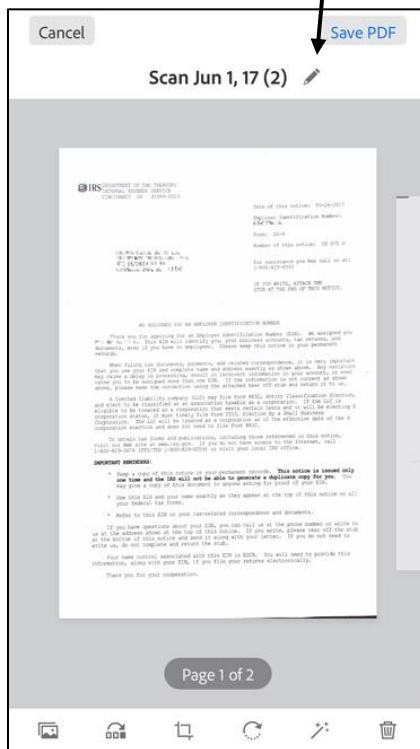


## How to scan documents using an Android Phone

1. Download [Adobe Scan](#) from Google Play Store. (*Free*)
2. After installing the app, you'll need to sign into the app using you Google, Facebook, Apple or your Adobe account.
3. To scan a document, just tap the camera icon and line it up to fill as much of the screen as possible. The app will continue looking for documents to capture until you tap the document thumbnail in the lower-right corner (or turn off auto-capture, which is the icon second-from-right in the top-right corner).
4. After you've completed your scan, you'll have the option to make changes -- starting with the name. Tap the little pencil icon up top if you want to rename the document from the default "Scan [date]."



Screenshot by Rick Broida/CNET

5. When you're done, tap **Save PDF** in the top-right corner.
6. You may submit your documents to us via [MappingXpress](#) (*Passcode: RCSJ1400*) or you can email them to us from your RCSJ email account to [financialaid@rcsj.edu](mailto:financialaid@rcsj.edu).  
**Note: No documentation will be accepted if sent from your personal email account.**