



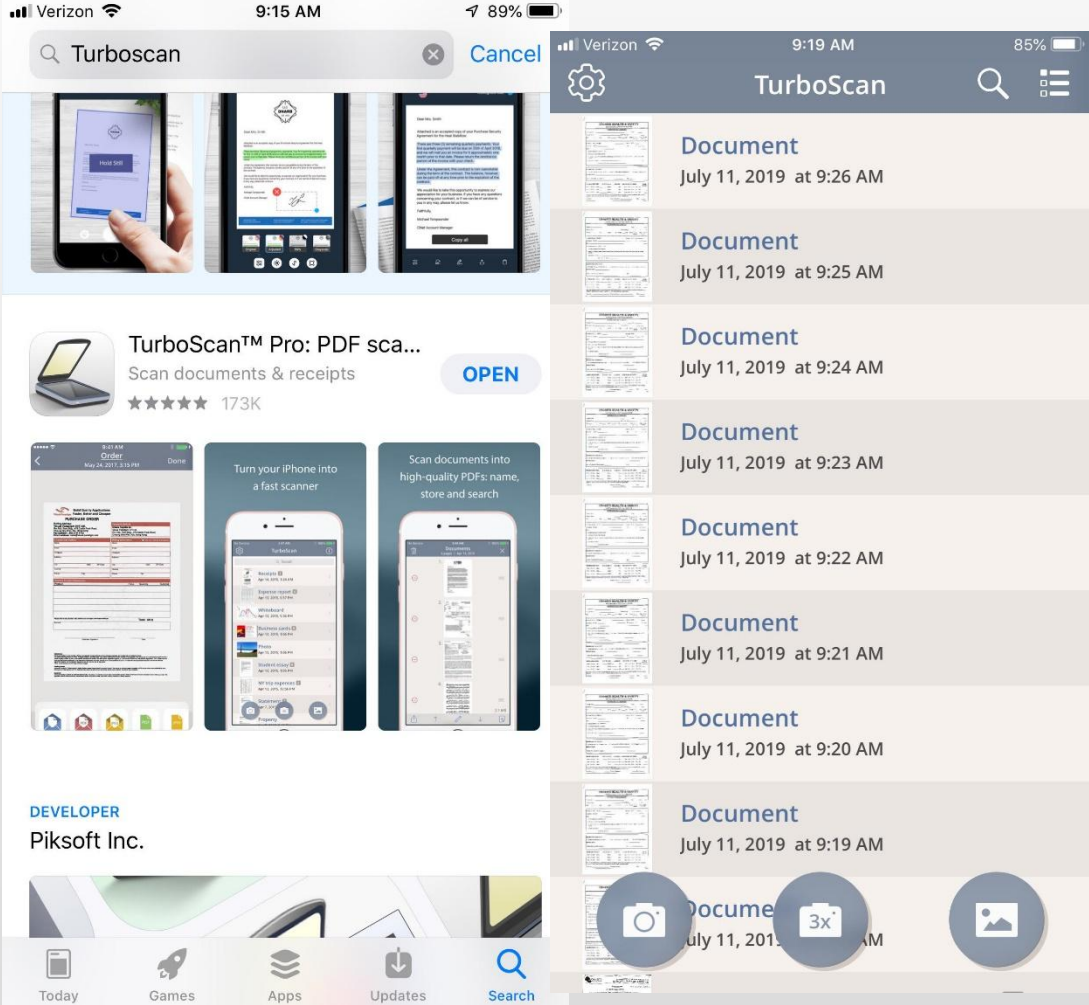
# TurboScan

your documents  
with ease

# Open The APP

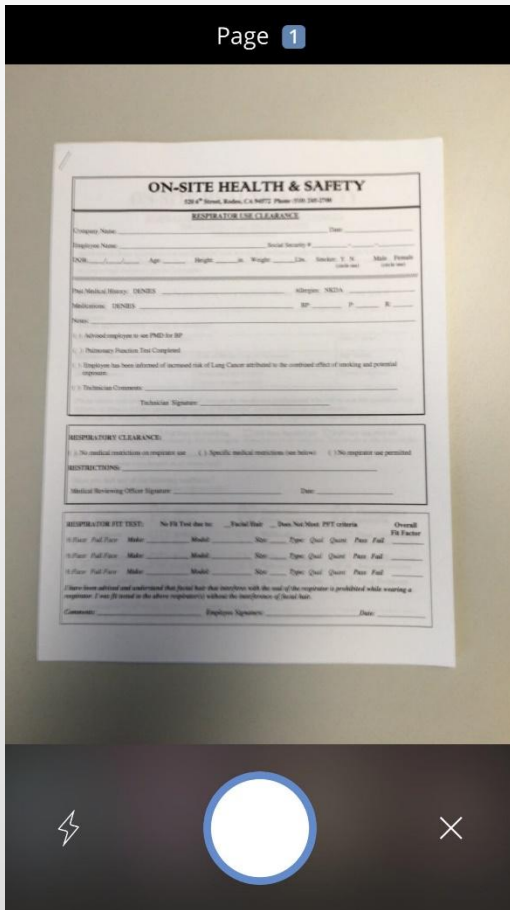
Download the TurboScan on iTunes

Open the APP.

