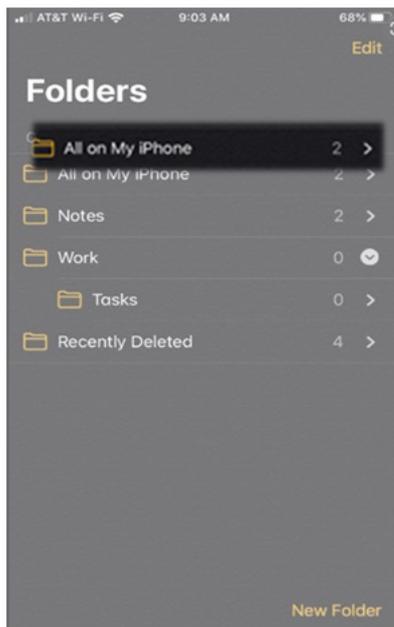


# Help taking photos on your mobile device

## How to scan a document using an iPhone or Ipad

1. Open **notes** on your iPhone or iPad
2. Ensure **All on My iPhone** or **iCloud** is selected if your **Folders** appear.



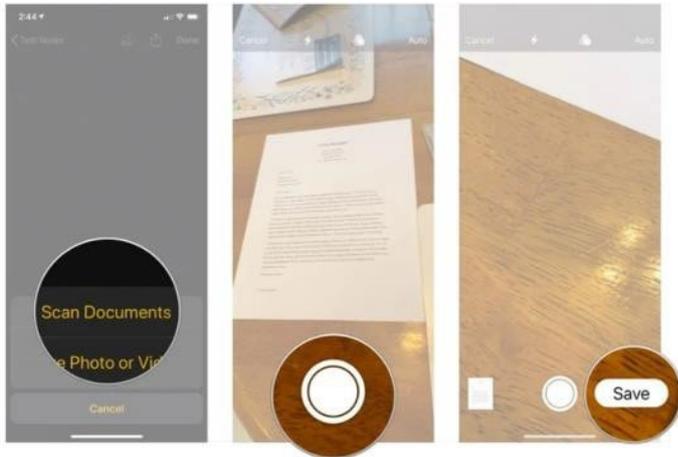
3. Create a **new note**
4. Tap the **camera button** at the bottom of the screen



5. Tap **scan documents**
6. Line up the **document** you want to scan
7. Tap the **shutter button** of the scanner doesn't automatically scan the document.

Repeat this step for every page of the document you want to scan.

8. Tap **save** after you have scanned all the pages. The button will have a count of how many pages you scanned.
9. You can now **email** this document and **save** this on your computer ready to upload to the enrolment form.



### How to scan a document using an Android phone

1. Open the **Google Drive** app .
2. In the bottom right tap add .
3. Tap **Scan** .
4. Take a **photo** of the document you would like to scan
  - **Adjust the scan area:** Tap Crop .
  - **Take photo again:** Tap re-scan current page .
  - **Scan another page:** Tap add .
5. To **save** the finished document, tap **done** .
6. You can now **email** this document and **save** this on your computer ready to upload to the enrolment form.