



# CamScanner

Free for iPhone and Android

1) Go to App Store or Google play according your device to install the CamScanner

iPhone



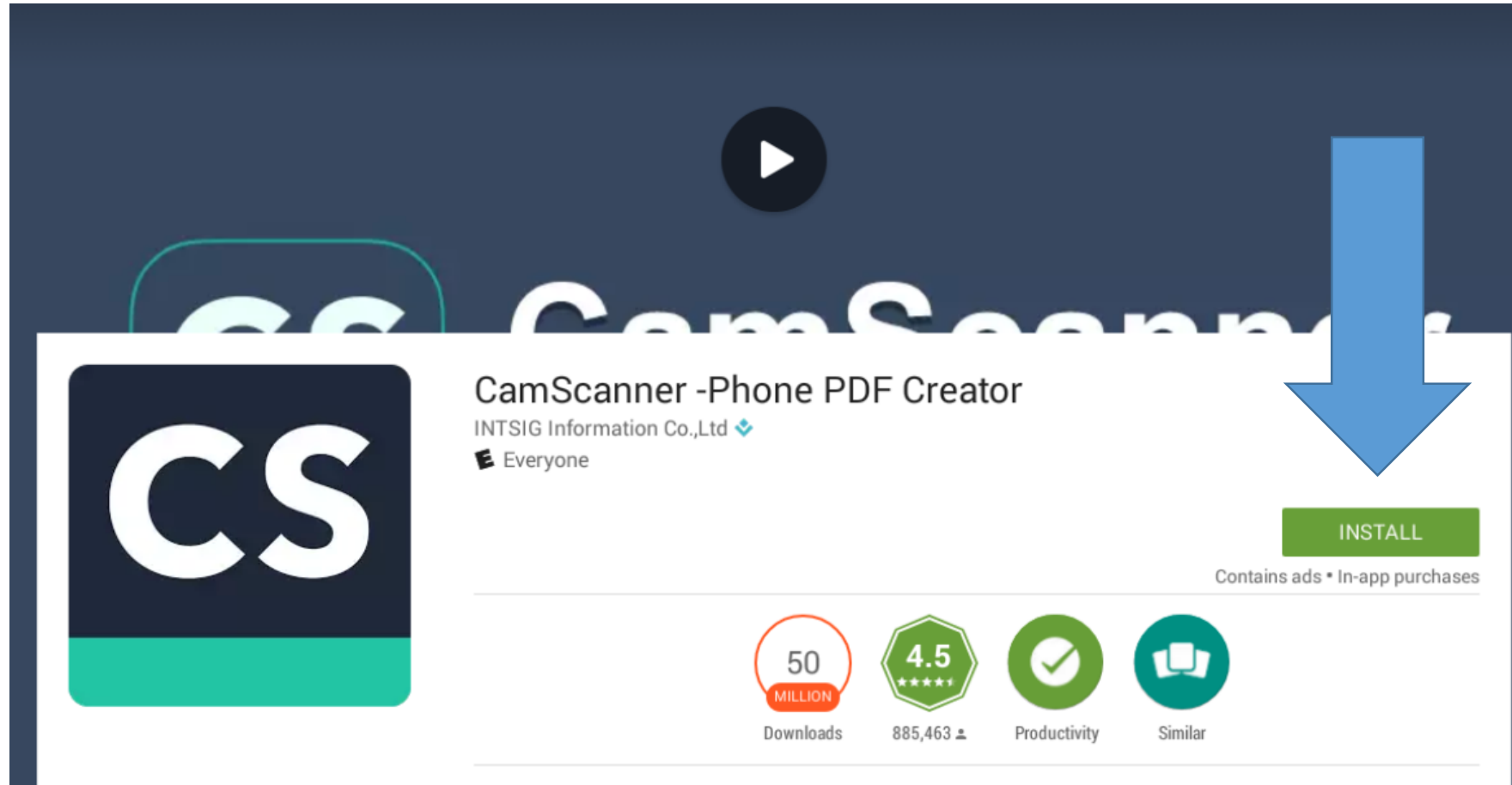
App Store

Android Phone

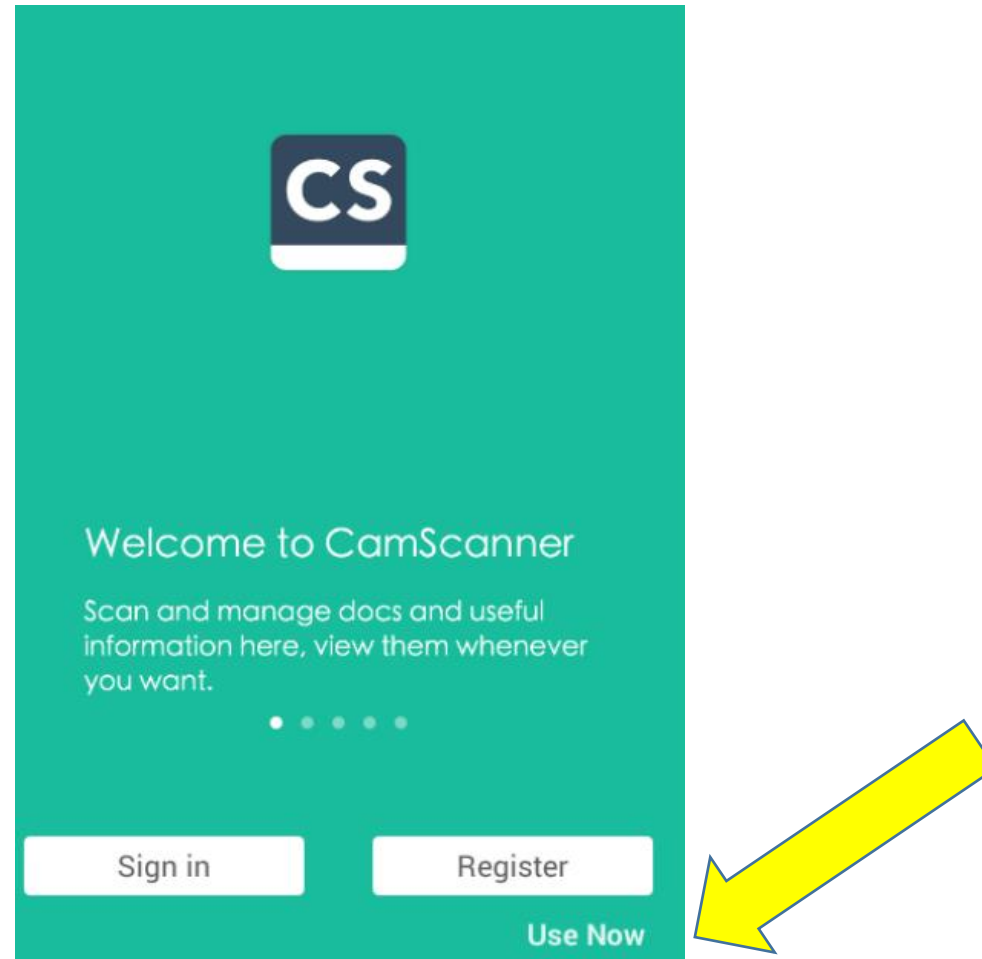


Google play

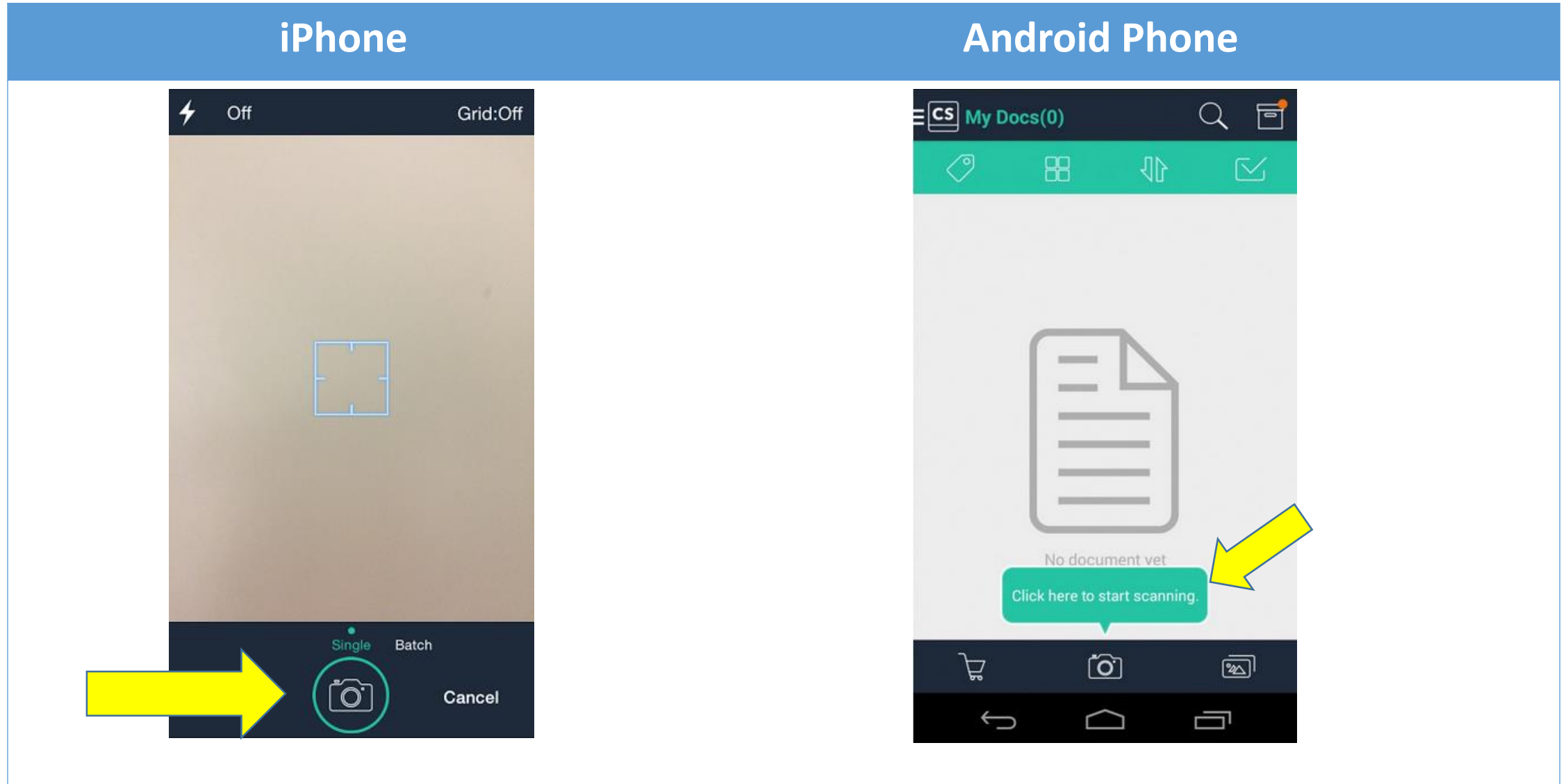
