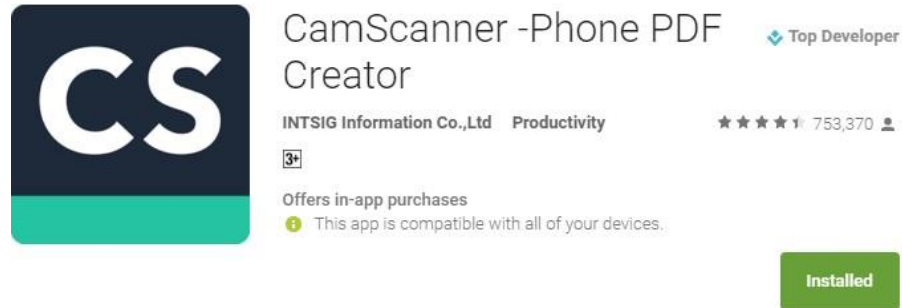


**FOR ANDROID AND
IPHONE USERS**

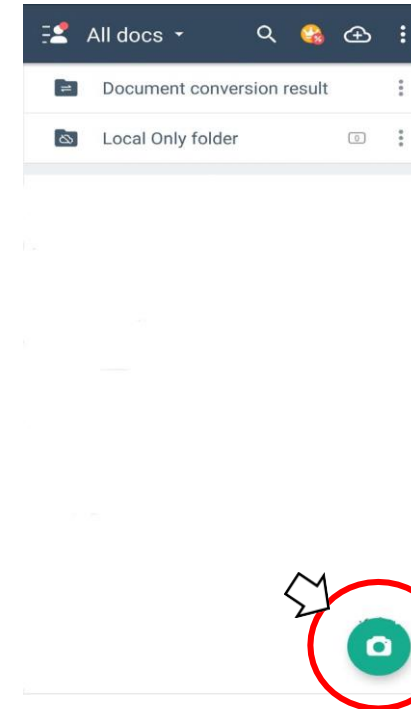
Instructions for using 'CamScanner' Application

STEP 1



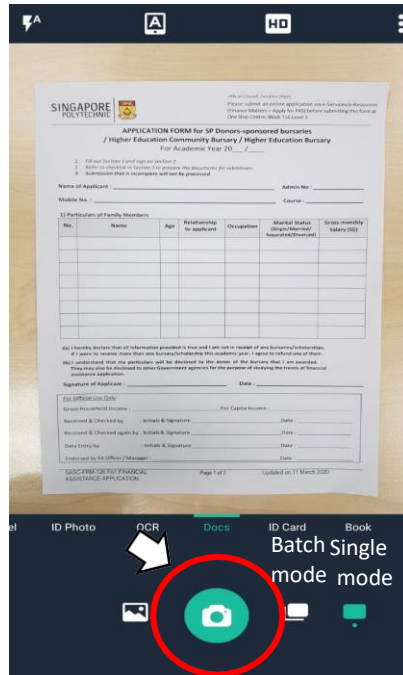
Download the 'CamScanner' Application from Google Play Store (for Android Users) or App Store (for Iphone Users)

STEP 2



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

STEP 3



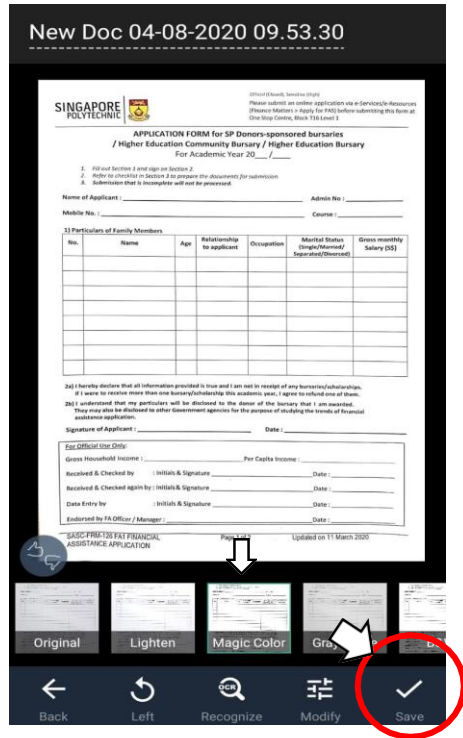
Place hardcopy documents on a flat surface and take a photo using the 'Camera Button' located at the Bottom using the Single or Batch Mode (to take multiple pictures at a time)

