Tips on Scanning with Smartphones.

1. iPhone users will just use their "Notes" application. You select the new Note icon in the bottom right corner. When the keyboard opens you select the camera icon. At this point it will give you the option to "Scan Documents". You will scan the first page select keep scan and then scan the next page select keep scan and repeat this until all pages are scanned. You will see at the bottom right how many pages you have scanned ie. Save (4). When you are done scanning all pages, you will select the words i.e. "Save (4)" and then done. This is the file you will end up uploading into the registration.

2. Android users will find a number of instruction videos and topics on this via the internet and YouTube. I saw several free apps that scan like Adobe Scan app and these Google Drive app instructions.

   Scan a document

   1. Open the Google Drive app .
   2. In the bottom right, tap Add .
   3. Tap Scan .
   4. Take a photo of the document you'd like to scan.
      - Adjust 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 .

   Add a scanning shortcut to your Home screen

   To set up a shortcut to scan documents:

   1. Open your Android phone or tablet's widgets.
   2. Find the "Drive scan" widget.
   3. Touch and hold the widget.
   4. Drag it onto your Home screen. You may be asked to select an account.
   5. Choose the folder you'll save documents inside. If you want to create a folder, tap New Folder .
   6. Tap Select. You'll see the folder name in the widget.