











Methods to scan documents using Smartphones

How to scan documents on your iPhone or iPad

You can use the Notes app to scan documents.

1. Open Notes and select a note or create a new one.
2. Tap the Camera button , then tap Scan Documents .
3. Place your document in view of the camera.
4. If your device is in Auto mode, your document will automatically scan. If you need to manually capture a scan, tap the Shutter button  or press one of the Volume buttons. Then drag the corners to adjust the scan to fit the page, then tap Keep Scan.
5. Tap Save or add additional scans to the document.

Scan documents with Google Drive (Android)

1. Open the Google Drive app .
2. In the bottom right, tap Add .
3. Tap Scan .
4. Take a photo of the document you'd like to scan.
 - **Adjust scan area:** Tap Crop .
 - **Take photo again:** Tap Re-scan current page .
 - **Scan another page:** Tap Add .
5. Create your own title or select a suggested title.
 - Suggested titles are only available in the United States.
6. To save the finished document, tap Save .

OTHER APPs available (some may have associated fees) – check your phone's App Store

Adobe Scan

SwiftScan

Microsoft Office Lens

Turbo Scan