CamScanner Directions

WARNING: This is not a College-sanctioned app. Also, I have not used this app as I have an iPhone and use the resident Notes app to scan to a PDF. So if you choose to download and use the CamScanner app (or any app), do so at your own risk. Also, I compiled these directions from resources I found from a Google search, so please let me know if I need to make any corrections.

1) Go to the App store on your mobile device and search for CamScanner. Install the free app.

2) Once installed open the app.

3) When you open the app, you may be prompted to set up an account or register with CamScanner. STOP!
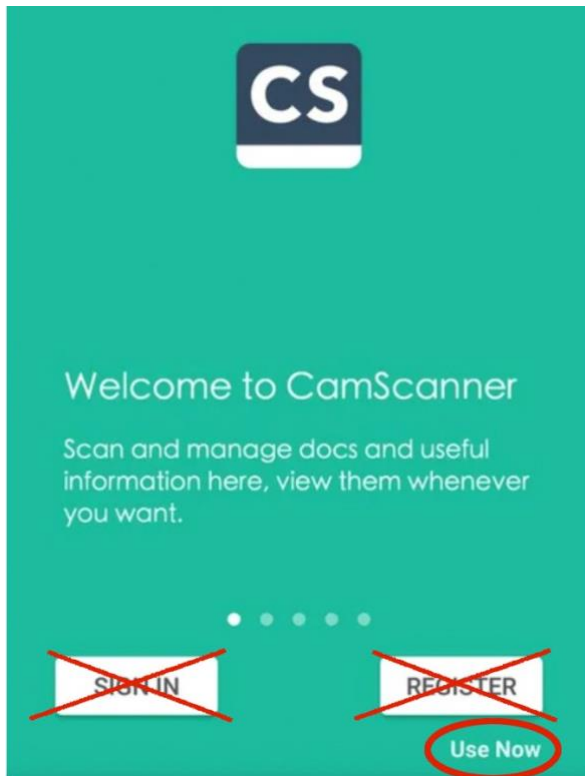
There is no need to set up an account and no need to register. Instead, just click on **Use Now** in the bottom right corner.

4) Click **ALLOW** to allow CamScanner to access photos, media, and files on your device. CamScanner will likely set up a CamScanner folder to store your scanned documents.

5) When you are ready to scan your documents, press on the camera icon (bottom of the screen). This will start the camera on your device which allows you to take pictures of your document.

6) Click **ALLOW** to allow CamScanner to take pictures.

7) You now have the option to scan a single-page or a multiple-page document. The default selection is set to single-page. If you would like to scan a multiple-page document, click on the multi-page icon. See the picture below.
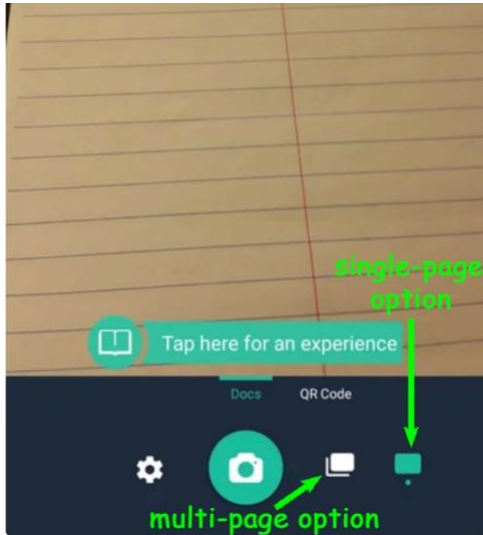
8) Line up the edges of the pages with the camera frame on your phone. Press the camera icon to take a CamScan.

9) Once the picture is captured, CamScanner will look for the edges of the page, allowing you to crop out any unwanted background in the photo. Line up the green lines/circles with the edges of your paper. Press the check mark when you have everything in place.

10) CamScanner will then automatically enhance the photo. If you are satisfied with the results and you have processed all pages, click on the check mark (bottom right corner of your screen) to continue.

11) The photo(s) will save as a new document. CamScanner will prompt you to rename the document (or you may need to click on **New Doc** - top left of the screen). Enter the name of the file and then click **OK** to save the document with the new name. Note: **Auto** should be selected as the filter preset.

12) Click on the check mark (bottom right corner).

13) Follow the steps in the pictures on the next page to preview and share your PDF! Be sure to select PDF for your work in this class.

PDF Preview、Share etc.

GERINET   DISCHARGE SUMMARY

Tap to add new pages

01

GERINET   DISCHARGE SUMMARY

Tap to add new pages

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Send to Kindle	Samsung Print Service	Wi-Fi Direct
Bluetooth	Cloud	Quick connect
Android Beam	Save to Drive	Outlook