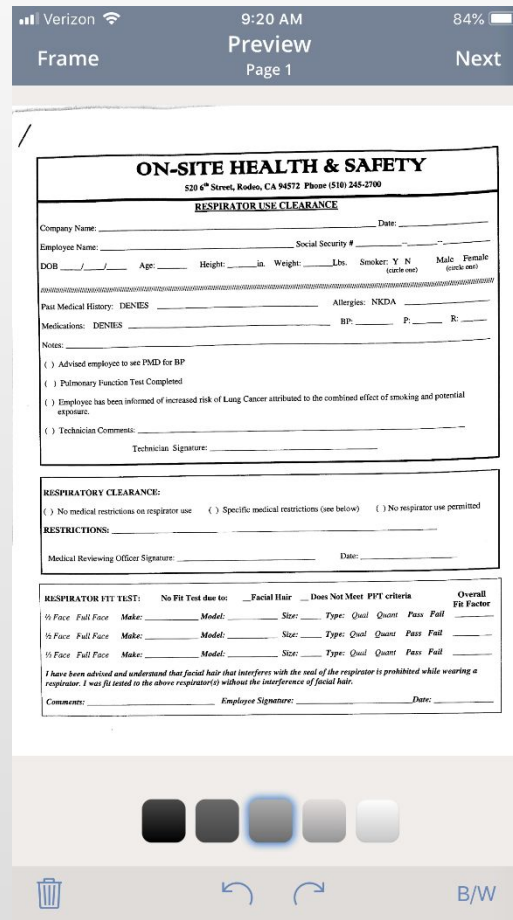


Select the Camera Function to take a new picture of your documents

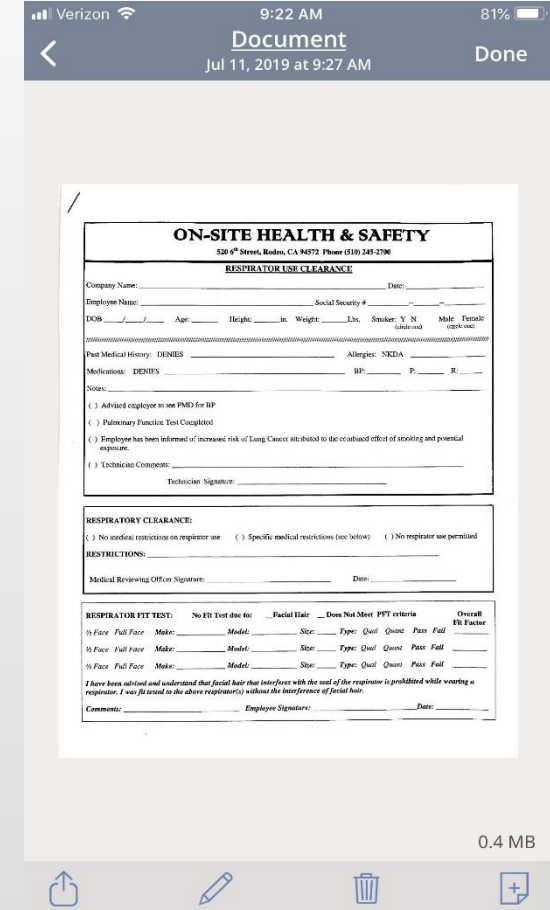
