

*Digitising or scanning documents with a camera or an app like CamScanner involves transforming a paper document into a digital format (e.g. a .pdf document). This can be very useful for distributing, sharing and saving documents.*

## WHAT IS THE PURPOSE ?

To scan, archive and share documents. For example, land titles, administrative documents, civil registration documents and signed files confirming that assistance has been received etc.



- Simplified project document sharing
- Digital archiving saves space and facilitates the secure storage of documentation



- Needs an internet or phone connection to share the scanned document

### Prerequisites

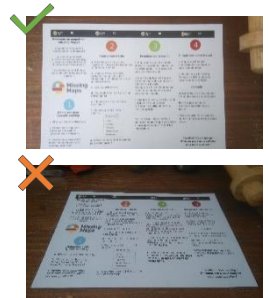
- Have a smartphone or a tablet with a camera
- If you wish to have a clean scan, you need to have already installed CamScanner from the mobile app store (e.g. « Google Play Store »)



## HOW TO DO IT?

There are two solutions: taking a photo and using a dedicated application. Scanning using a dedicated app allows you to export the scanned document directly into .pdf, which can substantially reduce the size and enable you to « adjust » it (i.e. to trim it so that it fits as closely as possible with the A4 format).

- Take a photo with the smartphone camera:
  1. Open the « camera » app on the smartphone, arrange the document to be scanned on a surface that is flat and well exposed to the light
  2. When you are ready, make sure you take the photo vertically: the edges of the photographed document should be parallel (as much as possible) with the edges of the image taken.
  3. Look in your phone photo album to find and share the photo that you have taken
- Scanning from a dedicated app with CamScanner:
  1. On the welcome screen, click on the pictogram « camera ».
  2. Arrange and then photo the document that is to be digitised.
  3. Check that the scan has correctly located the edges of the document and, if not, correct this by clicking on the circles (at the corners and the middle of the sides) and repositioning. Make sure that you rotate the image if this is also necessary.
  4. Validate and then choose the best contrasted document from the various options that are proposed. Name the document and then validate.
  5. The document appears on the home screen and is ready to share.



Although there are other apps for digitising documents, CamScanner is very well designed and comprehensive.