

HOW TO CONVERT A **HARDCOPY PLAN** TO **PDF**

WHAT YOU NEED?

1. Mobile Device (Apple or Android)
2. Your Hardcopy plan/s

ANDROID USERS

1. Open the Google Drive app.
2. In the bottom right, tap Add.
3. Tap Scan.
4. Take a photo of the document you'd like to scan.

Adjust scan area:
Tap Crop.

Take photo again:
Tap Re-scan current page.

Scan another page:
Tap Add.

5. To save the finished document, tap Done.

APPLE 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.
5. Tap Save or add additional scans to the document.

Alternatively you can visit your nearest printing store (eg. PostNet) and ask them to scan and email you the pdf version, kindly note this is not a free service and unfortunately the printing store will charge you for this service.