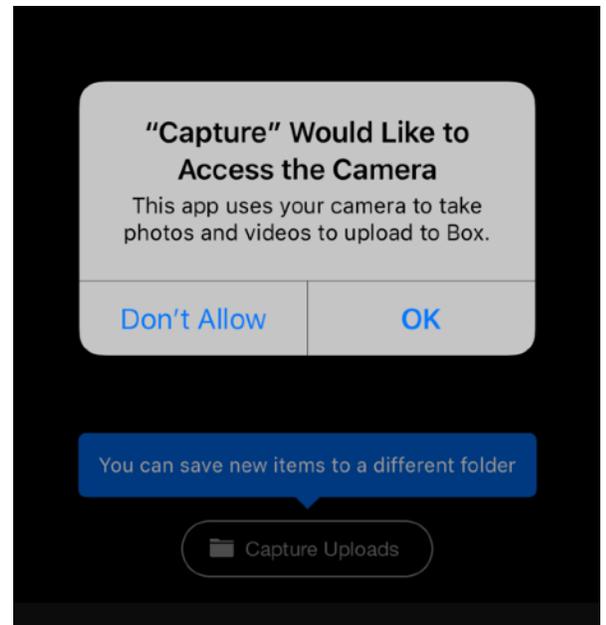


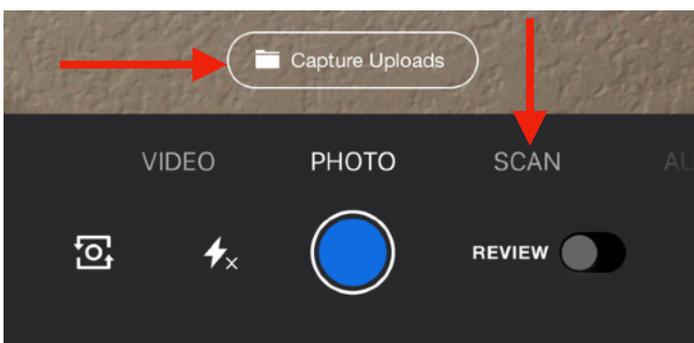
# Box Capture

**Overview:** These instructions will cover how to use the **Box Capture mobile app in conjunction with the Box mobile app to scan multiple, physical, pages into a single PDF document, and then share it.**

**1. Getting Started:** First, download the Box Capture application on your smart phone or tablet. Then log in using your TCU credentials. When prompted for camera access, select “OK.”



**Getting Started Cont'd:** You'll see a folder icon with the words “Capture Uploads.” This folder has now been automatically created and will show up when you login to your Box account. By default your items from Box Capture will be placed in this folder. You can tap on “Capture Uploads” to change the destination. You can also relocate the files later.

