ATIKAMEKSHENG
ANISHNAWBEK

Education Department – Post-Secondary

GUIDE: Scanning Documents

At times, it may be necessary to scan paper documents for submission to Dadavan, Atikameksheng Anishnawbek's data management system. However, most people do not have easy access to a printer, let alone one with scanning functionality.

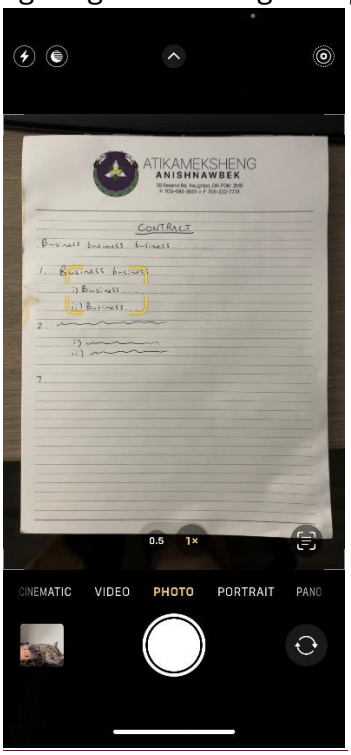
Luckily, you can easily scan documents and convert them to PDFs using your phone's camera, or certain mobile apps, available on both Android and iPhone.

The instructions below will guide you through the process using either your phone's camera app, Microsoft Lens, or Adobe Scan.

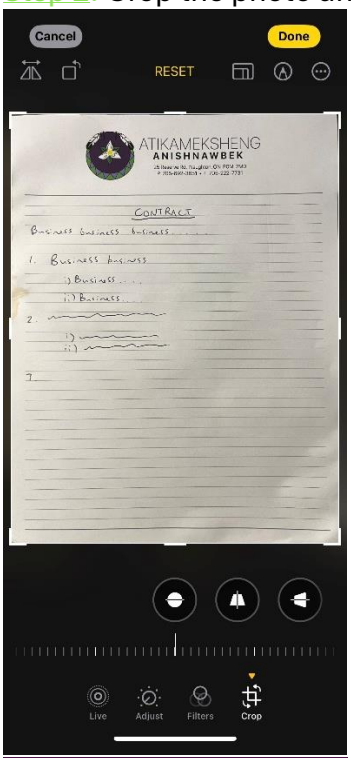
As always, if you have any questions, please don't hesitate to reach out to me at education.postsec2@wlfn.com.

Camera App (iPhone)

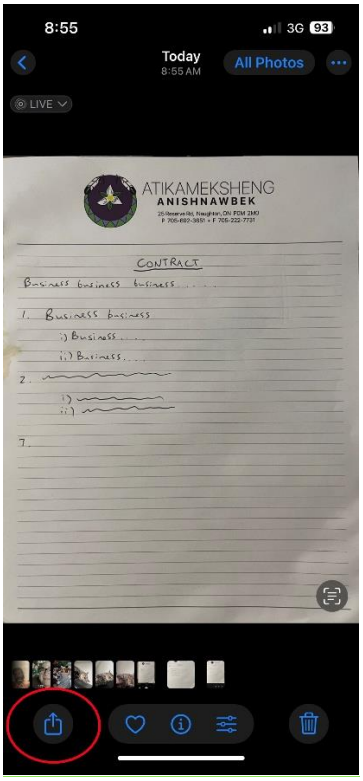
Step 1: Open the Camera app and take a photo of the document. Ensure proper lighting and framing to capture the whole document clearly.



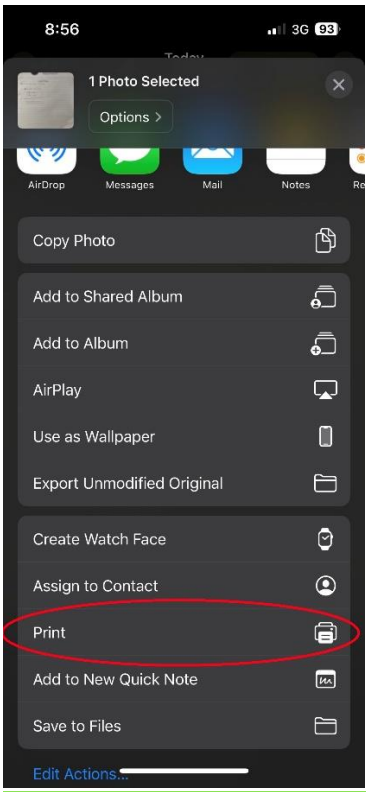
Step 2: Crop the photo and add a filter if necessary.



