

Need to make an electronic file for uploading from a paper document?

Using an iphone or ipad with iOS 11 or higher:

[Written tutorial from Apple](#)

[Youtube video on scanning using iphone](#)

Once the scanned document file is on your phone, you can share it to your files for uploading directly from your phone or you may email it to yourself to download on your computer (or air drop it) to your computer for uploading.

Using Google Drive on an android phone or computer:

[Written directions from Google Support](#)

[YouTube Tutorial](#)

Need a bit more help?

Staples stores will generally scan any document for you.

Call your local library to see if they offer scanning services.