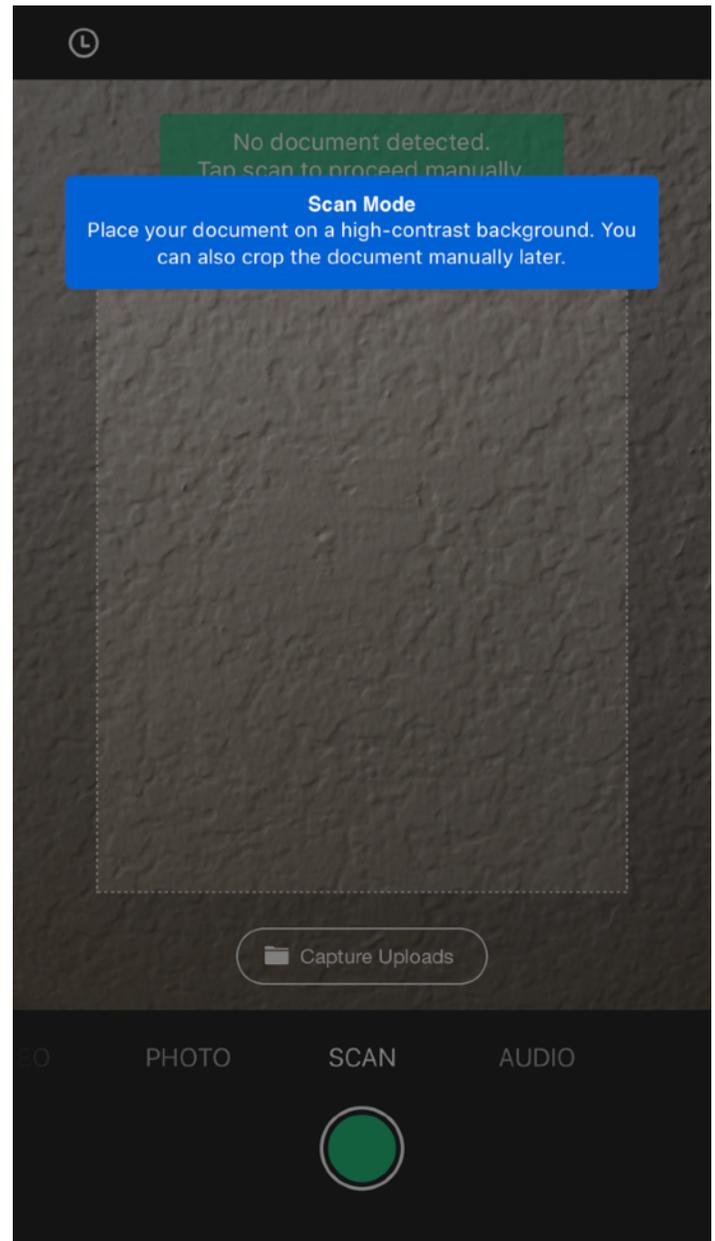


**Getting Started Cont'd:** At the bottom of the screen, select the option that says “Scan,” if you are wanting to scan documents.

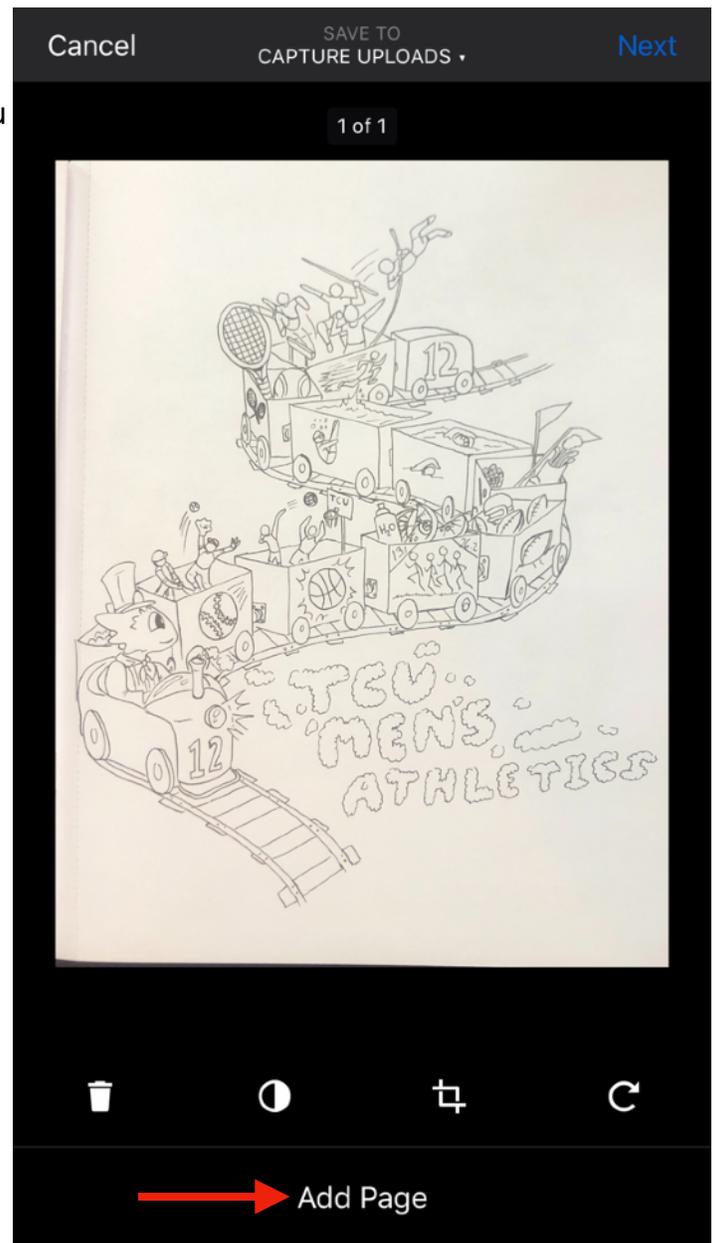
**2. Scanning Documents:** Follow the on-screen instructions.

For best results, place your document on a high-contrast background and make sure the area is well lit. The program will auto-detect your document. You can also use the green button on the bottom of the screen to capture your scan. You will be able to crop your document after the initial scan.

