Cam Scanner

Cam Scanner allows iPhone and Android devices to 'scan' documents (by taking a photo with the device's camera) and sharing the photo as either a JPEG or PDF file.

'Scan' a document

Step one: Open Cam Scanner App

Step two: Click the camera icon located at the bottom of the screen

Step three: Place document on flat surface and take photo of the document by clicking the camera icon located at the bottom of the screen

*Batch will allow you to take multiple photos (if you need to 'scan' more than one document).

Step four: If you took a batch photo Click on photo that appears to the right of the camera icon (this will allow you to crop/ rotate the photo(s)) > Click the check mark when you are done.

Step five: Click the email icon on the bottom of the screen > select how you would like to share (PDF or JPEG)

*If you select PDF, then click send at the top of the screen

*If you select JPEG an email will pop up

*You are now ready to share your document

Step six: Enter recipients and click arrow on the top of the screen

Can you use Photos in your Photo Library?

YES!

Complete steps one and two

(same as set forth under 'Scan' a document)

Step three: Click on the picture icon to the right of the camera icon > Select the photo you want to use

Complete steps four through six

*Opening Cam Scanner through Photo Library

Step one: go to your photos > select photo > Click share/upload icon on the bottom of the screen > select cam scanner

Step two: when a new screen appears Click Save > Rotate/ crop photo > Click arrow on bottom of the page

Step three: adjust document lighting if needed > Click check mark> Click save

Complete step five and six