

How To Create the PDF Application

You must scan or use a scan app. Do not take pictures with your phone.

iPhone Users

1. Open the Notes App, Open new note, Click the camera icon, select 'Scan Documents'
2. Line up the documents in the orange square and take the photo.
3. Adjust the scan and click 'Keep Scan.'
4. Click 'Save' and you will be taken back to the notes file it is saved to.
5. Click the upload symbols in the top right.
6. Decide how you are going to get it to your computer, either by saving to Google Docs, AirDrop, or email.

Android Phone users:

1. Download Genius Scan.
2. You will take pictures of the application, Page 1 then page 2 followed by all the comment sheets and certificates.
3. After you scan them all click Done,
4. Select the group of photos, click the upload image, and Export as PDF.

**If you scanned all the documents and do not have a PDF creator you can do it in Microsoft Word. Change the margins to the smallest option. Pull up the application then insert each jpeg you scanned to its own page. Enlarge each image to take up the whole page. After doing this to all the images export the file as a PDF. (File, Export, Create PDF)
Reduce file to be less than 10GB