

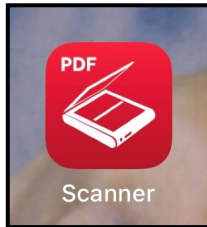
BAKERSFIELD COLLEGE

PDF SCANNER APP: This iOS app converts text documents into PDF files

I. Using the PDF Scanner iOS APP:

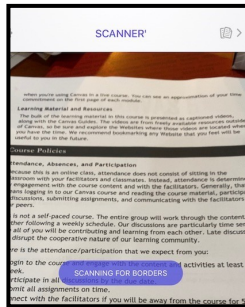
Step 1:

After downloading the *PDF Scanner App* from Apple App Store, press the app icon on your mobile device.



Step 2:

Print or have your document available. Place it on a flat surface that has good lighting and position your phone over it with enough distance for it to scan and look for borders.

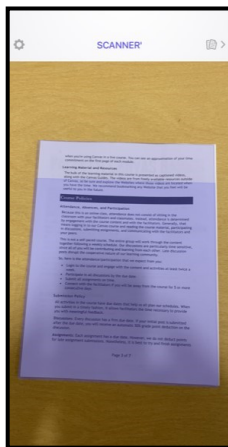


****TIP: Use bright, direct lighting on your document. Shadows and indirect light may cause certain parts of the document to be unreadable after scanning.**

Step 3:

Then use your phone's camera to take a photo of the document.

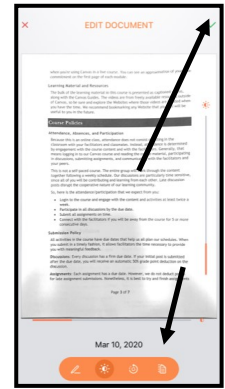
When a blue or orange screen appears over the document the photo is taken and the adjustment options will appear.



Step 4:

The adjust options are where you adjust the image. You can highlight, adjust brightness or crop.

Once finished, tap on the checkmark in the upper right corner. The document will be saved as an image file on your device.



Step 5:

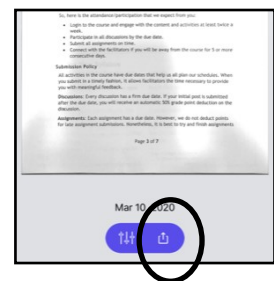
When you are happy with your image, press the arrow key to bring up mail options.



Arrow key for mail options....

Step 6:

Press mail option.



Step 7:

Now you have the ability to send a document via email.

