

## CAM SCANNER APPLICATION – INSTRUCTIONS

The name of the app is CAM SCANNER. It is available in the app store. There is a free version and a paid version - almost everyone uses the free version.

When you open the app, you will click on the little camera. It automatically defaults to "Single", but if you have multiple pages, you will want to swipe your screen to the left for "batch".

Position your paper so you can see the entire sheet, including the assignment number, class name and student name.

Take a picture of each page, and in the lower left corner, it will count the number of pages you are "scanning".

When you are finished, hit "finish"

Click on the top where it says, "New Doc #". It will give you an opportunity to rename the document. Here's where you will write the assignment number, such as, "English 1.5.3 TST".

Click on "Email"

When the email comes up, make sure the Subject line reflects the Class Name and Assignment Number.

Address the email to the teacher, and cc: [jblock@hartdistrict.org](mailto:jblock@hartdistrict.org)

Hit "send" and you are done.

If you are having problems with your image quality (too dark, or illegible), you can try this:

Find the "hot dogs" in the upper left corner (  ). Click on this to reveal the Settings.

Go to "Display & PDF"

Click on Enhancement Settings:

Image Size = Large

Image Quality – Move the bar all the way to the right