# Scanning Your Document



Position the camera and take picture



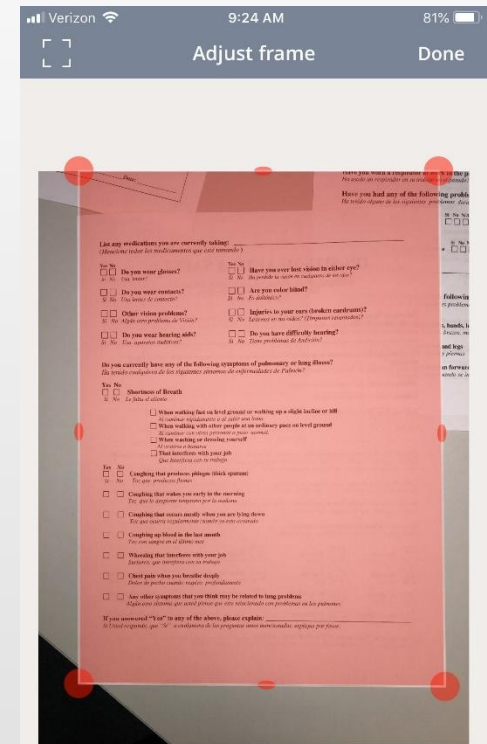
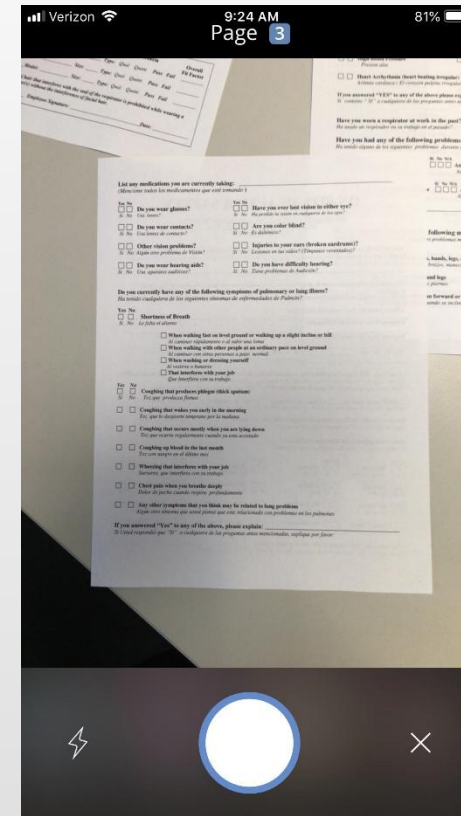
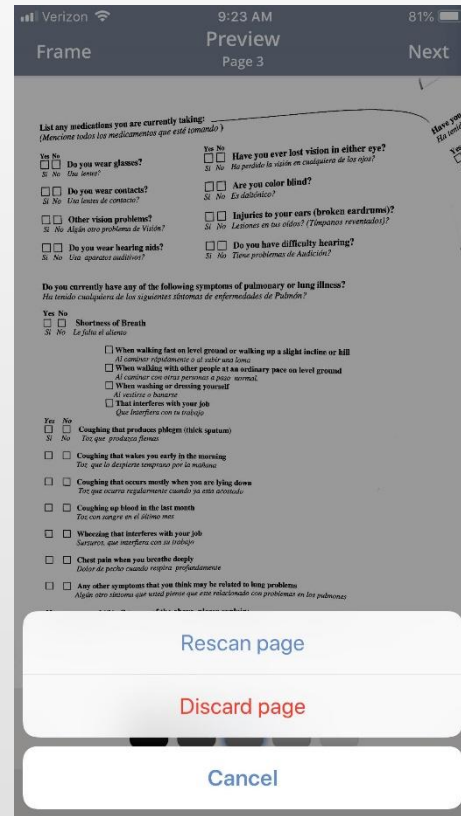