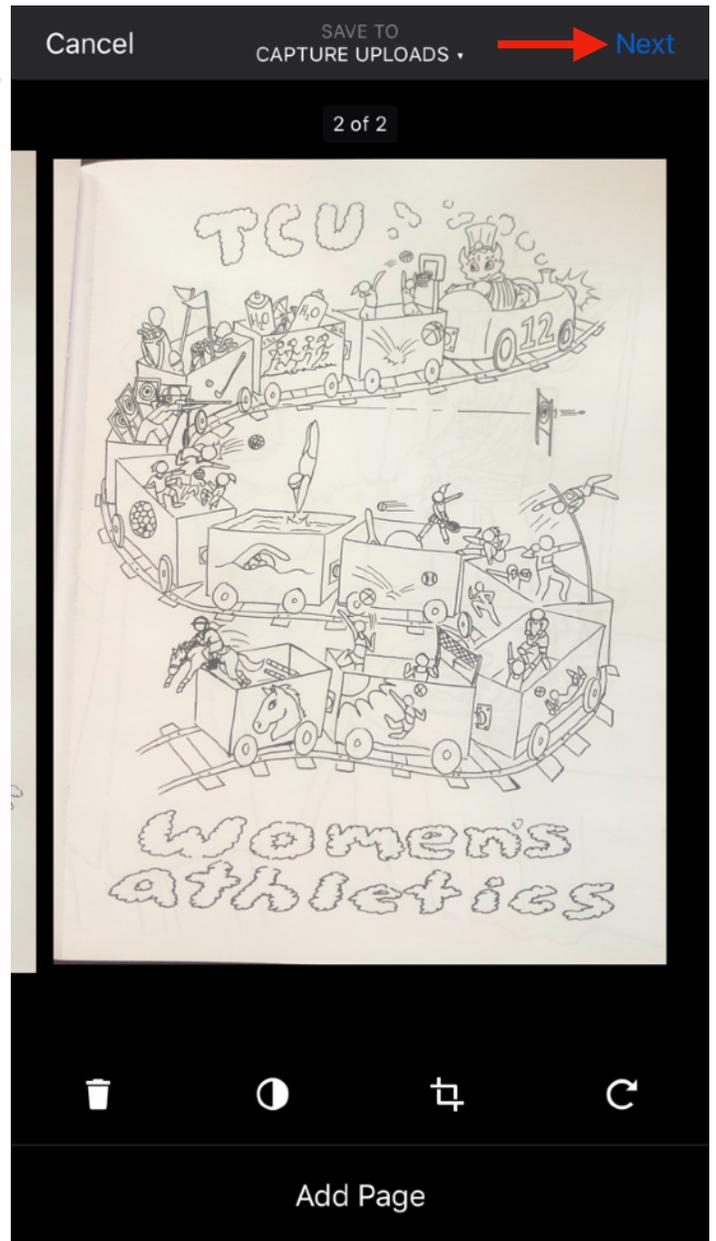
Be sure to scan your documents in the order in which you want them to appear. Start with what will be your first page and proceed in chronological order.



**2. Scanning Documents:** Once you've scanned your first page you can use the tools at the bottom to make minor adjustments such as cropping. If you have multiple pages, select "Add Page" and repeat the process until you have scanned all of your pages.