STEP 4



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

STEP 5



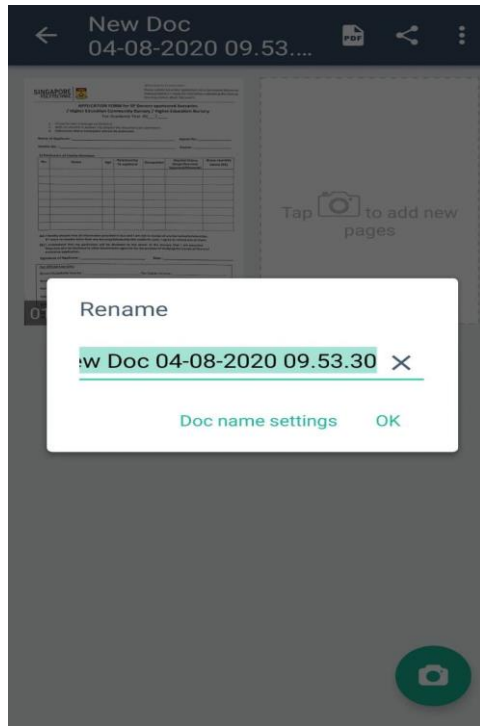
Select the 'Magic Color' filter and Click 'Save'

STEP 6



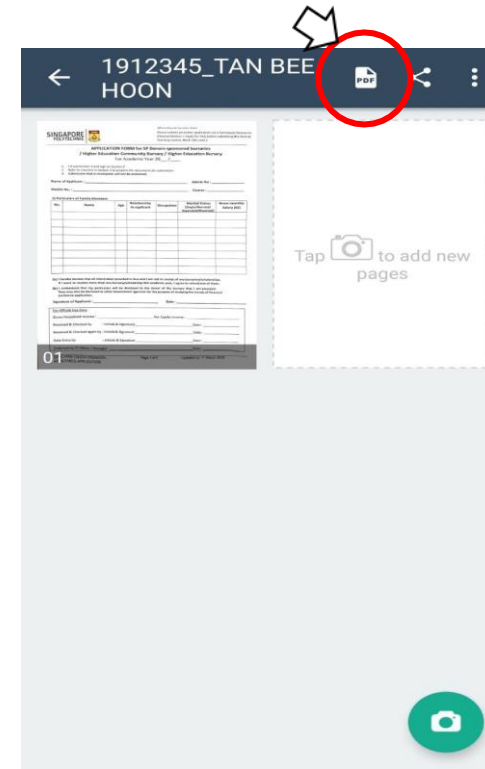
Tap on the 'Camera Button' to add pictures of other hardcopy documents by using steps 3-5

STEP 7



Once completed, rename the file as
<SP Admin No._Name shown in
NRIC>
eg.1912345_CHAR BEE HOON

STEP 8



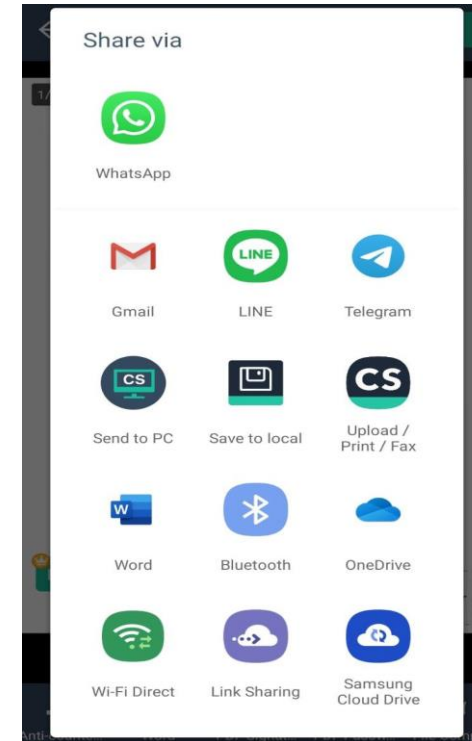
Then, tap on the 'PDF logo' located
at the top right hand corner to
convert your document into a PDF
file

STEP 9



Click 'Share'

STEP 10



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