



Scanning Documents with Your Cell Phone

Scan a document on your iPhone or iPad using the Notes app

1. Open a note or create a new note.
2. Tap , 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. If you need to manually capture a scan, tap  or one of the Volume buttons.
5. Drag the corners to adjust the scan to fit the page, then tap Keep Scan.
6. You can add additional scans to the document or tap Save when you're done.

How to Scan a Document with Your Android Phone

1. Open your Google Drive app on your phone
2. Tap on the Plus Sign in the circle at the bottom.
3. Tap on the Scan icon that looks like a camera.
4. Point the Camera at the document and tap on the round button to take a picture.
5. You can now refine your scan. Tap on the crop icon near the top and adjust the corners if necessary. The checkmark saves your changes. The paint palette icon lets you put the document into black and white if needed, or you can select a color option. The three dots in the corner let you rename the document or rotate it.
6. Touch the Check Mark at the bottom to save it to Drive for easy access or sharing.