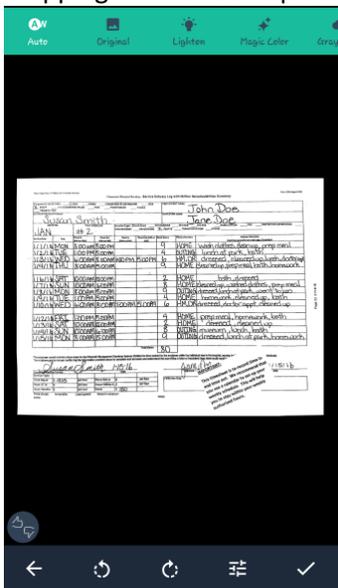


6. Select the camera icon again to take the picture. Please make sure that when taking your picture you center the document as much as possible. If there is too much in the background, don't worry the application will allow you to crop the image:



*to crop your document, press and hold your finger on either of the eight dots located all along the edge of the picture then drag your finger slowly across the screen up, down, left and right. Once you are finished cropping select the  icon to move on to the next step.

- If the picture taken is centered enough, the application will automatically send you to the next step, cropping will not be requested of you. The following screen will appear:



*This screen is a preview page where you can edit the darkness, lightness by using the icons shown here:

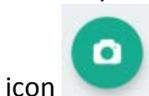


these are located at the top of the preview page and you can slide your finger across the screen left and right to view the different options. Please choose an option that will make the document as clear and easy to read as possible.

- At the bottom of the screen are tools you can use to further edit your document. You can rotate the page to view it horizontally and vertically by pressing the following icons  located at the bottom of the screen. The  icon allows you to alter the contrast of the image to adjust the clarity and brightness of the document. This tool is useful for images that may be too dark or too light. The  icon allows you to switch back to the camera step and retake your photo, this is a short cut to discarding the image and retaking it when needed.

- Once you have completed editing your image, select the  icon to move on to the next step.

- Next, if you have other documents you would like to send in the same pdf file, please select the camera



icon located at the bottom of the page:



11. Once you have taken pictures of all your documents, select the share icon  and a pop-up box will ask you to select in which format you want to send your document:



*for the purposes of sending documents or timesheets to CDS in Texas, please select the “PDF file” option: **PDF file (1.57MB)**

12. The next step is to enter the email address you want the documents delivered to, you may want to send the documents to yourself first and allow yourself the opportunity to view the documents in their pdf format before emailing them to CDS in Texas.