

How To Create the PDF Application

YOU MUST SCAN OR USE A SCAN APP.

DO NOT TAKE PICTURES WITH THE CAMERA ON YOUR PHONE

***On AndroidPhone** download *Genius Scan*. You will take pictures of the application, Page 1 then page 2 followed by all the comment sheets and certificates. After you scan them all click Done, select the group of photos, click the upload image, and Export as PDF.

***On iPhone** open the Notes App, Open new note, Click the camera icon, select 'Scan Documents', line up the documents in the orange square and take the photo. Next you can adjust the scan and click 'Keep Scan.' Continue taking scans till you have scanned all 22 pages. Click 'Save' and you will be taken back to the notes file it is saved to. Click the upload symbols in the top right. Decide how you are going to get it to your computer. Either by saving to Google Docs, AirDrop, or email.

****If you scanned all the documents and do not have a PDF creator** you can do it in **Microsoft Word**. Change the margins to the smallest option. Pull up the application then insert each jpeg you scanned to its own page. Enlarge each image to take up the whole page. After doing this to all the images export the file as a PDF. (File, Export, Create PDF)

Reduce file to be less than 10GB