2) Android; search the CamScanner app, and click “INSTALL”



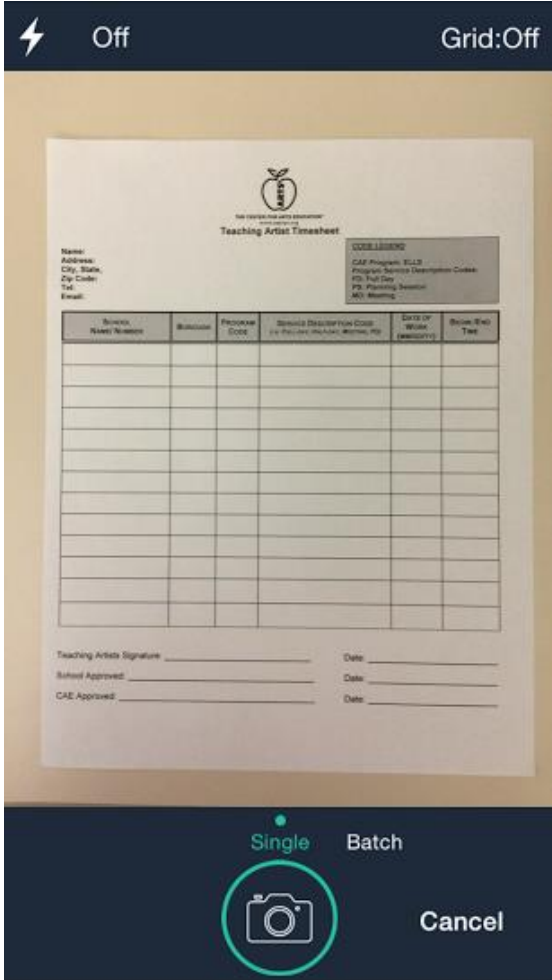
3) Once has been installed, open the app, and click on “Use Now”