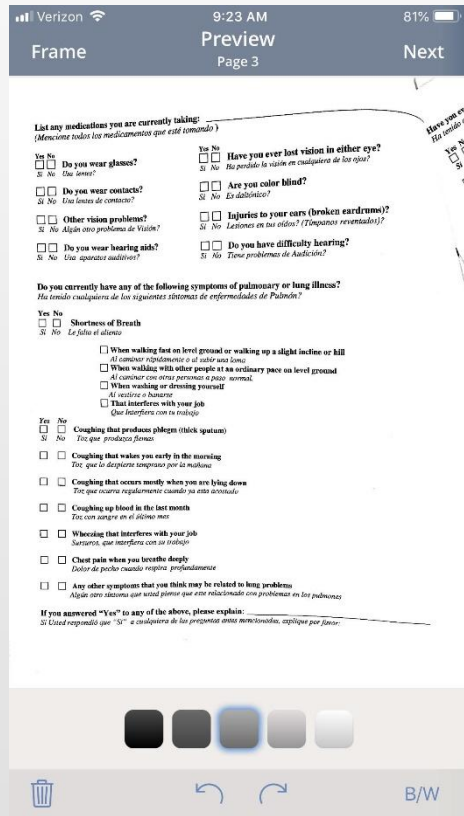
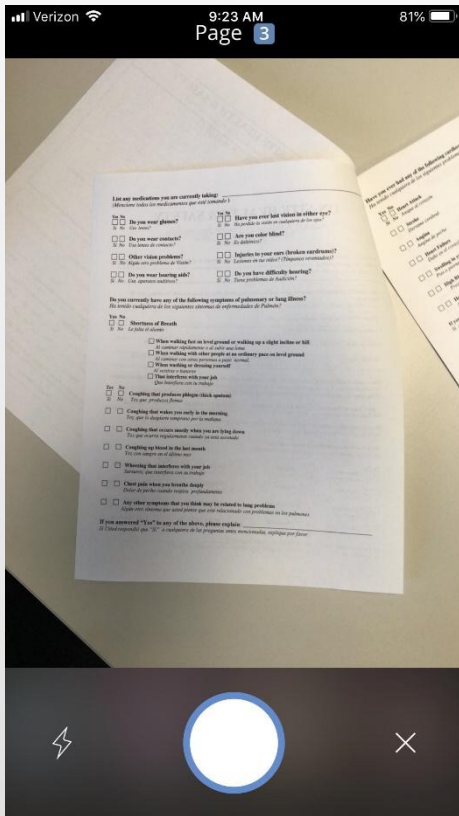
Select best shade range and choose B/W for best results