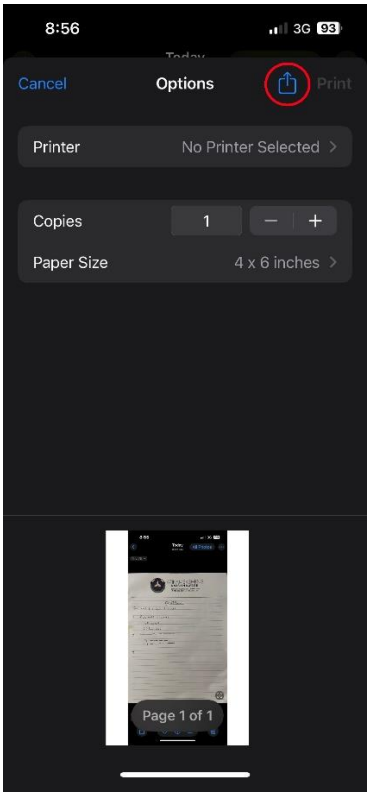
Step 3: Press the ‘Share’ button in the bottom left.



Step 4: Scroll down and press the ‘Print’ option.

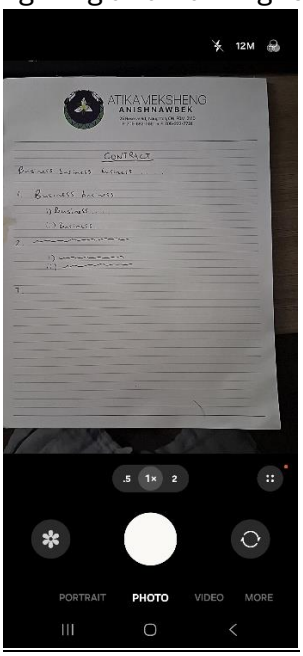


Step 5: Press the icon in the top right to save the document as a PDF.

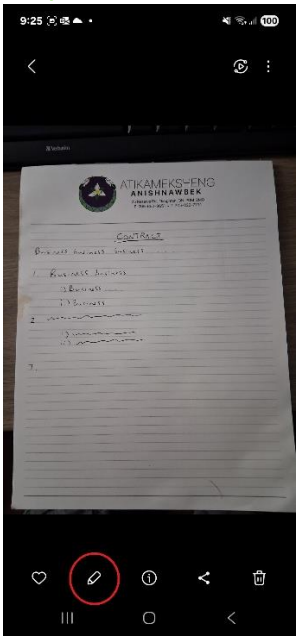


Camera App (Android)

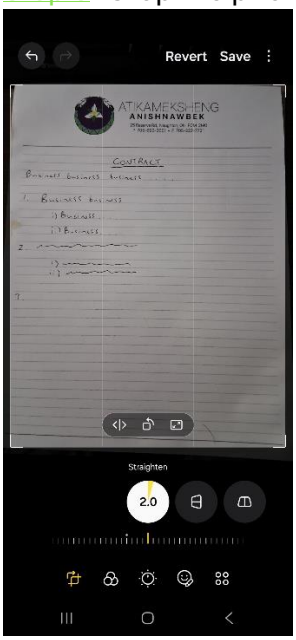
Step 1: Open the Camera app and take a photo of the document. Ensure proper lighting and framing to capture the whole document clearly.



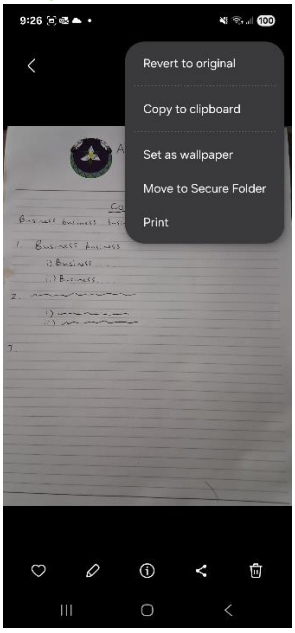
Step 2: Press the ‘Edit’ icon.