## 4) Click on camera icon to access the scanner

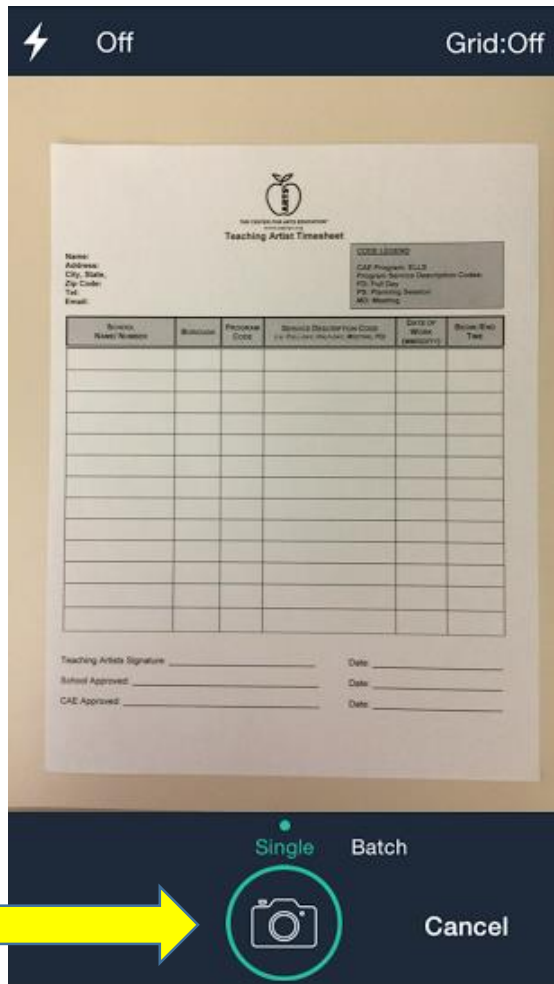


5) Place the doc under your phone camera, making sure all edges are within screen (align phone parallel to paper)

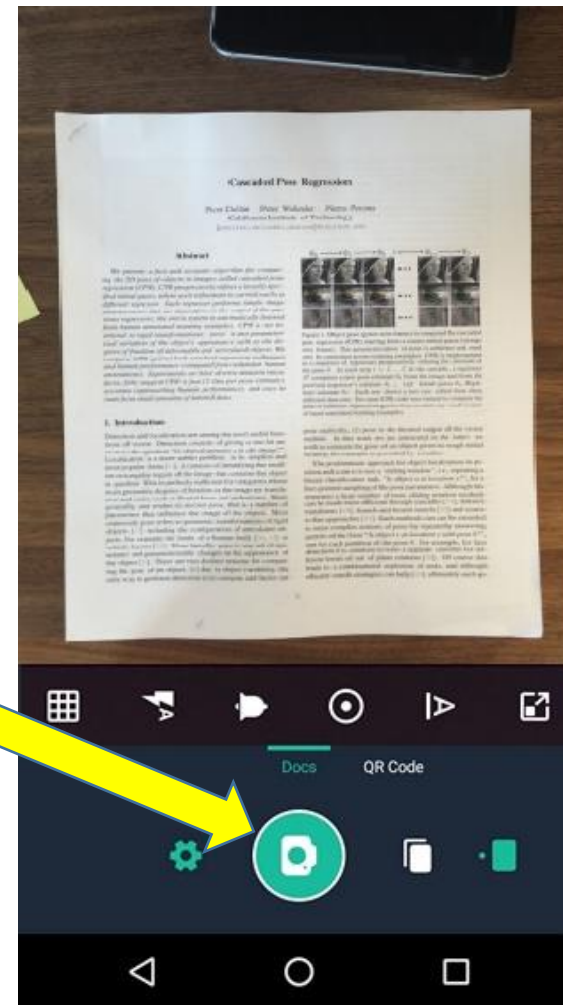


## 6) Click on camera icon again

### iPhone



### Android Phone



7) Align the image frame to the green line around the doc to select crop area (whatever is within the green box will be the final scan)

