**How to Create a PDF from a jpeg (picture) File on your Cell Phone**

When using the email option, please scan receipts & invoices using your cell phone to create PDF files, instead of taking pictures and emailing “jpeg files”. For help on how to do this, please see the chart below.

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| **How to scan documents on your iPhone, iPad, or iPod touch** | **How to scan documents on your Android Cell Phone** |
| 1. Open Notes and select a note or create a new one. 2. Tap the Camera button, then tap Scan Documents. 3. Place your document in view of the camera. 4. If your device is in Auto mode, your document will automatically scan. 5. Tap Save or add additional scans to the document. | Choose an app that has scanning capabilities (eg: Google Drive or Adobe Scan)  In Google Drive:   1. Open the Google Drive app. 2. In the bottom right, tap Add. 3. Tap Scan. 4. Select app to capture image with. 5. Take a photo of the document you want to scan. Adjust scan area: Tap Crop. Take photo again: Tap Re-scan current page. Scan another page: Tap Add. 6. To save the finished document, tap Done   In Adobe Scan:   1. Open Adobe Scan app 2. Select camera icon in the bottom left-hand corner. 3. Choose form or document from sliding menu above capture button 4. Place your document in view of the camera. 5. If your device is in Auto mode your document will automatically scan. 6. Or press the circle “capture” button to take a picture of the document 7. Change pages and capture a new document page 8. Once finished you can choose to crop/rotate/ resize your scans 9. Tap “Save PDF” in the top right hand corner 10. After saving you can “share” your document through a link as an email or to a nearby device. |
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