

FREE SCANNER APP FOR YOUR SMART PHONE

CamScanner



CAM SCANNER APP INSTRUCTIONS

1. Install Cam Scanner App on your smart phone (be aware: there is a free version and a pay to use option – Free version will be adequate)
2. Open app
 - a. Push the camera icon on the bottom (that will turn the camera on)
3. Hold the camera directly over the document to be scanned.
 - a. Only the one page should be in the picture
 - b. Make sure there is adequate lighting
4. Push the white button with the green cycle around it to take the photo
5. The blue lines will allow you to crop the file if it needs to be.
 - a. Once satisfied push the “next” button in the lower right corner
6. Review image, lighten or darken if needed.
 - a. If satisfied, push the check mark in the lower right corner.
7. That will bring you to the screen where you can add more pages if you desire.
 - a. If wanting to add more pages, tap the “add” icon in the lower middle of the screen.
 - b. Repeat step 3 above
8. Now all of your pages are together and ready to be named (you can skip this step if you do not wish to name your document).
 - a. On the top of the page there is an icon that states “Tap” next to the auto generated name of the document.
 - b. Tap the word “tag+” and then delete the autogenerated name
 - c. Type in your own unique document name: Example Timesheet 8/23/23 – 9/2/23
 - d. Push the save button in the upper right
9. The Share button is in the lower right corner and will allow you to email the entire document as a PDF.
 - a. Push that, select “Share PDF”
 - b. Choose your e-mail program of preference from the list
 - c. Enter the e-mail addresses you wish to send the document to
 1. Include FMS Provider, Case Manager, SDS Coordinator and yourself
 2. Push the “send button”

*** Instructions may vary slightly based on the version you download and/or if you have an android or iPhone