## iPhone



## Android

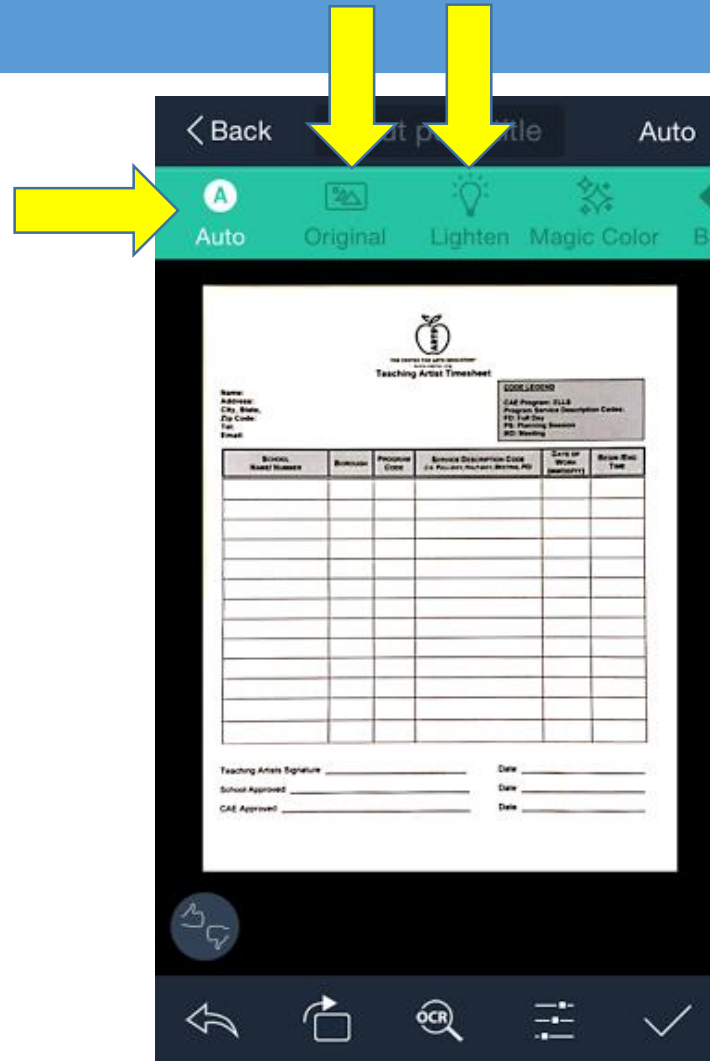




## 8) Click on the check mark icon to accept



9) On upper bar of screen, hit brightness icon you prefer. “Auto”, “Original”, “Lighten”



10) Click on check mark icon to accept

**Teaching Artist Timesheet**

**THE CENTER FOR ARTS EDUCATION**

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State: \_\_\_\_\_  
 Zip Code: \_\_\_\_\_  
 Tel: \_\_\_\_\_  
 Email: \_\_\_\_\_

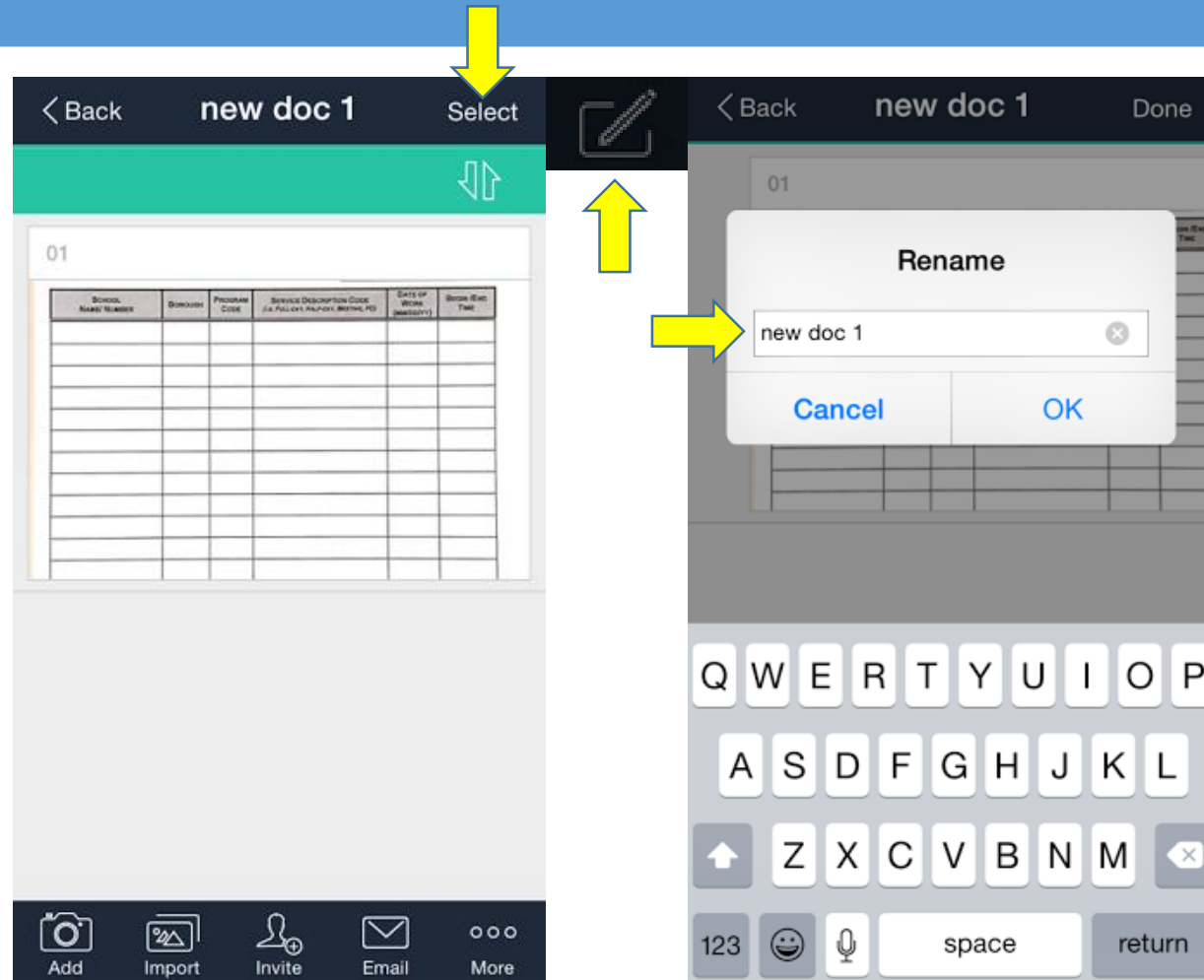
**LEGEND**  
 CAE Program: SLB  
 Program Service Description Codes:  
 PD: Full Day  
 PD: Training Session  
 PD: Meeting

