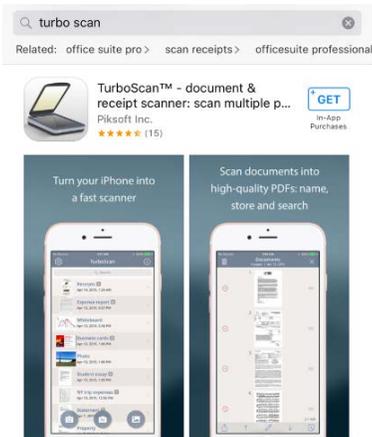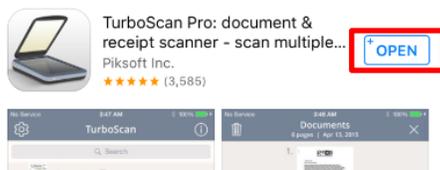**Document Scanning Apps for the iPhone**
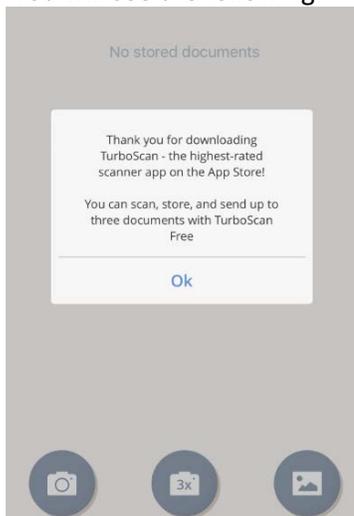
TurboScan Free: IOS

1. Go to your app store and search for "TurboScan:

2. Next, click on "get" (located at the top right corner and in blue) then click on install to download the app to your phone.
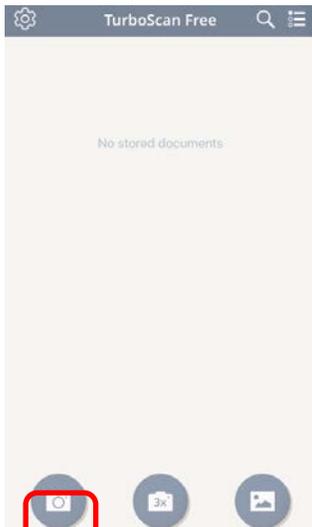3. Once downloaded click on "open"
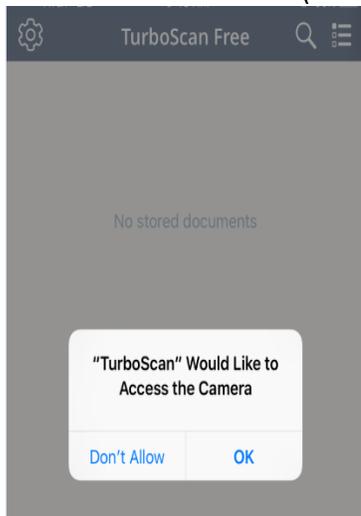

   You will see the following:

   Click ok, this box is informational. It advises you with the free Turboscan you can only send up to 3 documents in one pdf file.
4. Once you have clicked "ok" the next step is to take your picture:

Click on the camera icon (circled above) and the following will appear:

*Please note: This application will only work if it has access to your camera. Taking a picture of the document is necessary so that the program has an image to convert to a pdf file.

5. Once you have clicked "ok," the application will allow you to take a picture of your document(s). Please center your picture as much as possible, if it is not centered enough the application will ask you to crop you image, see below:
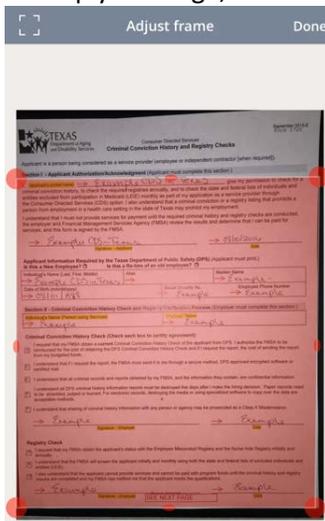
*The application will red out the document and ask you to crop the image as much as possible in order to create the pdf document for you. In order to crop, place your finger on the red dots that are on each corner of the image. Drag your finger up, down, left or right as needed until you have cropped the picture. If you take a picture of the document that is well centered the application will crop the image for you automatically, so it is easier for users if the picture is centered when first taken.

