

Families First is requesting that all future pictures/documents sent to our staff be scanned through one of these apps if a scanner is unavailable. This allows a picture you take with your mobile device to be saved as a PDF. PDFs are easier for us to receive, read through, and print! We appreciate your cooperation, thank you.

Here are some free app options you can find in your iPhone or Android app store:





*CamScanner requires user to register an account

Directions:

1. Go to your App Store and decide which app works best for you
2. “Get” or Download the application
3. Each app is slightly different, but you should be able to find a “New” or plus symbol to create a scan.
4. You may need to give access to your camera to take a picture of your document.
5. Once you have a document that needs scanning, hold your camera over the piece of paper within the square on your screen. The app will take the picture for you and save it as a PDF.
6. All scans can be named and saved in the app.
7. This new PDF can be exported to email, files or OneDrives.