SCHOOL/Event Number	SCHOOL	PROGRAM CODE	Service Description Code (i.e. Pull-out, Pull-in, In-school, PD)	DATE OF WORK (month/year)	Hours/Est. Time

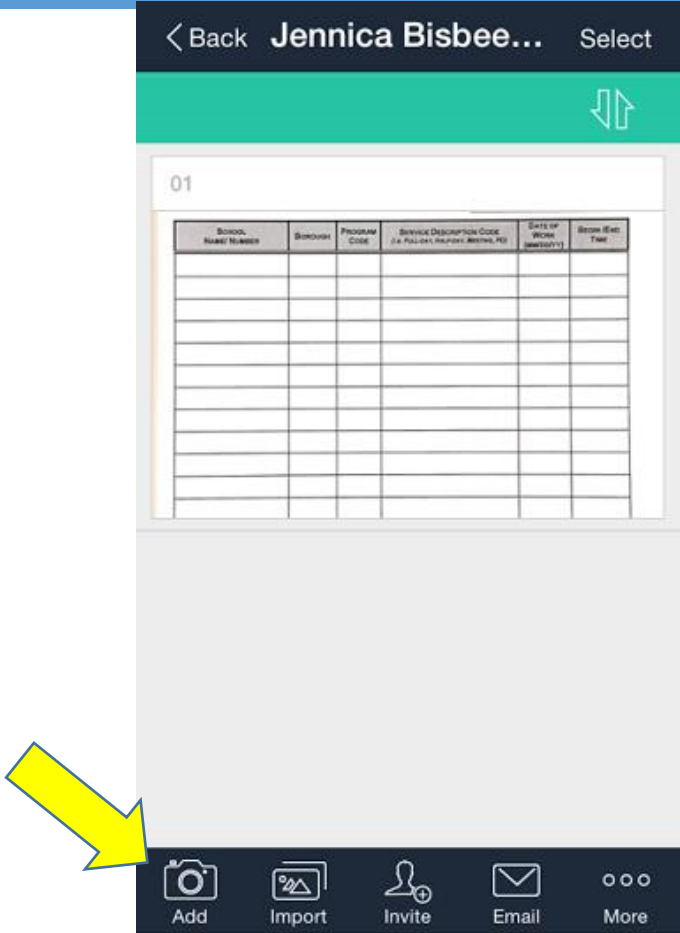
Teaching Artists Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 School Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
 CAE Approved: \_\_\_\_\_ Date: \_\_\_\_\_

# 11) Change PDF title to: Region\_XX\_Period\_XX\_Week\_XX

1. Click "Select" in top right corner
2. Click "edit" button
3. Click on "title box"
4. Click "new doc 1" to change title