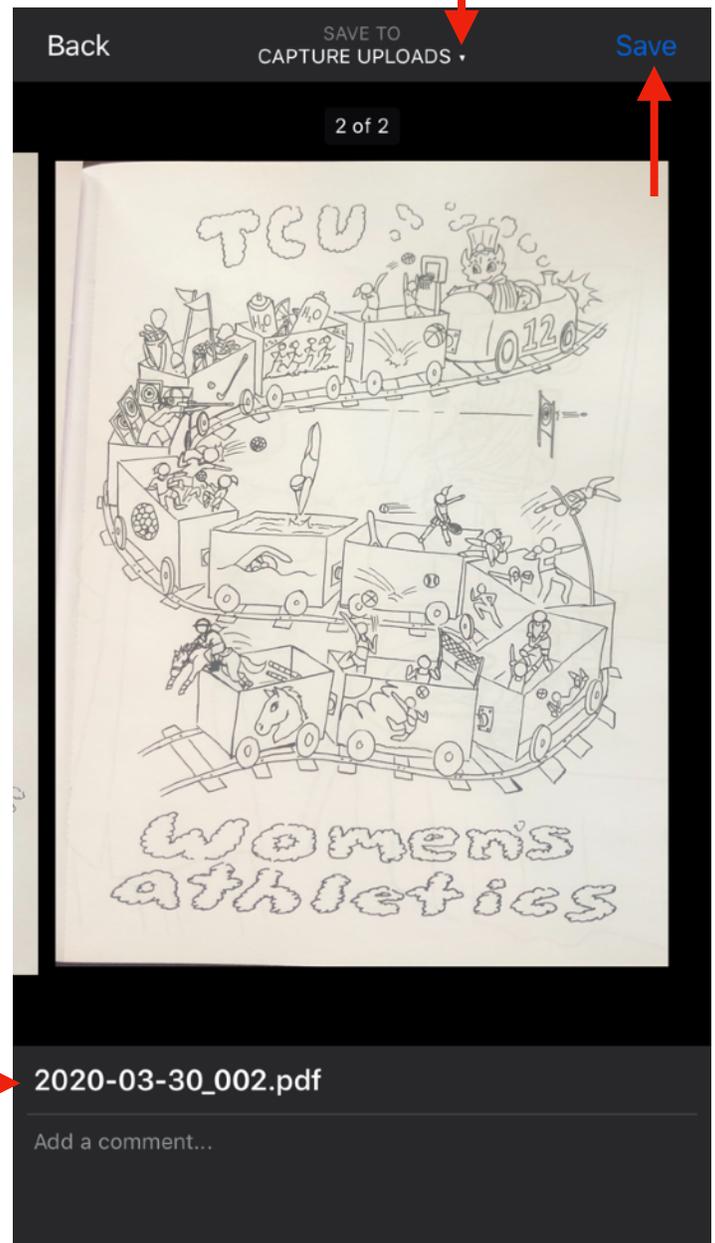
**2. Scanning Documents:** After you've finished scanning **all** of your pages, select "Next," on the top right corner.



**2. Scanning Documents:** Title the document by tapping on the area for the title near the bottom of the screen that by default is named with today's date.

Once you've named the document correctly, again check that your document is being saved in the correct location. This is displayed at the top of the screen. If you wish to change the location where the document is saved, click on the small drop down arrow under "Save To." This will bring up all of your folders in Box, you can choose to move the PDF to a different location. If you do not move the PDF to another location at this point, you will be able to do so from the Box application or website after you **save**.

