## Scanning and Saving a Document with Your Phone as a PDF

Instructions may vary depending on type of phone.

→ **Android Phone Users**
1. Open the Google Drive app .
2. In the bottom right, tap the Scan icon  .
3. Take a photo of the document you'd like to scan.
4. Tap the ✓ icon if the photo is acceptable or the 🗑 icon if you want to retake it.
5. You can crop, rotate, you edit your image at this point.
6. When finished, click the Next button.
7. To save the finished document, rename the document and tap Save.

→ **IOS Phone Users:**
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. If you need to manually capture a scan, tap the Shutter button ⬤ or press one of the Volume buttons.
5. Drag the corners to adjust the scan to fit the page, then tap Keep Scan.
6. Tap Save or add additional scans to the document, then Save.

## When You Are Done Saving Your Document as a PDF

→ **Submitting Your Saved PDF Documents Through the Financial Aid Document Upload Form**
To start the process, click the "Upload Financial Aid Document" button then follow the steps below:

*Upload Financial Aid Document*

1. Enter your name and Wright State or personal email account. Click Begin Signing.
2. Complete the form.
3. Click the paperclip icon to upload your documents.
4. Click Upload a File.
5. Browse and select the document you need to upload.
6. You can click Upload a File multiple times to submit more than one document, but please keep in mind that the maximum size per submission is 25 MB.
7. Once all of your documents are attached, click Done.
8. You can scroll down to see all of your attachments.
9. Once you have verified your documentation is attached, click Finish at the top of the page.
10. After you submit the form, a confirmation email will be sent to the address provided on the previous page.