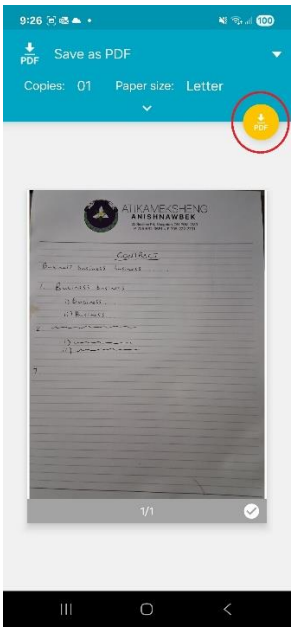
Step 3: Crop the photo and add a filter if necessary.



Step 4: Press the icon in the top right and press ‘Print.’



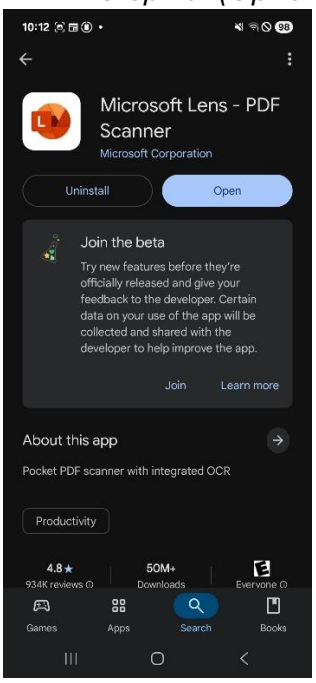
Step 5: Select the ‘Print to PDF’ option and save the document to your phone’s storage.



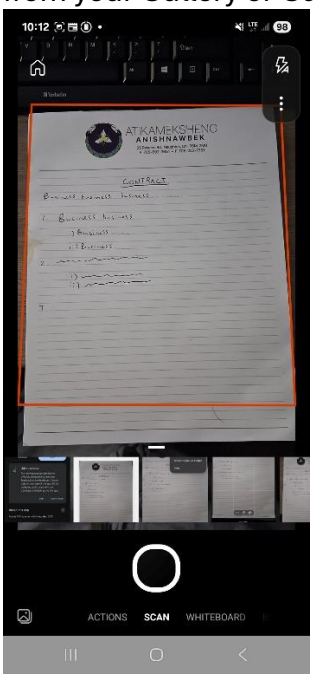
Microsoft Lens

Step 1: Install the **Microsoft Lens** app from the App Store (iPhone) or Google Play Store (Android).

Step 1a: (Optional) Sign in with your Microsoft account.

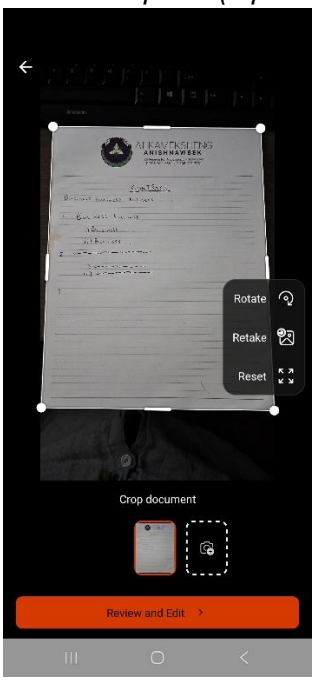


Step 2: Scan the document by taking a photo within the app or by importing a photo from your Gallery or Camera Roll.

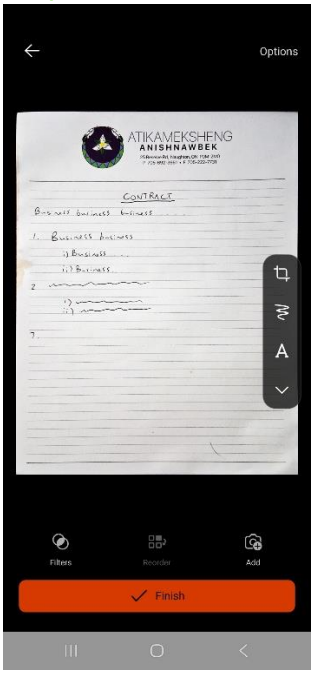


Step 3: Review and edit the document.