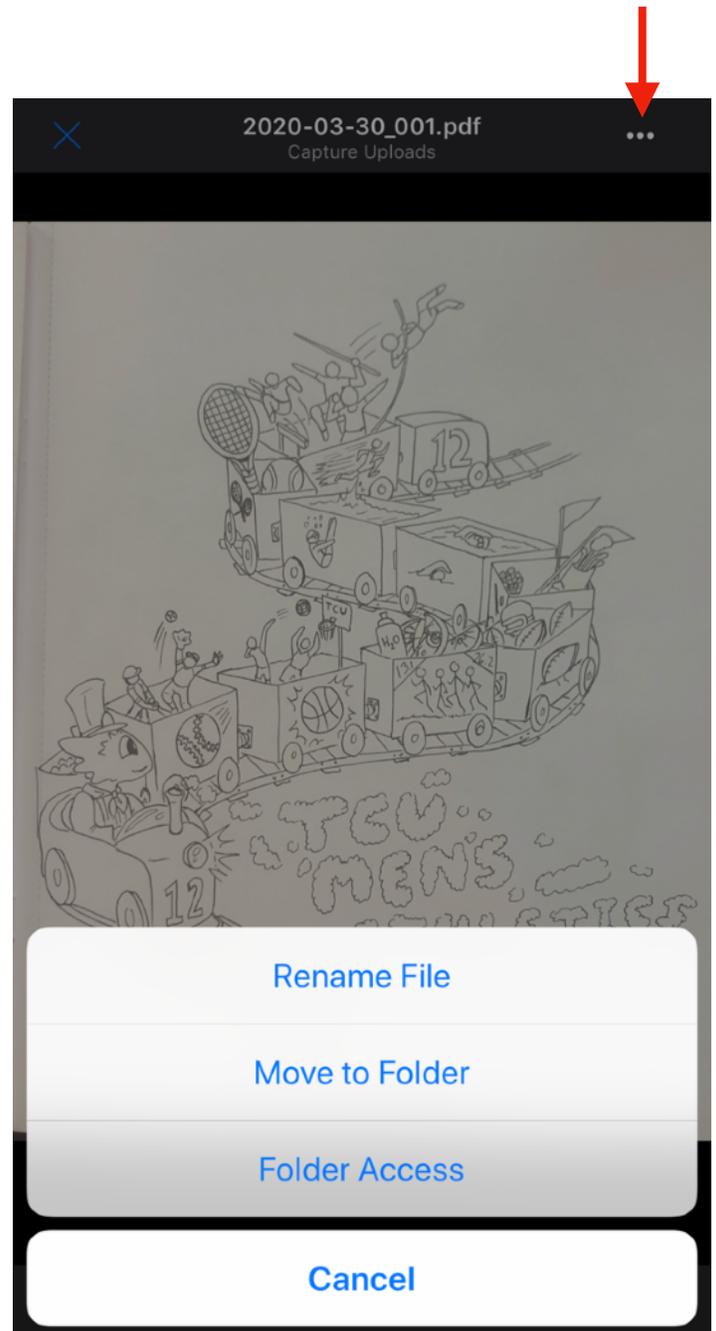
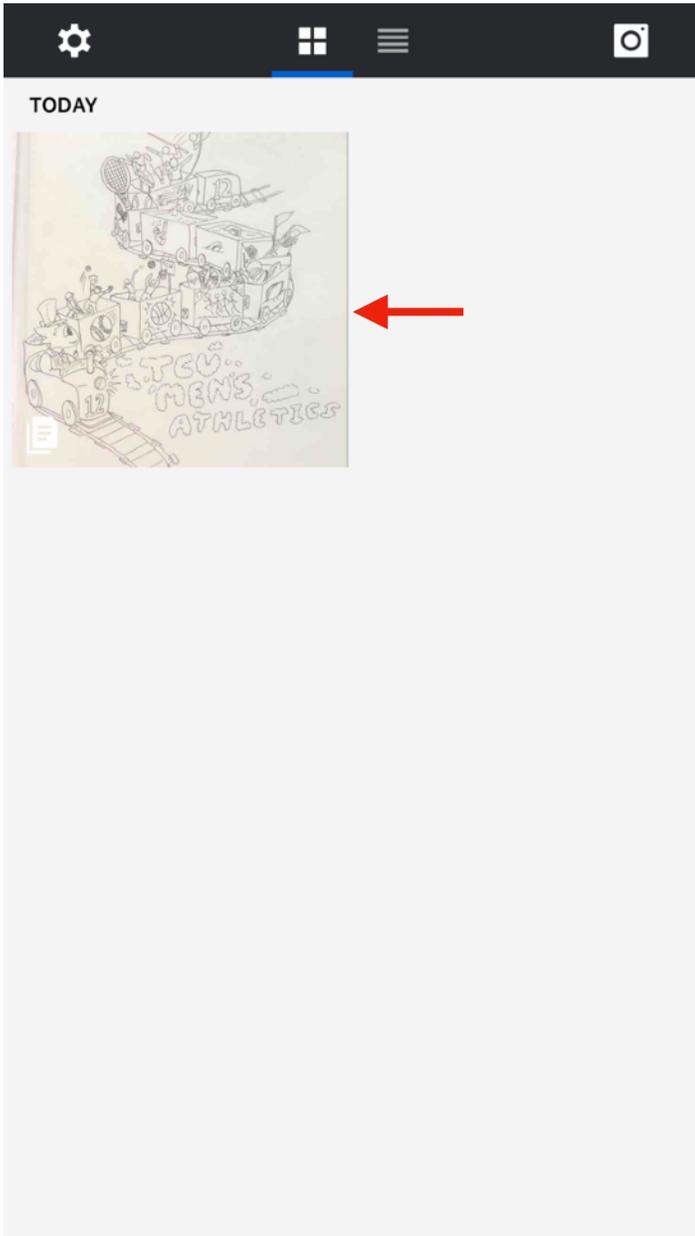
Now that you've renamed your document and double checked where it is being saved to, select "**Save**" on the top right corner.



### 3. Viewing & Sharing Your Saved Documents

After you press “Save” it will take a few seconds for your documents to save. Once they have saved you will see a clock icon in the top left corner. You can click this icon to view your recent documents within the Box Capture application.

Below is what appears after clicking the clock icon. Tap on the thumbnail of the document you wish to select. On the top right corner you will see three dots. Tapping the dots will bring up the options to: “Rename File, Move to Folder, Folder Access, or Cancel.” Here you can again choose to move the document to a different folder or give someone access to your folder. The “Move to Folder” option will bring up all of the folders you have access to in your Box account.



**4. Sharing Your Document in Box:** You are also able to go to Box either from the mobile app or website and locate your document. Once you've located your document you will see three dots. Clicking on these dots will present you with all of the available actions for your document such as "Share, Make Available Offline and Move or Copy." Chose the option(s) that best meet your needs for you'd like to share.