6. If your picture is centered, the application will automatically convert the image to a pdf document and direct you to their preview page. This section allows you to preview the document, giving you the option to change the brightness or darkness of the image by pressing your finger on either of these boxes located below the preview page .


The preview page also gives you the option to change the image from black and white to color by pressing your finger on the B/W icon located on the bottom right corner. From this page you can also delete the document and retake the picture if needed by pressing the 🗑 icon. Once, completed press your finger on Next icon located at the top right corner. You will be redirected to the following page:
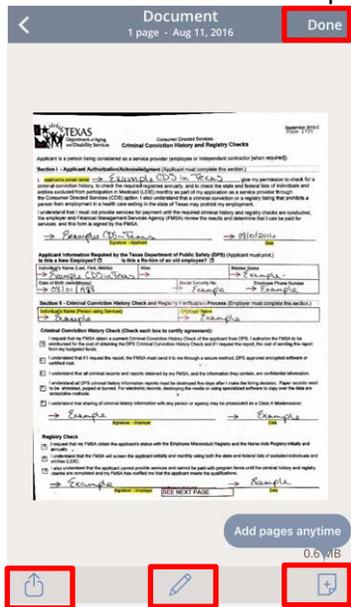
From this page, if you have any other documents you would like to add to the same pdf file please press the "add pages" icon 📄 located at the bottom right corner.
*Note: with the free version of TurboScan you can only add up to 3 pages per pdf file.

7. From the same page shown above, you can email your documents by pressing on the share icon 📤 and the following options will appear:
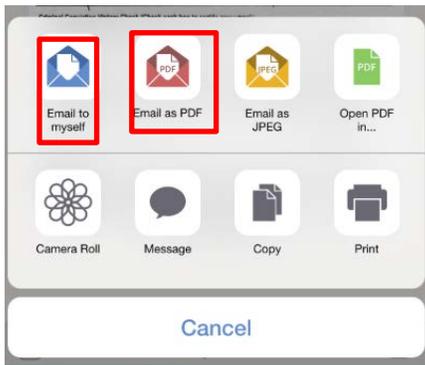
8. Next, press either of these two icons: , both options will allow you to send your documents to CDS in Texas via email. Note: you may want to email the documents to yourself first to preview them and ensure everything is correct then forward the email to CDS. When emailing documents or timesheets to CDS please include the client's name and employee's name if regarding employee matters. Make sure to note in the message box what documents you are sending whether it be timesheets or employee or client paperwork.
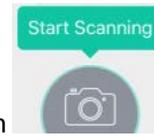
Camscanner Free: IOS

1. Go to your app store and search for CamScan, select [GET] then [INSTALL].
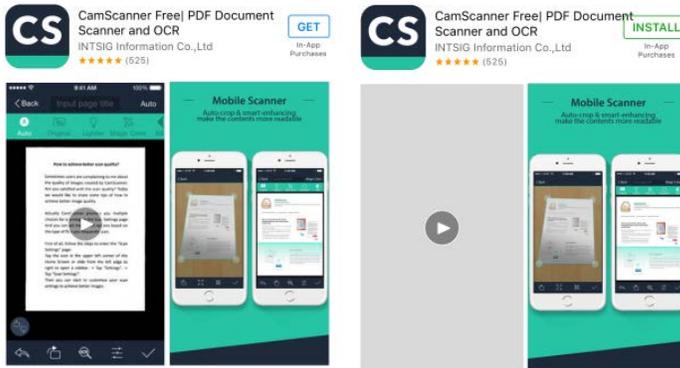
2. Once the application has been downloaded to your device, click on "open" and it will direct you to the app's homepage. It may ask you to register an account with them but you have the option to select "use now" to bypass registration.
3. Next, the home screen will appear:

Start Scanning

4. You can begin taking pictures of your documents by selecting the camera icon located at the bottom of the screen, in the middle.

