

## **How to PDF: Tips for Scanning a Paper Form rather than taking a photo of the form**

Paper Forms such as the Exterior Alteration Request cannot be submitted by taking a photo with your phone. The Results will be the wrong orientation, small and will not be readable when received by us. You can however use your phone to Scan a paper form by using a PDF App on your phone. When using the App, a scanned photo of the Paper form will have the proper size and orientation and be readable when received.

- a. **Android** – Open the “Drive App” – Tap New (the plus sign) - Tap Scan to use your phone Camera to Scan the document – Tap the Check Mark – Tap the square looking Crop Button to drag the corners of the scan - Tap Done – The app will suggest a file name, which you can change to suit the document - Save - The resulting file name will end with .pdf instead of .jpg. It will Save in your Drive folder where you can copy it and place it in your email, etc.
  
- b. **iPhone** – Open “Notes” – Create a new note – Tap the Camera Button – then tap Scan Documents – place your document in view of the camera. If your device is in Auto mode, your document will automatically scan. If you need to manually capture a scan, tap the Shutter button – drag the corners to adjust the scan to fit the page, then tap Keep Scan – Tap Save or add additional pages to our scan. The resulting file name will end with .pdf instead of .jpg.