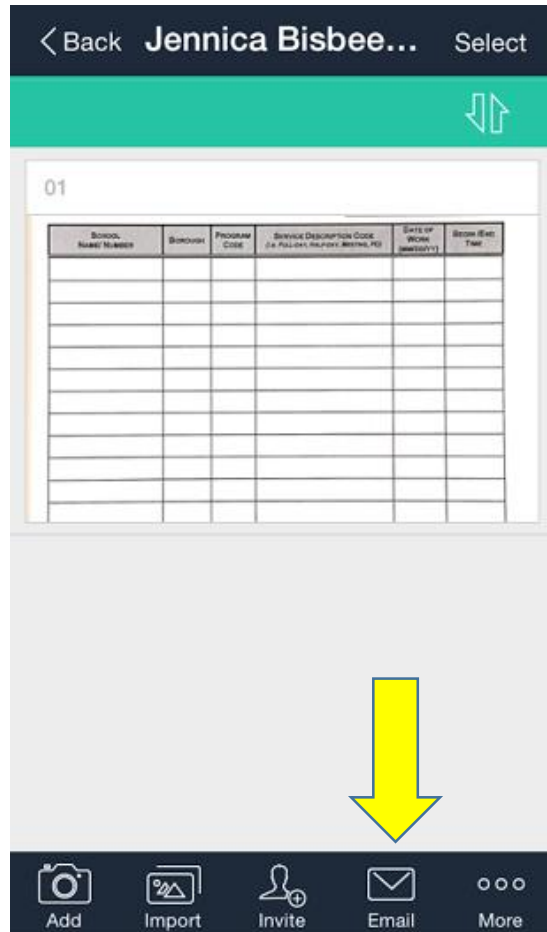


12) To add more docs in same file, click on camera icon “Add”



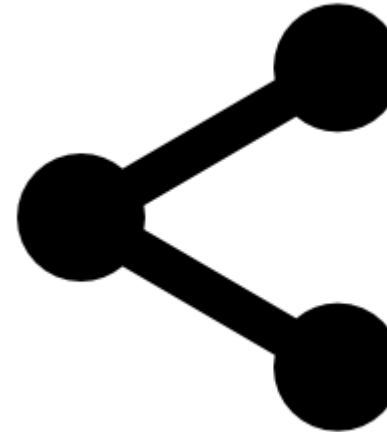
13) When the file is ready to be share, click on “Email” or “Share” icon

