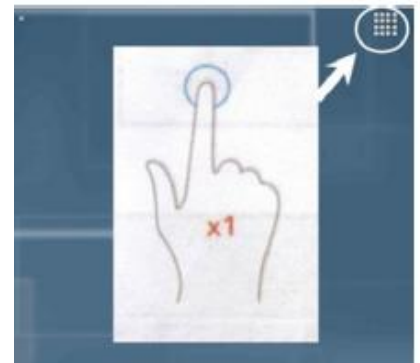


How to copy or scan documents using CamScanner

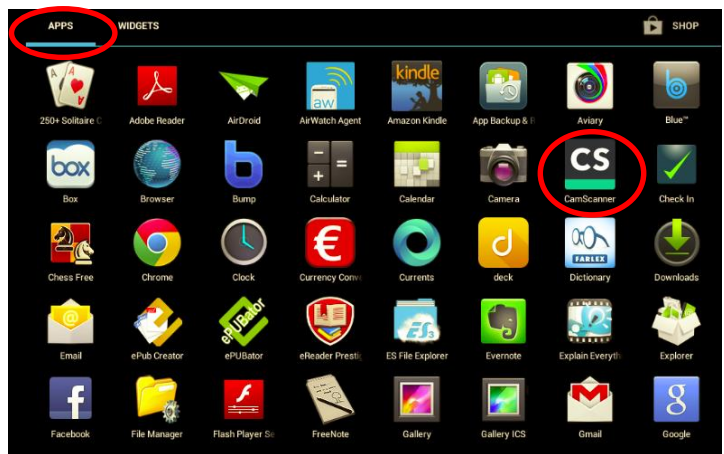
CamScanner allows you to use your phone camera to scan and digitize all kinds of paper documents: receipts, notes, invoices, whiteboard discussions, business cards, certificates, etc. It has smart cropping and auto enhancing to ensure the texts and graphics in scanned documents are clear and sharp with premium colours and resolutions.



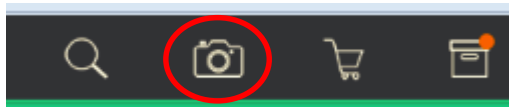
1. Click on the **Apps page icon** to go to the apps screen. Swipe your finger to go to the correct screen if necessary.



2. Tap the **Apps tab** on the top left of the apps screen and select



3. Open the CamScanner app and tap the Camera icon.

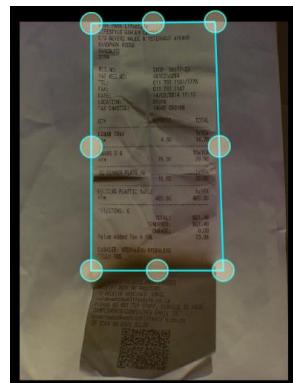


4. Tap the camera icon again to take a photo of the document it will show you a picture of the document- make sure that it is in focus.

5. Tap the **Right tick** – it will process the picture and show you handles.



6. Drag the handles until only the part of the document that you want to



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is shown.



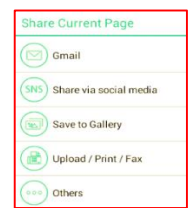
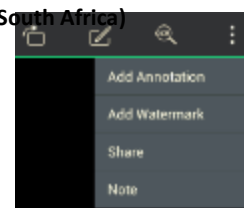
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Tutorial creator: Maggie Verster

7. Tap the **Right tick** to accept.

8. You can now share or save it to your gallery by clicking on the menu and choosing Share → Save to Gallery.



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