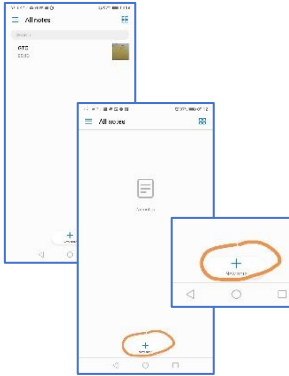


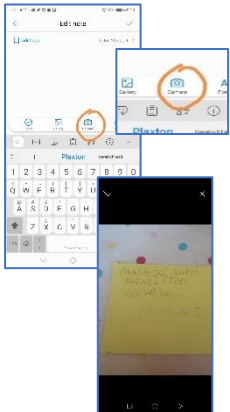
Using Android Notepad to scan and send.....



From your phone screen, find and select the **Notepad** app icon.
Click on the **icon** to open the app.

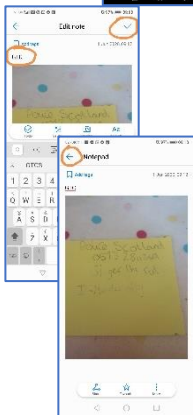


When it opens, any previous notes will be displayed.
If the app has never been used, you will see '**No notes**' displayed on the screen.
Click on the '**New note**' button (usually an **add sign**) near the bottom of the page.



On the next screen, select the **camera** option. (Other options are available for existing images and your To-do list.)

Your camera will open as normal. Click on the **photo** button to **scan** the item required.
Click on the **tick** at the top right-hand side to confirm the scan is good. Otherwise, select the **cross** button on the top left-hand side and **retake the scan**. Click the tick to **confirm and move on**.



Typed notes can be added by clicking in the space immediately above the photo.
When ready, **click on the tick** (top right-hand corner) to confirm you want to move on.
Click on the **blue arrow** in the top left-hand corner to return to the list of notes.

Select the note required from the list by **touching** its name or mini-image.

When the image opens, select '**Share**' then, from the next dialogue box, select '**as email**'.

The note to be shared should appear in an email. **Add the recipient's email address** and any other information.

Select '**send**' when you are ready.

