HOW TO SCAN AND EMAIL YOUR DOCUMENTS

You have been asked to send us some documents so that we can determine your eligibility for the Gwinnett Pro Bono Project. We do not want you to be burdened with the cost of mailing these documents, so we encourage you to use your smartphone's technology instead.

Step One:
- Gather all the documents we have requested and sort them so that all the page numbers are in order. Pay attention to whether the pages are printed front and back.

- Separate them into categories. For example: 1) questionnaire, 2) bank statements, 3) pay stubs, 4) Social Security Administration award letters, 5) retirement account statements, etc.

Step Two:
- Download a free mobile-scanning app to your smartphone so that you can send the documents in PDF format. For iPhone, the following are available: Adobe Scan, CamScanner Free, JotNot Pro or the built-in Notes app. For Android, try these: Adobe Scan, Genius Scan, PDF Scanner, Fast Scanner, or iLovePDF.*

- Open the app and, if prompted, give it permission to access your smartphone's camera and other media and files on your device. Follow the instructions on the app. It is very much like taking photos with your smartphone's camera, but some apps will scan automatically if you line up the document and just hold still.

Step Three:
- Start scanning. Do this in batches: scan all the pages from one category of documents and save that batch as one file with an appropriate file name. Then email that file to the email address on the letter you received.

- Before saving or sending the document, make sure that the image is clear and that there are no missing pages. A blurry or unreadable image may result in the rejection of your documents.

- Repeat with the next category of documents.

Step Four:
- Send an email to the address on the letter you received to confirm that your documents came through and that they can be accessed and read.

For Additional Instructions:
Please visit this webpage on the Gwinnett Family Law Clinic website:
http://gwinnettflc.atlantalegalaid.org/wp-content/uploads/2021/08/Scanning-Instructions-.pdf

* These options and many more are available for Apple and Android devices. Gwinnett Legal Aid is providing this information as a courtesy, and not to endorse any specific product or application. Downloading apps from unknown sources can put your device and your personal information at risk. We recommend that you do your own research about mobile scanning apps for your type of smartphone and make sure to download only official IOS or Android applications to reduce the risks.

Open your mobile scanning app and follow the instructions. In this example (using FastScanner), you will click on the Camera button to begin.
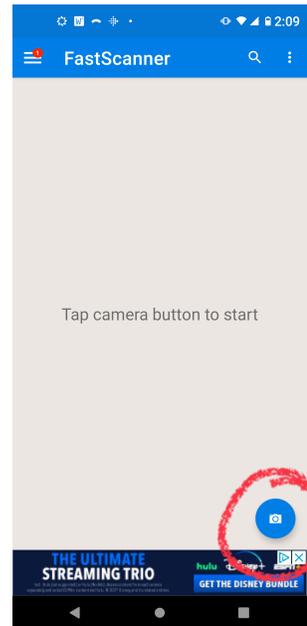

Once you have the document in your camera's sights, either click on the shutter button or hold your phone still and wait for the app to take the picture.


