



Here are some useful tools to help you complete your paperwork electronically!

Helpful electronic tools:

How to make a pdf on your phone:

- **Android Users:**
 - Scan a document
 1. Open the Google Drive app.
 2. In the bottom right, tap Add.
 3. Tap Scan.
 4. Take a photo of the document you'd like to scan. Adjust scan area: Tap Crop. Take photo again: Tap Re-scan current page. Scan another page: Tap Add.
 5. To save the finished document, tap Done.
- **iPhone Users**
 - Scan a document
 1. Open a note or create a new note.
 2. Tap camera icon, then tap Scan Documents.
 3. Place your document in view of the camera on your device.
 4. If your device is in Auto mode, your document will be automatically scanned. ...
 5. Drag the corners to adjust the scan to fit the page, then tap Keep Scan.

How to sign PDFs on Android

How to use Adobe Fill & Sign DC mobile app

1. Tap to open the **Adobe Fill & Sign** DC mobile app.
2. Tap Select a form to **fill** out and choose Take a Picture from the menu.
3. **Use** the white button to take a picture, and then tap **Use** Photo and tap Done in the upper right corner.
4. At the bottom of the app, tap the Crop tool and **use** the guides to crop the image.

Instructional Video: <https://youtu.be/UB4BuNulHUA>

Sign a document on iPhone

1. Tap the **document** in the **note**.
2. Tap, then tap Markup.
3. To add your signature, tap , then tap Signature . To manually **sign** your **document**, select a tool to use, then **sign** with your finger or an Apple Pencil with a compatible iPad.
4. Tap Done.

Instructional Video: <https://youtu.be/MY1jcmljmCc>

How to edit or sign a pdf:

1. On Mac, iPhone, Android & PC: <https://youtu.be/03kTdpOUX8M>
2. Microsoft Office app for iPhone or Android: <https://www.youtube.com/watch?v=6aZ55-UI89o>

****Please note that videos referred to in this document were not created by the University of Illinois, University of Illinois Extension or Illinois 4-H. Please review and determine if appropriate to include in your information.**