iPhone

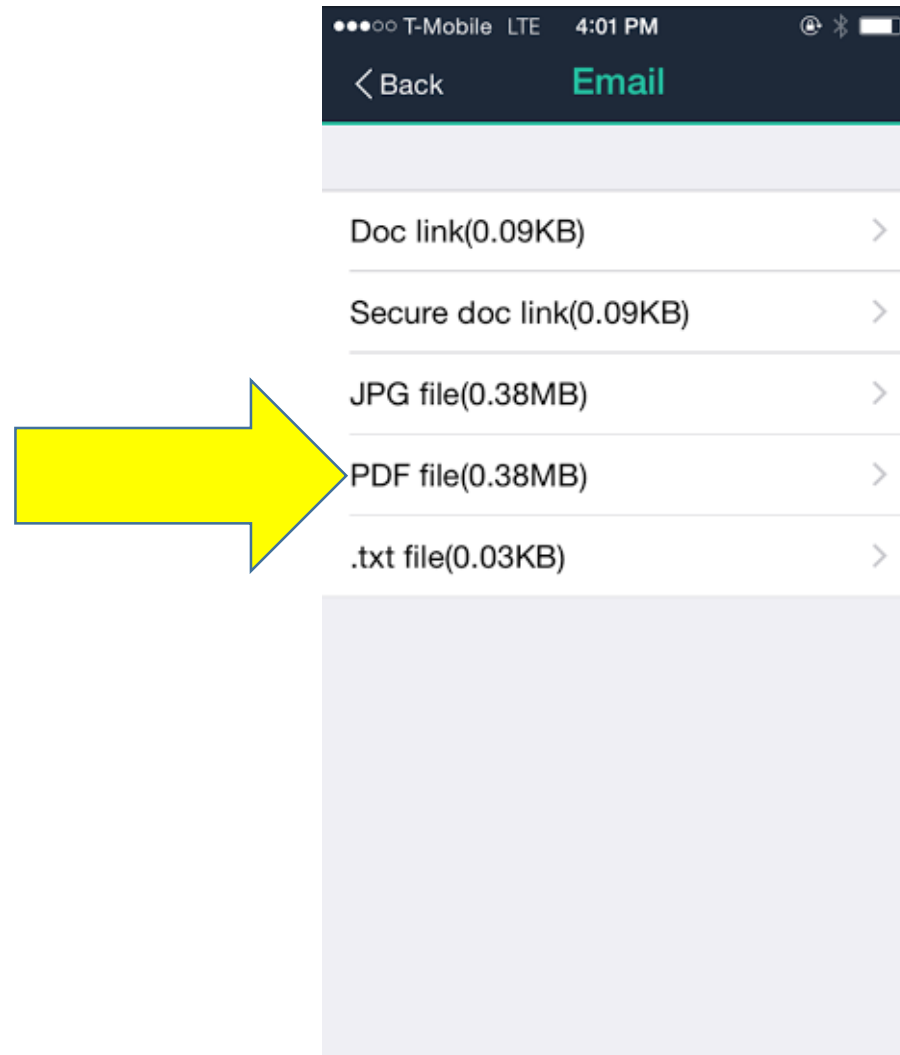


Android

Share ICON

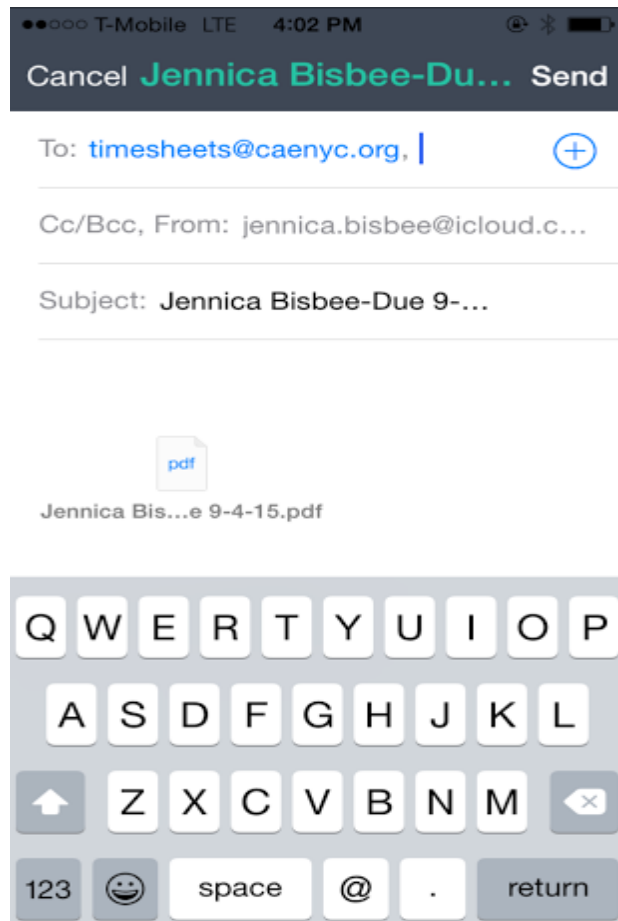


# 14) Select PDF file option

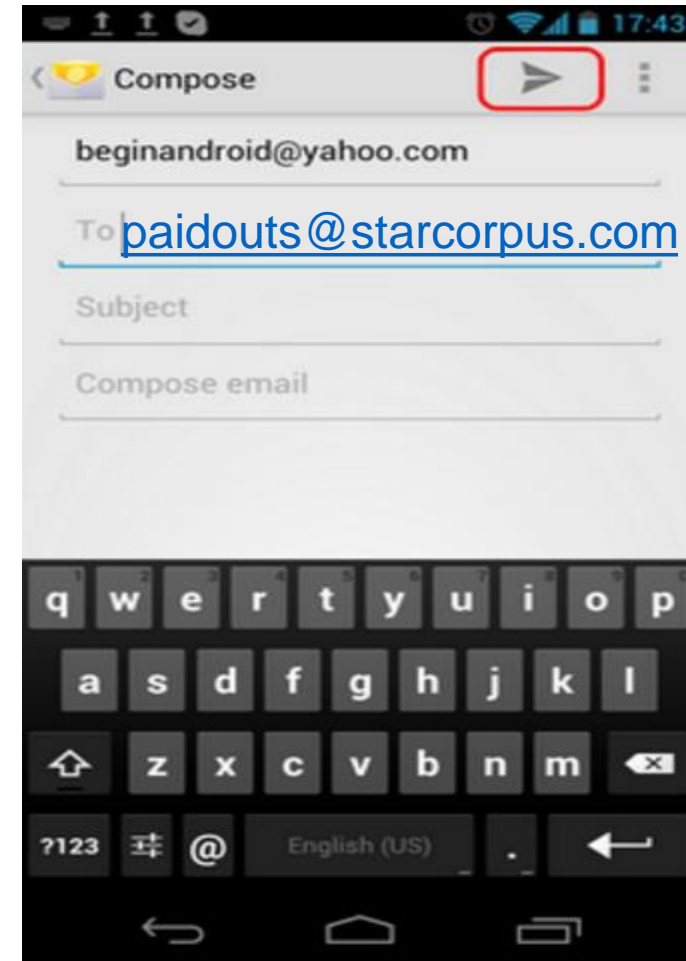


# 15) Send PDF file to: [paidouts@starcampus.com](mailto:paidouts@starcampus.com)

## iPhone



## Android





## 16) Considerations

- When you take the picture, do with correct illumination, if you use the flash, corroborate invoices, can be read
- Full invoice need to be send, no only the description, not only the amount
- We do not accept “paid outs report” as invoice
- All invoices need to be send (NO EXCEPTIONS)
- Group all the files on same e-mail
- Always keep a copy of each invoices for document support