Continue scanning other pages



# Scanning multiple pages



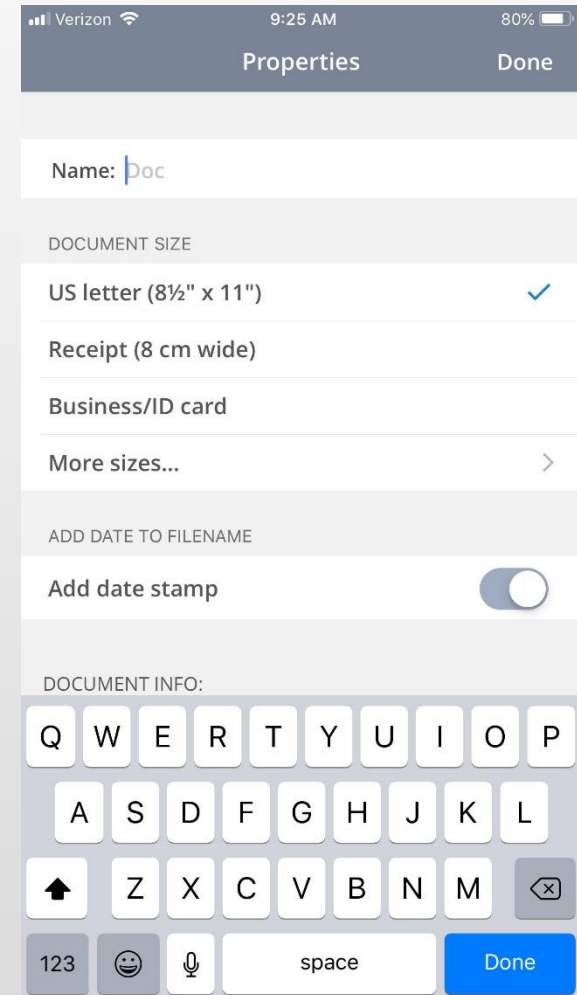
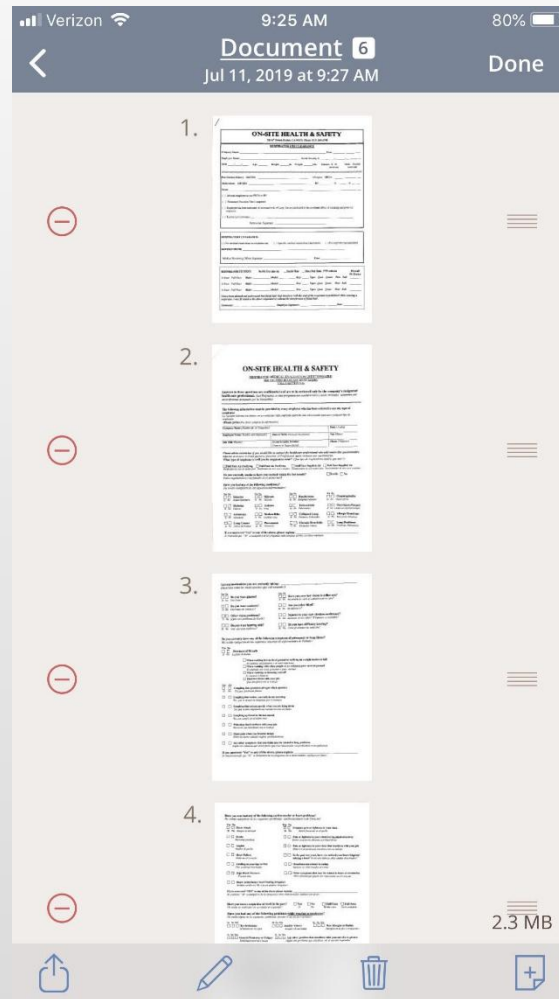
If the scan doesn't look great, Rescan the page.

