How to turn my clearances into a PDF

1. Unlock you phone and download a free scanner app. CamScanner is a great free option, but there are other options as well!
2. Open the app and hit the camera button.
3. Aim your phone at the document you wish to scan, making sure the entire document is in the picture.
4. Take the picture.
5. The scanner should then change the document by cropping it and making it clear. However, if it is blurry or cut off in places, please redo the "picture" taking process.
6. If it looks good, hit the check mark!
7. Save image onto app.
8. Rename scanned image by tapping the image and then tapping the name.
9. Then tap the share button on your phone and save as a pdf to the files on your phone or iCloud, etc.
10. Go into your iCloud or phone files and from there select the pdf you wish to send