

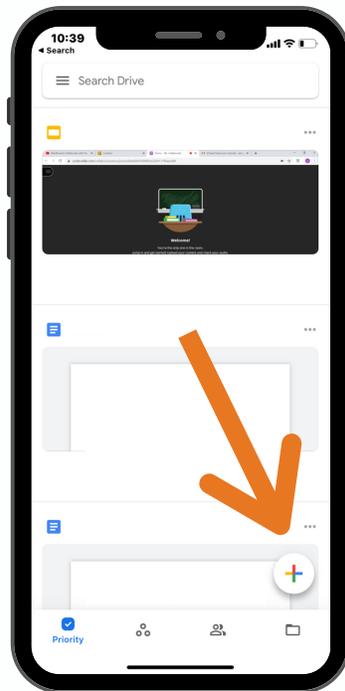
# HOW TO SCAN DOCUMENTS TO PDF USING YOUR PHONE CAMERA:

1



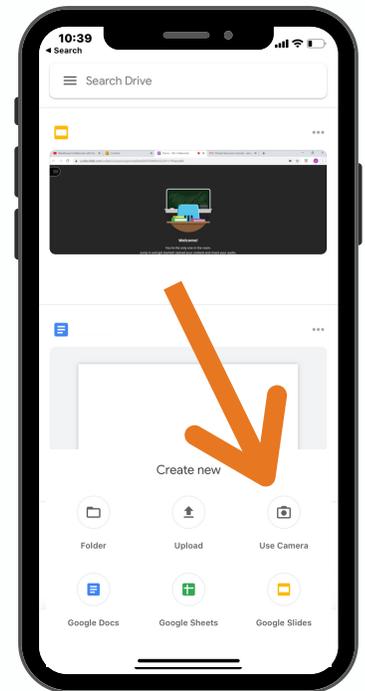
Download the Google Drive App.

2



Open your Drive App and Click the plus sign on your bottom-right hand corner.

3



Click on the Camera Icon. You can now take a picture of your document. After taking the picture, select the document and click the 3 dots on your upper-right side you can now send a copy to your Financial Aid Advisor.



**MORTON COLLEGE**  
FINANCIAL AID

**Students are encouraged to scan any missing documents to their Financial Aid Advisor.**



## **Here are some tips when scanning using your phone camera:**

- **Use a contrasting background:** If you're scanning a white document, put it on dark background. This will help the camera find the edges.
- **Try to get a straight-over shot:** If you need to place the paper on the floor to get a perfect overhead shot, do that. It'll result in a much cleaner scan.
- **Be patient it may take more than one shot:** Sometimes the scan feature clips the edges off a document, cutting part of it off. It may take a few tries to get it just right.



Students may send their missing documents to their assigned Financial Aid Advisor. We suggest students use their Morton College email when sending documents. The assigned financial aid advisor is listed below according to student's last name:

<b>A-D:</b> Blanca Martinez	 blanca.martinez@morton.edu
<b>E-I:</b> Gloria Lozano	 gloria.lozano@morton.edu
<b>J-N:</b> Jennifer Klementzos	 jennifer.klementzos@morton.edu
<b>O-R:</b> Elizabeth Melgoza	 elizabeth.melgoza@morton.edu
<b>S-Z:</b> Jazmyne Alzate	 jazmyne.alzate@morton.edu