Unstaple the pages and lay them on a flat surface

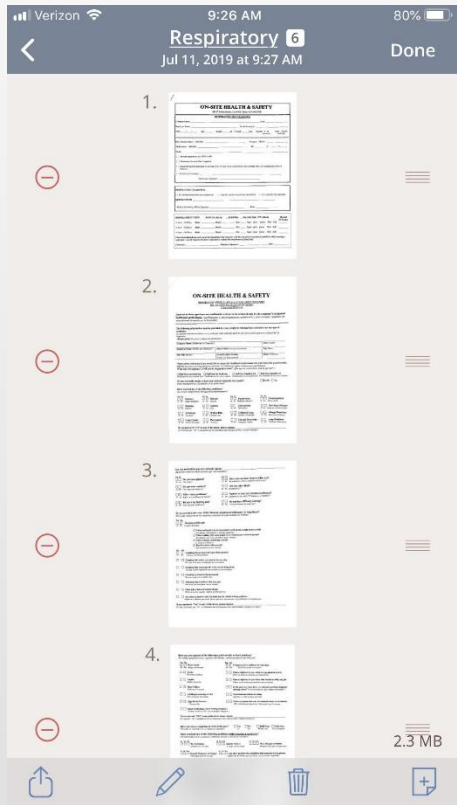
Adjust the frame so that only your page is visible

# Rename Your Document

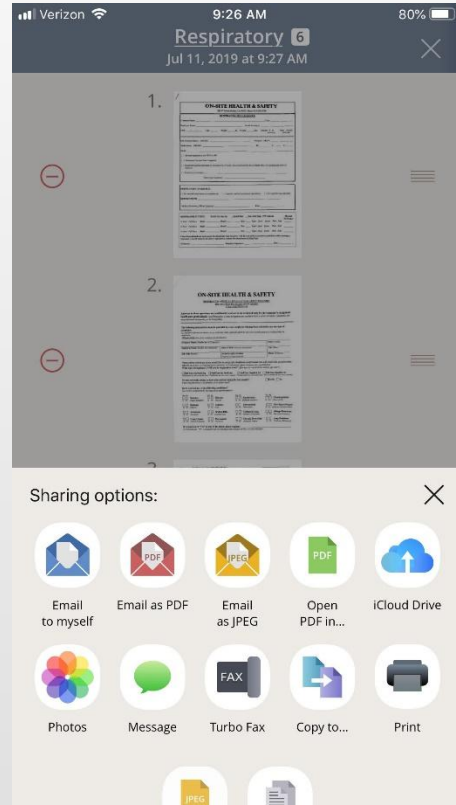
Click on the Pencil icon to change the name of your document



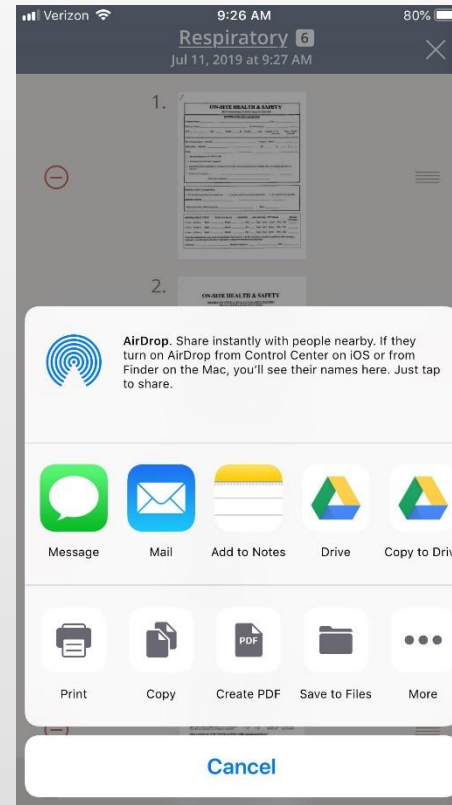
# Uploading to Google Drive Daily Paperwork



