

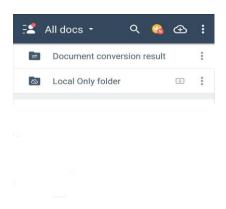
Instructions for using 'CamScanner' Application

<u>STEP 1</u>



Download the 'CamScanner'
Application from Google Play Store
(for Android Users) or App Store
(for Iphone Users)

STEP 2





Click on the 'Camera Button' located on the Bottom Right Hand Corner



Place hardcopy documents on a flat surface and take a photo using the 'Camera Button' located at the Bottom using the Single or Batch Mode (to take multiple pictures at a time)

STEP 4



Crop the picture and ensure that document is clear and visible and Click 'Next'

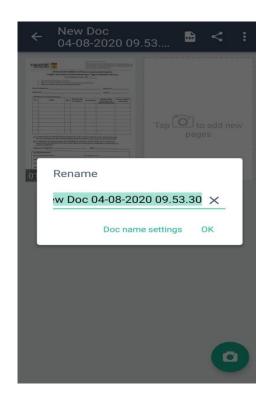


Select the 'Magic Color' filter and Click 'Save'

STEP 6



Tap on the 'Camera Button' to add pictures of other hardcopy documents by using steps 3-5



Once completed, rename the file as <SP Admin No._Name shown in NRIC>

eg.1912345_CHAR BEE HOON

STEP 8

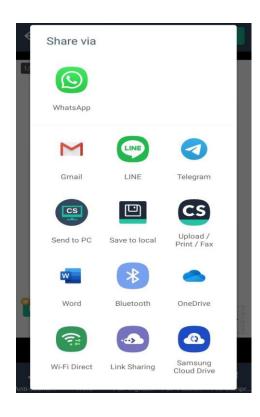


Then, tap on the 'PDF logo' located at the top right hand corner to convert your document into a PDF file

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Click 'Share'

STEP 10



Select a platform that you can access easily on your computer (eg. Gmail)