

Follow these instructions for the best results.

First, the recipe card you are scanning needs to be in pretty good shape. Which means there should be a contrast between the card color and the writing - white card with black ink is the best. The less stains and smudges the better. The hand-writing needs to be legible.

The preferred way to upload your hand-written recipe card is to scan it using your mobile phone. You can also take a picture using your mobile phone. Instructions for both methods below.

## How to scan and upload your recipe card using an iPhone or iPad:

- 1. Place your recipe card on a flat, dark surface.
- 2. Open the **Notes** app and create a new note.
- 3. Tap the **Camera** button, then tap **Scan Documents**.

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- 4. Position the phone camera over the document. The Notes app will focus and scan on its own.
- 5. Tap Keep Scan or Retake if needed.
- 6. Repeat this for each side of the recipe card. When you're finished, select Save.

## How to Upload the file from the Notes App:

- 1. Press your finger on the scanned document and then tap **Share**. Click on the **Mail** app and email yourself a copy.
- 2. Open your email.
  - a. If you are uploading the image from your iPhone or iPad press your finger on the document and tap Save to Files. Tap On My iPhone. It is now saved in your Files app and can be uploaded from here.
- 3. If you are uploading the image from your desktop you can save the image file to your desktop and upload from here.

## How to scan and upload your recipe card using an Android:

- 1. Place your recipe card on a flat, dark surface.
- 2. Open the **Google Drive app**. And tap the + symbol.
- 3. Under the Create New tab, select Scan.
- 4. Position the phone camera over the document and tap the **Shutter** button when you're ready to capture the image.
- 5. Tap the **check mark** to keep the scan or the **back arrow** to retake it.
- 6. Tap the + symbol to scan more images, or **Save** to finish and upload your document to Google Drive. There are also options to crop, scan, or rotate the scan, or adjust its color.
- 7. When you finish scanning your documents, enter a file name for your new PDF and choose a folder to save it in. Then, select **Save**.



## How to take the best picture using your mobile phone:

- 1. Place the recipe card on a flat solid surface.
- 2. Position the camera over the recipe card. When you look through the lens make sure there are no shadows on the recipe card. If there are reposition yourself or the recipe card. See examples below.
- 3. If you are using an iPhone or iPad make sure Live mode is off. Take the photo.

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<mark>Good Picture – no shadows</mark>

<mark>Bad Picture – has shadows</mark>

If you live in the Baltimore area you can bring us your recipe card, we will be happy to scan it for you. Our address is below. Please call 410-419-0685 before you head over.

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