



HOW TO SCAN OR SEND DOCUMENTS FROM YOUR SMARTPHONE OR DEVICE AS A PDF

Sometimes in a pinch you will need to take a photo of a document that we need, so here are a few methods that will convert that photo to a PDF. A PDF ensures we have a good quality image that can be sent securely through our portal.

There are several free Apps you could choose from that work as mobile scanners.

1. Scanner App (iPhone)
2. Adobe Scan (Android and iPhone)

How to Convert a Photo to PDF to Share from iPhone or iPad

1. Open the Photos app and choose the picture you want to convert to a PDF
2. Tap on the Sharing button and then choose "Print" from the sharing option action menu
3. At the Printer Options screen, use a spreading gesture on the photo preview to access the secret Save PDF option, then tap on the sharing button.
4. Choose to share the converted photo as PDF via Message, Mail, placing it into Notes or another app, or choose "Add to iCloud Drive" to save the converted photo as PDF to iCloud

This will save a photo or picture as a PDF file, which can then be saved locally, shared, uploaded to iCloud Drive, or used for whatever other purposes.



How to Convert a Photo to PDF to Share from Android

1. Download the free **Image to PDF Converter app**. Open the Google Play Store app, then do the following:
 - Tap the search bar.
 - Type in “image to pdf converter” and tap **Return** or **Search**
 - Tap the **Image to PDF Converter app** that resembles a sun, two mountains, and the word “PDF”.
 - Tap **INSTALL**.
 - Tap **ACCEPT** when prompted.
2. Open Image to PDF Converter. Tap **OPEN** in the Google Play Store once the app finishes downloading, or tap the Image to PDF Converter app icon in your Android’s App Drawer.
3. **Tap** the Plus sign (+) in the top-left corner of the screen. This will open a list of picture locations on your Android.
4. **Select an album**. Tap the album or location from which you want to select images.
5. **Select pictures to convert**. Tap each picture that you want to add to your PDF file. You should see a checkmark appear in the bottom-right corner of each selected picture.
6. **Tap the check mark** in the top-right corner of the screen. Doing so will add the photos to your PDF’s list.
7. **Tap the “Convert”** icon. It resembles a right-facing arrow next to a piece of paper that says “PDF” at the top of the screen. This opens the PDF page.
8. **Tap Save PDF**. It’s a blue button at the bottom of the screen. Your selected image(s) will be added to a PDF and saved in the “Images to PDF Converter” folder that’s in your Android’s default storage location.