5. A pop up box may appear asking you for permissing to access the camera on your device, please note that this app will not work unless it is able to take pictures via your device's camera.

"CamScanner" Would Like to
Access the Camera

Don't Allow   OK
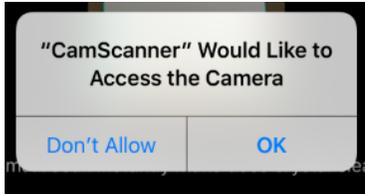
6. Once you have selected "ok" on the pop up box, it will allow you to take a picture of your document:
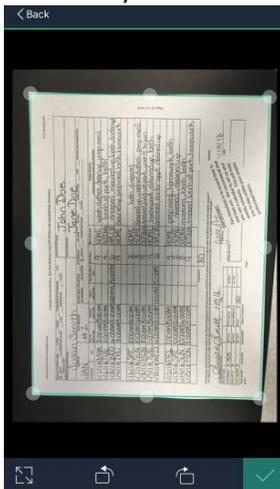
7. If the document is not centered, the application will allow you to crop the image in order to eliminate any unecessary background, to crop your document, press and hold your finger on either of the eight dots located all along the edge of the picture then drag your finger slowly across the screen up, down, left and right. Once you have finished cropping your picture, select the check mark icon to move on to the next step.

8. The next step is to preview the page and make any editorial adjustments needed:
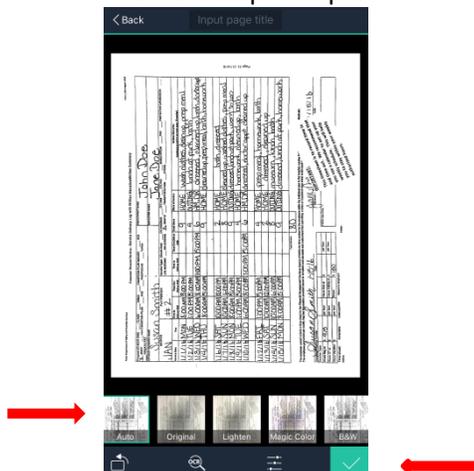
9. From the preview section you can select either of the following icons

 located at the bottom of the preview page in order to change the darkness and lightness of the document. Typically the "auto" option is best but it will depend on the brightness or lightness of the picture that was taken. The toolbar found at the very bottom of the screen, , also assist you with changing the contrast of the image by selecting the icon.

10. Once you have completed editing your document, next please select the icon and you will be directed to the following page:


This page allows you to "rename" your document if you choose to do so. We recommend that you name the document by either it form number or title like "form 1725" or "timesheet," but it is not mandatory. You can always place that information in the email subject line later in the process.

11. Next:
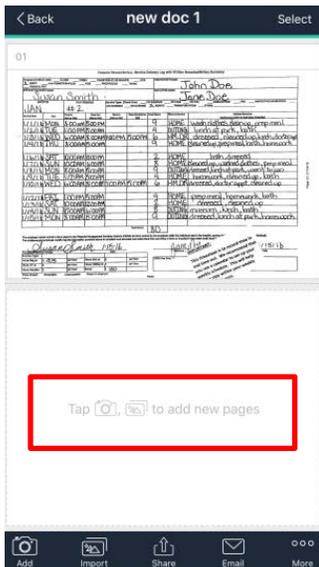
please select the "add new pages" option if you are sending more than one document or timesheet to CDS in Texas.

12. If no other documents need to be included in the pdf file you are creating, please select the [Email icon] if you already have your email account connected to your device, if not please select [Share icon] icon so that
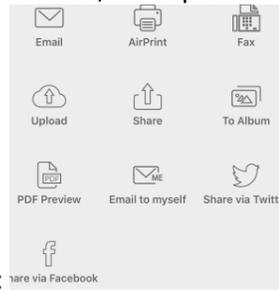
you can be directed to your delivery options shown as:

13. Select the [Email icon] icon on the screen shown above in order to email your document. Again, we do recommend that you email the pdf file to yourself first for your review and then forward the attachment to CDS in Texas. Please be sure to email documents and timesheets to the correct department or employee so that there is no delay in the processing of your submissions.