

SCANNING TIPS

Your important documents should be kept in an easily accessible sealed bag that you can take with you or a safe that you can either remove them from, or will be protected in the event of an emergency. Copies can also be saved to your phone, an external hard drive or USB, or scanned to the cloud.

Important document list

- | | |
|--|--|
| <input type="checkbox"/> Birth certificate / adoption papers | <input type="checkbox"/> Marriage certificate |
| <input type="checkbox"/> Contact list | <input type="checkbox"/> Medicare card |
| <input type="checkbox"/> Drivers licence | <input type="checkbox"/> Passport |
| <input type="checkbox"/> Financial records | <input type="checkbox"/> Pension / social security cards |
| <input type="checkbox"/> Household goods list | <input type="checkbox"/> Tax returns, receipts and records |
| <input type="checkbox"/> Insurances (building, contents, life, health, car, boat...) | <input type="checkbox"/> Will / power of attorney |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |

Save to iPhone

1. Open **Notes**, select a note or create a new one.
2. Tap the **Camera** icon, then tap **Scan Documents** icon.
3. Place your document in view of the camera.
4. If your device is in Auto mode, your document will automatically scan. Or in Manual mode tap the **Shutter** button or one of the **Volume** buttons. Drag the corners to adjust the scan to fit the page, then tap **Keep Scan**.
5. Tap **Save** or **Add Additional Scans**.

Note: Notes on your phone can be LOCKED for security purposes.

Save to Android phone

1. Open **Google Drive** app.
2. Tap **Add** in the bottom right.
3. Tap **Scan** and take a photo of the document you'd like to scan.
4. To adjust the scan area tap **Crop**. To take the photo again tap **Re-scan** current page and to scan another page tap **Add**.
5. To save the finished document, tap **Done**.

Note: Files in Google Drive can be protected by using a password, individual documents can be encrypted and you can also share access to the drive to other users. The owner can control permissions and with whom files are shared.

Scan documents

- Use a scanner to scan documents to your laptop or desktop computer. **note, some scanners will scan directly to a USB*
- These PDF documents can be saved to a USB or external hard drive for ease of transport / holding offsite.

Save to USB or external hard drive

- From your computer, select the folder/s or document/s you want to transfer. To select multiple folders, hold down the Control key as you click to select items. Once selected, right-click and select **Copy**. Navigate to the USB drive, then right-click and select **Paste**.

Note: a USB flash drive can be locked and protected for security purposes.

Save to cloud storage system

Cloud storage is accessible from any computer that has internet access. Your data is stored on the internet through a provider who manages and operates data storage as a service.

- If you use a web mail system (ie Gmail, Outlook, Yahoo!, Mozilla) you can email the scanned documents to this address and save to one folder for ease of access.
- Examples of cloud storage providers include Google Drive, Dropbox and Microsoft OneDrive.

Note: in relation to safety reputable providers locate servers in a secure location with the files encrypted meaning that they are hard for cybercriminals to access.



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