

# Sandra's steps to store your documents on your device



## Meet Sandra

*"The last thing I want is all my private information to be floating out there in different locations."*

She's chosen a device as her preferred storage solution, and is going to teach you the steps you need to follow to do this yourself.

Storing files on your device means saving your important documents into the internal storage of your phone or computer.



STEP  
1.

Choose if you are using your phone's camera or a scanner to make copies of your documents.

If you're using your **phone camera**, read the **green** steps below.

If you're using a **scanner**, skip to the **orange** steps on the following page.

## I'm using my phone camera

STEP  
2.

### Take photos of your document

Open your phone's camera and take a photo of the front of your document.

Next, turn over the document and take a photo of the back (if needed).

STEP  
3.

### Save these photos to the right location

Open your phone's photo album.

Select the two latest photos you've just taken.

Click 'Share'.

Transfer your photos to your computer, either by emailing it to yourself, or connecting your phone to a computer via a cable.

Save your photo to the selected folder on your computer or your phone.

TIP: This icon might look different depending on your phone, so look for something that looks like this.



## I'm using a scanner

STEP  
**2.**

### Make copies of your document

Place your document face down on the scanner. If the document is small (such as a licence), add a blank sheet of white paper on top.

Press the 'Scan' button on your scanner.

Follow the instructions on your scanner or computer to complete the scan.

STEP  
**3.**

### Save the scanned document to the right location

Once the file is scanned, you can save it to the right location on your computer.

You can also transfer a copy of the document to your phone, either by emailing it to yourself, or connecting your phone to a computer via a cable.



## Congratulations!

**You've just made your first electronic copy of a document.**

All you have to do next is repeat the process for any other important documents you want to keep a copy of.

## Did you find these step-by-step instructions helpful?

Please take 2 minutes to complete our short survey to let us know if you found these instructions useful, or provide feedback on how we can improve in order to help more people.



Scan this QR code to take our short survey, or visit this link:

[justiceconnect.org.au/device-diy-feedback](https://justiceconnect.org.au/device-diy-feedback)

## Need help figuring out which documents you should start storing electronic copies of?



Use Get ePrepared to build a personal document checklist that meets your needs:  
[justiceconnect.org.au/get-eprepared](https://justiceconnect.org.au/get-eprepared)



Get ePrepared is a free website from Justice Connect, created in partnership with Telstra, where you can learn how to store electronic copies of your important documents, in case you need them in an emergency.

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