

# How and where you can scan documents

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## **What if the document is already on my computer?**

If you are using that computer to complete your application or renewal then it is likely that you are good to go and you will not need to scan your document. If the file you need to upload ends in any of the following extensions you can skip down to the **“Using the eLicense Upload ability”** section. The extensions that eLicenses recognizes are:

- [bmp](#), [doc](#), [docx](#), [fsd](#), [htm](#), [jpeg](#), [jpg](#), [mht](#), [msg](#), [pdf](#), [png](#), [rtf](#), [tif](#), [tiff](#), [txt](#), [vsd](#), [xls](#), [xlsx](#), [xml](#)

## **Using a Copier to Scan Documents**

Creating an electronic version of a needed document (or a ‘Scan’) can be done several ways. The most common way is to use a copy machine to create an image. Look for a modern copier that includes an options to email you the ‘copies’ or download them into a thumb drive (make sure your computer has a usable USB port to plug the thumb drive into. Some devices (like the Apple iPad) do not have USB ports).

## **Where you can find a copier that can scan**

If you don’t have such a copier at your home or office or a friend or family member’s home or office you can general find them at:

- **Your Public Library**: This is a great resource – They’ll often teach you how to use the copier to scan and some will loan you a memory stick (thumb drive) to help transfer this to your computer.
- **Office Supply Stores or Print/Copy Shops**: They’ll do the copying and provide you with the memory stick but they will charge for this service. If you have a lot of pages to copy this might expensive but convenient.

## **Taking a Digital Photo instead of a scan:**

Taking a digital photo with your smart phone or other device can be tricky. Most lenses provide a clear focus on the center of a document but distort an image as you get further away from the center. This may mean that a document you take a picture of may not be clear enough to read (this is why scanned documents are generally better). Here are some helpful hints if you take a picture rather than scan:

- **The App Option**: Many smart devices with cameras have Apps available to help your device scan documents.
- **Picture Taking Hints**:

- Keep your device Steady – don't jerk it around. Practice a slow steady pressure on the button
- Items Need to Be Flat or as flat as possible
- To avoid "ghosting" (or words/etc from the back of the page showing through), place a piece of black paper behind the page you are photographing
- Have good lighting – you might want a lamp next to you (or both sides). Overhead lights tend to get your shadow in.
- Review the final document to make sure all words are clear.
- When in doubt take two – you might need to take a picture of the top and the bottom of the page to ensure that all the words are legible.

### **Transferring the scanned images or photos to your computer or your device**

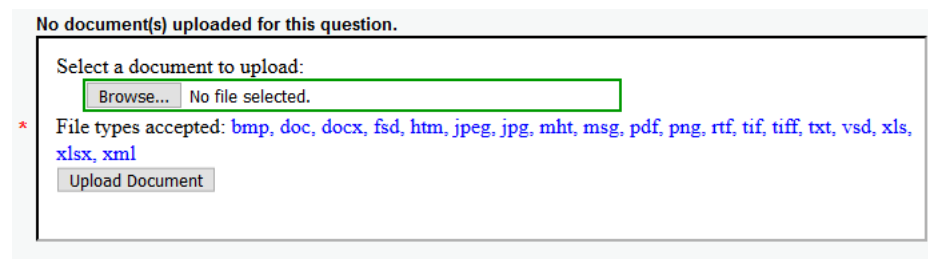
First, identify which computer or device you will complete the application or renewal process on.

Next,

- If you have the **images stored on a thumb drive** you can plug this into a USB port on (it may take a minute for your computer or tablet to read the thumb drive). This becomes another drive or folder on your system. You can select that folder when uploading your document.
- If your **images were sent to you in an email** you will need to save those images to your computer. Follow your email instructions to save but MAKE SURE YOU KNOW WHERE THEY ARE SAVED AND WHAT THE FILES ARE NAMED.
- If the **images are on another device**.
  - If images are on a **smart device** you can email them to yourself then close that device , open the device you will be using to complete the application and renewal and use the second device's email capabilities to open the email and save the image.
  - If you used a **digital camera** to capture pictures use the cable provided with the camera to transfer the pictures to the computer or device you are completing the application or renewal on (or use the memory chip or other method the camera has to share the pictures to your computer).

### **Using the eLicense Upload ability**

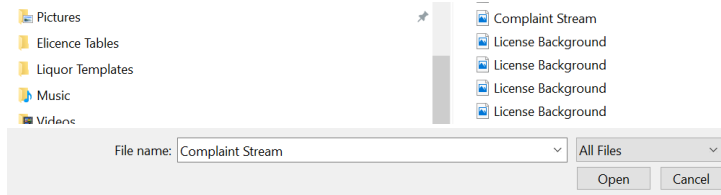
Whenever eLicense asks you to upload a scan you will see the following box:



To upload a file:

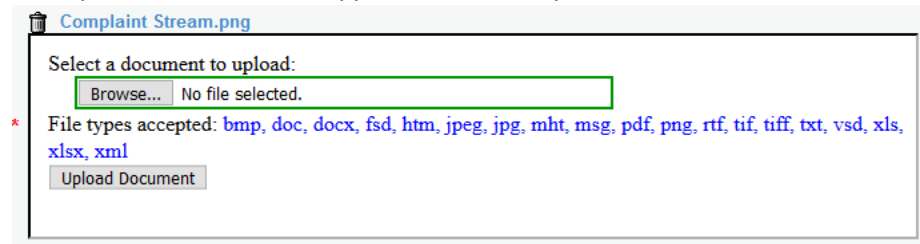
1. Select the "Browse..." Button

2. Find the file you want and select it so that it appears as the file name



3. Select the "Open Button"
4. The document you selected will now appear next to the "Browse" button. Select the "Upload Document" Button to continue.

The uploaded file will now appear above the upload box



TO UPLOAD ADDITIONAL DOCUMENTS OR PICTURES: repeat steps 1-4

TO DELETE SOMETHING YOU UPLOADED BY ERROR: select the little trash can icon next to the file you uploaded in error. Confirm that you want to delete this file. It may take some time before the page refreshes without the file showing.