Clinical Wallet
HOW TO CONVERT PAPER DOCUMENTS TO DIGITAL FILES

I have a hard copy of my document, how can I upload it?

One of the easiest ways to convert a physical (hard copy) document into a digital document is to use a scanner. However, if you do not have a scanner available, then take an image of the document and email it to yourself or save it to your device or other cloud storage (Google Drive, iCloud, or Dropbox). This allows you to access it from your computer. Some additional suggestions are listed below:

Using the camera on your smart phone or tablet:
o Install any free scanning app from your App Store. Recommended apps include **Google Drive, CamScanner, and Genius Scan.**
o Using the scanning app, take images of each page of the document and save it as (1) PDF.
o Save the PDF in a location on your device that's easy to find. Documents or desktop

Using a printer or scanner:
o Follow the scanner manufacturer's directions to scan each document to your computer or USB drive. Most scanners require you to press the Scan button, or open the scanning program on your computer and click a scan command.
o Select the PDF file format option before scanning. Scanning as an image (JPEG, GIF, BMP, or TIF) instead of PDF sometimes results in poorer quality and larger file sizes than scanning as a PDF.
o Save it to a folder in a location on your computer or removable thumb drive so you can easily access it (like the Desktop or Documents folder).