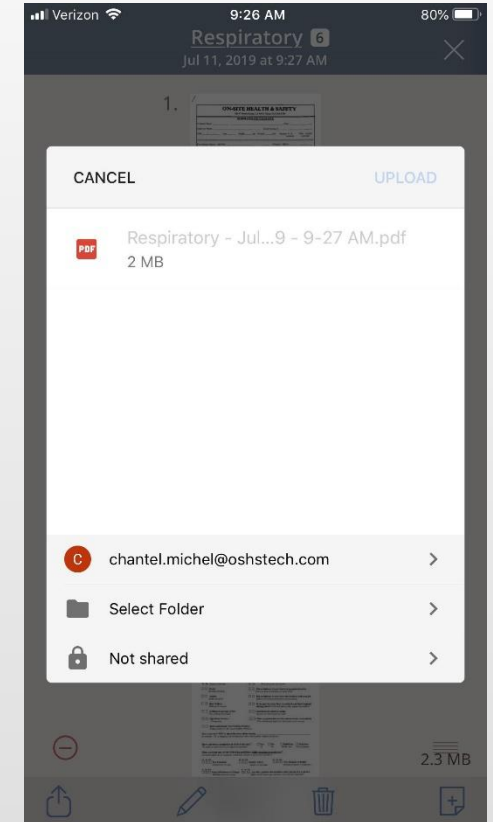
Select the Upload Icon



Select Open PDF in...

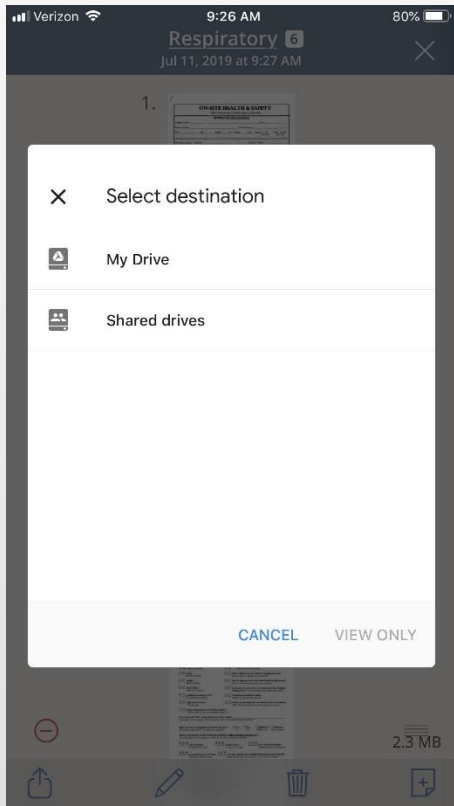


Select Drive (NOT Copy to Drive)