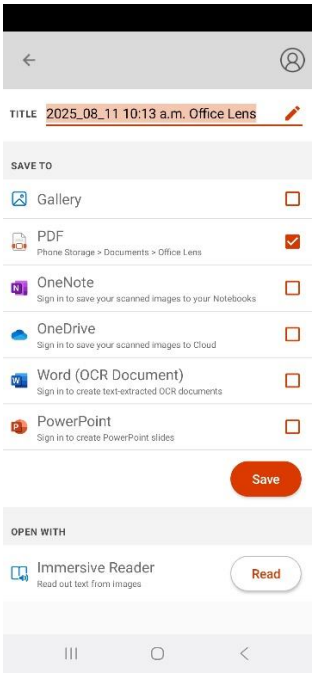
Step 3a: (Optional) Crop and add a filter if necessary.



Step 4: Press ‘Finish’.



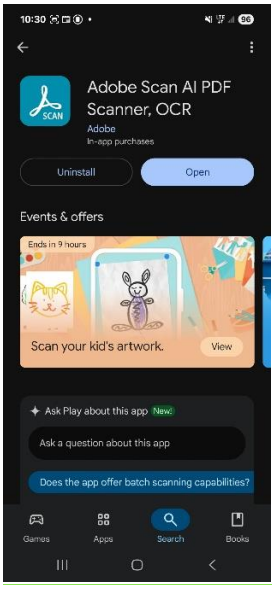
Step 5: Name your document and Save as a PDF. The file will now be saved to your phone's storage and the 'My Scans' section of the Microsoft Lens app.



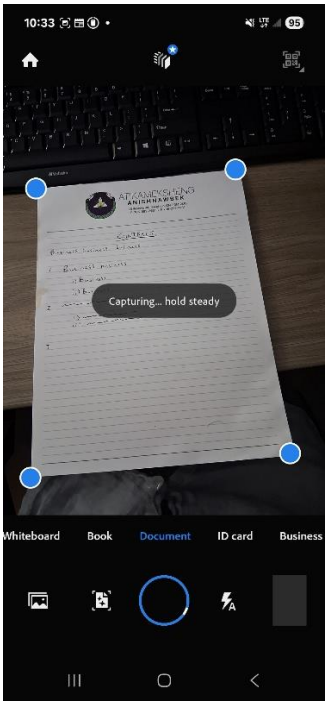
Adobe Scan

Step 1: Install the Adobe Scan app from the App Store (iPhone) or Google Play Store (Android).

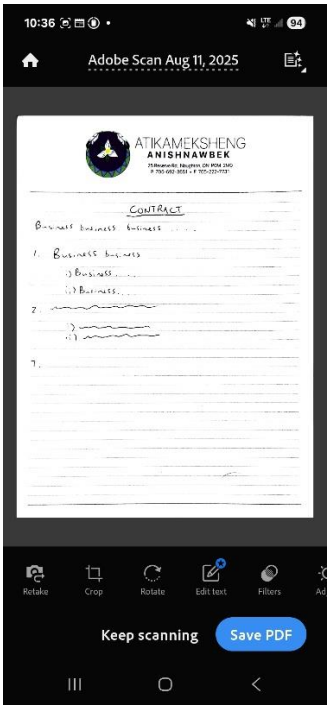
Step 1a: (Optional) Sign in with either your Google, Apple, or Facebook account.



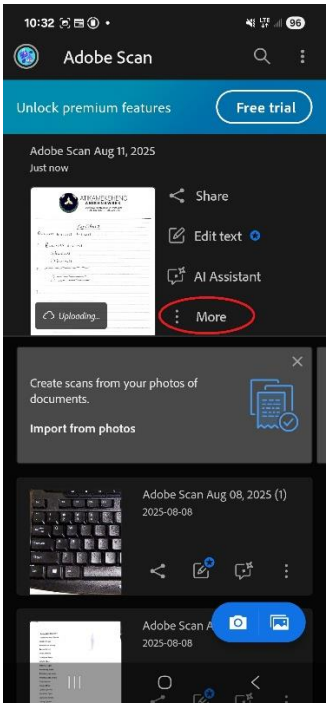
Step 2: Scan the document by taking a photo within the app or by importing a photo from your Gallery or Camera Roll.



Step 3: Crop the document and press ‘Save PDF’. The document will now be saved within the Adobe Scan app.



Step 4: Press the ‘More’ icon on the document within the app.



Step 5: Press ‘Copy to Device’ to save a copy to your phone’s storage.

