

Getting a High-Quality Scan to Email with a Phone

Getting a **high-quality**, professional scan on your phone doesn't require extra hardware. You can capture crisp, legible documents ready for email by using dedicated scanning apps like **Adobe Scan**. A free app that can scan documents, notes, receipts, business cards, and more, and automatically recognize text. Compatible with Android and iPhone.



For the best results, use these quick tips:

Lighting and Positioning

- **Bright & Even Light:** Place your document in bright, natural, indirect light. Avoid heavy shadows, which obscure text, and overhead lights that cause glares on glossy paper.
- **Avoid the Flash:** Turn off your phone's flash if possible. It often creates a bright, unreadable spot in the center of the document.
- **Hold It Flat:** Stand directly over the paper and hold your phone perfectly parallel to the document to avoid skewed or distorted text.

Scanning Apps vs. Photos

- **Always Scan, Don't Snap:** Never just take a standard photo. Camera photos result in large, low-contrast files that vendors and employers often reject.
- **Use Auto-Crop:** Use scanning apps or the built-in scanner in your device. They automatically detect the edges of the page, correct the perspective, and convert the image into a high-contrast black-and-white format.
- **Stick to PDF:** Always save your scanned document as a **PDF** rather than a JPEG. PDFs are designed for documents, retain high text quality, and keep file sizes small for easy emailing.

Streamlining the Email Process

- **Use Native Tools:** You can scan and email simultaneously. On an **iPhone**, open the default Mail app, tap and hold the body of the email, and select the **Scan Document** icon to snap and attach it directly.
- **Cloud Sharing for Large Files:** If you are scanning a multi-page contract that is too large to email, upload it to a cloud service (like **Google Drive** or **Dropbox**) and email a secure viewing link instead.

Department Auxiliary Do's & Don'ts

- Do **practice** with the app before you use it to send documents!
- Do **check the quality** of the scan before sending.
- Don't send a **poor-quality** scan!
- Don't send a curvy looking scan. →
- **Don't send a Scan link!**
- **Don't send Photos.**

A scanned image of a "2024-2025 Entry Form" for "Auxiliary Awards". The form includes instructions for members to submit information about their activities and collaborations with local lawmakers. It has fields for "VFW Auxiliary Name" and "Department of", and a section for listing activities and collaborations. At the bottom, it states that the "Department Legislative Chairman" must sign and send a copy of the completed form.