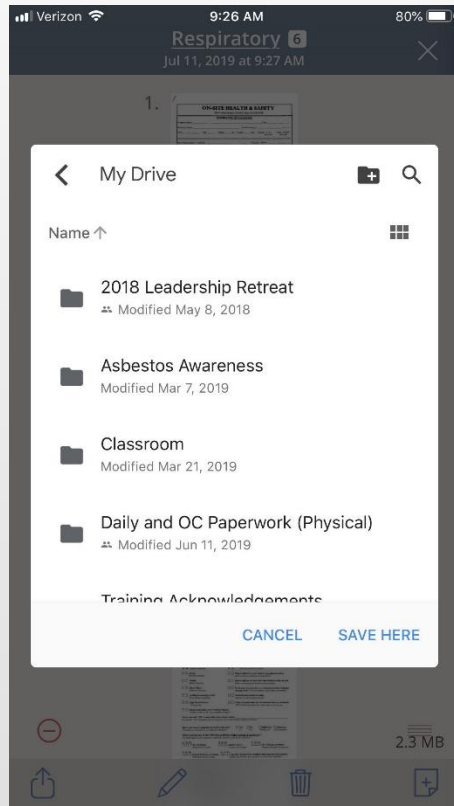


Select Folder to choose where to upload the documents

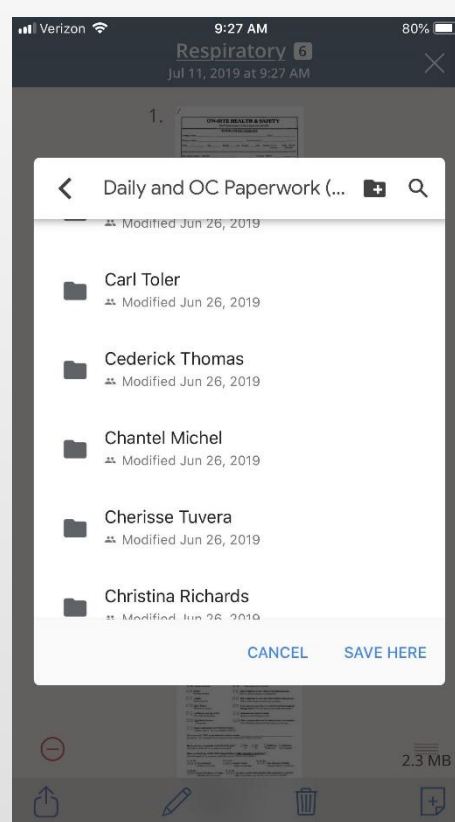
# Finishing the Upload to Google Drive Daily Paperwork



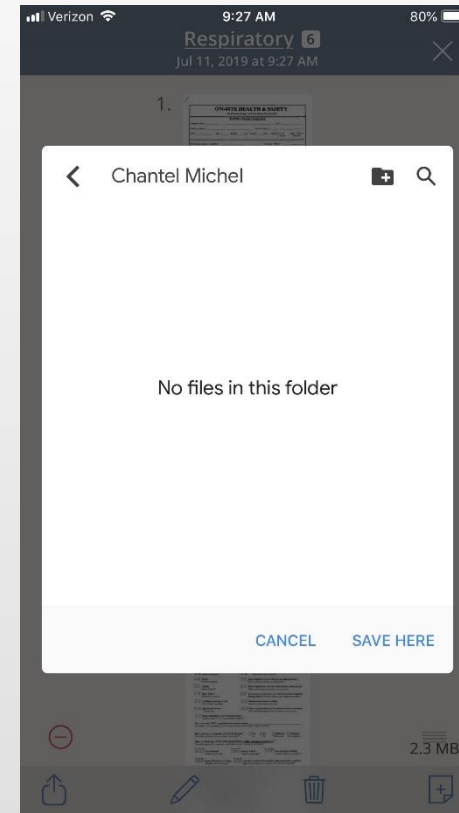
Select My Drive as the destination



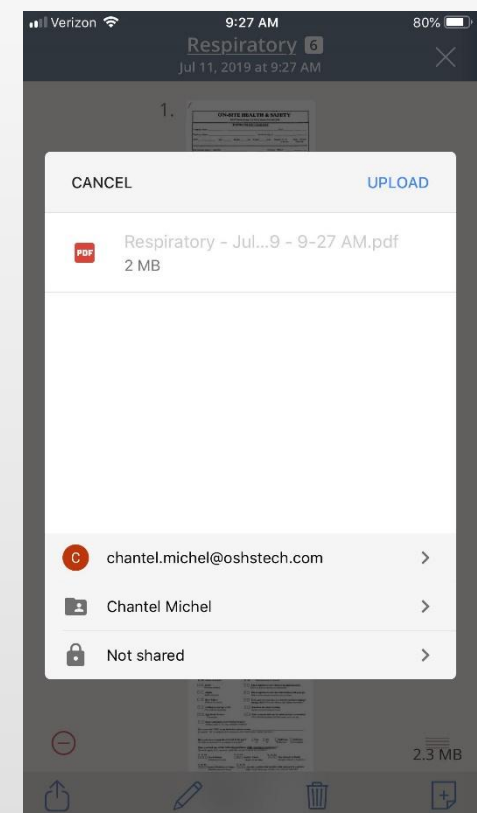
Select the Daily and OC Paperwork (Physical) folder. Any supervisor or tech can invite you access this



Scroll to find your name and select that folder,



Save Here



Upload and that's it! Your paperwork has been submitted to our office staff for review