When the image has been captured, you will have the option to crop the photo. You should move the corners of the cropping tool to line up with the corners of your document, being careful not to go too far. Be sure that none of the content of your document gets cropped out. Then click the check mark to proceed.
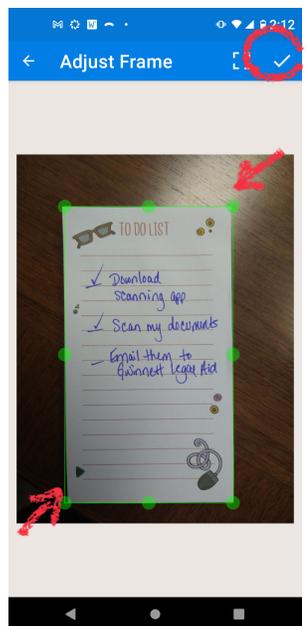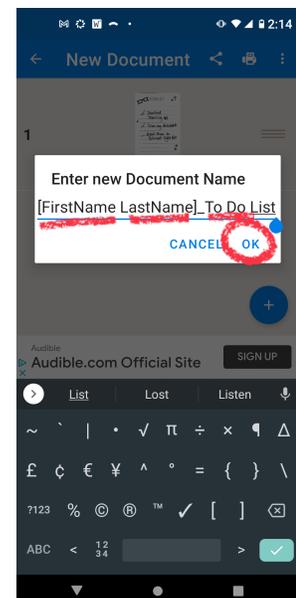
You will then have the option to edit the image. If you can read the document clearly and there is nothing missing, there is no need to do anything here. Click the check mark to proceed.
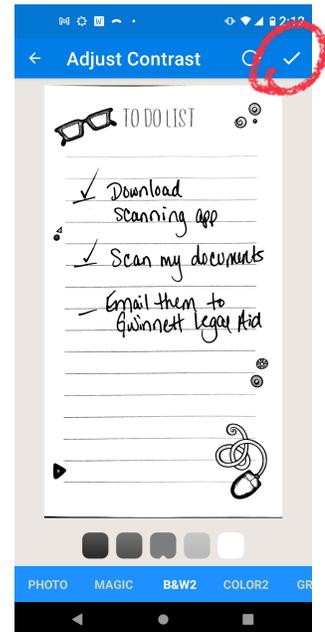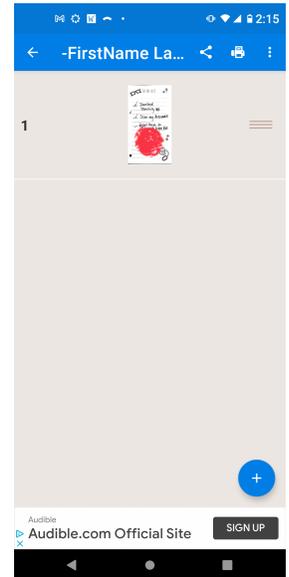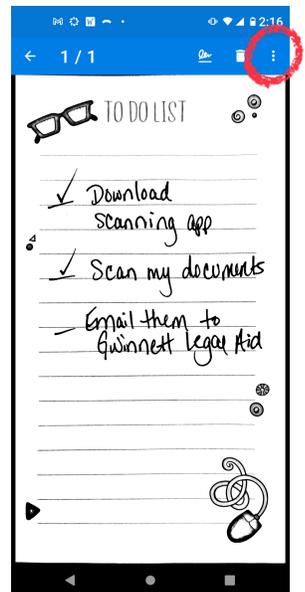
Now you can save the document
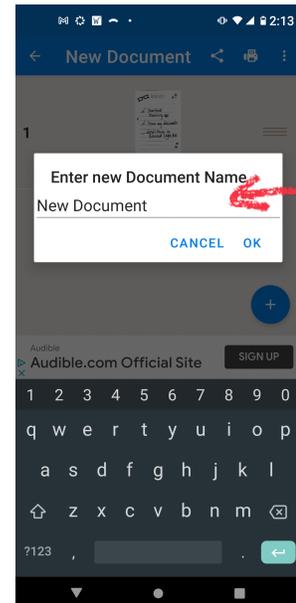
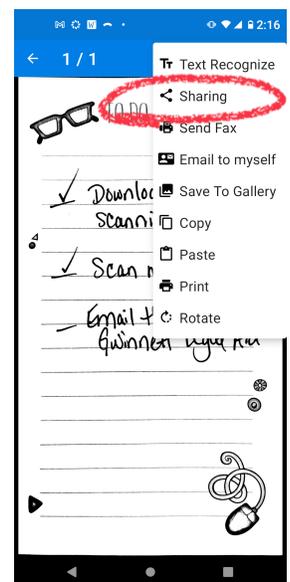Give it an appropriate file name and click OK.
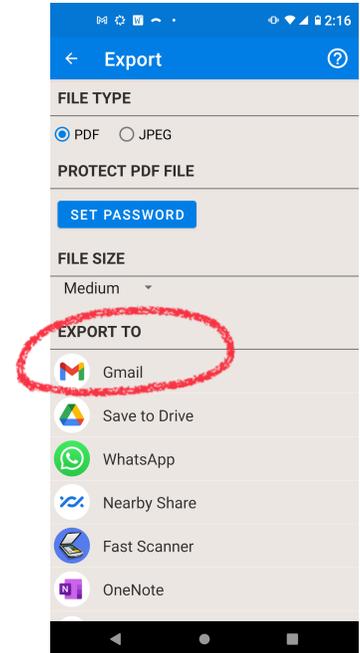
To send the document, tap on it.

When the saved document is open on your screen, tap the menu button (three vertical dots).

Then click on the sharing icon.

Select your email app.

Then, enter the email address of your recipient and click Send.