



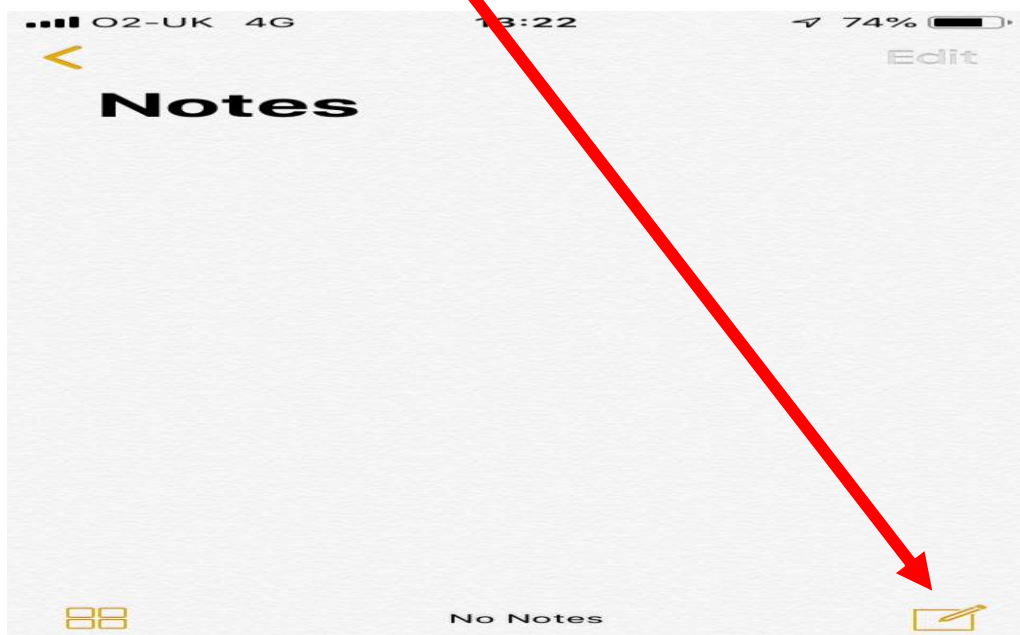
Scan a document using your phone

iPhone

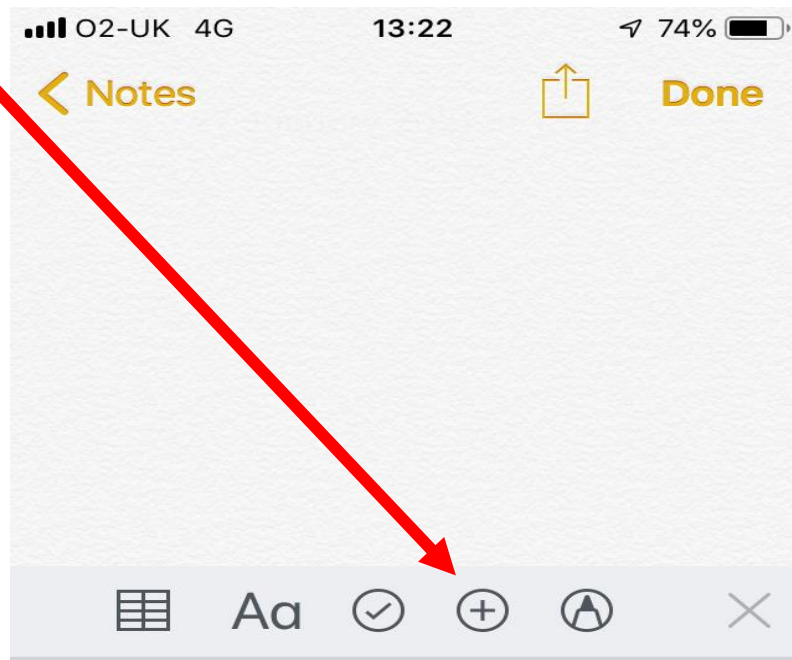
1. Open Notes App on your iPhone or iPad. If you don't have this, it can be downloaded free from the app Store



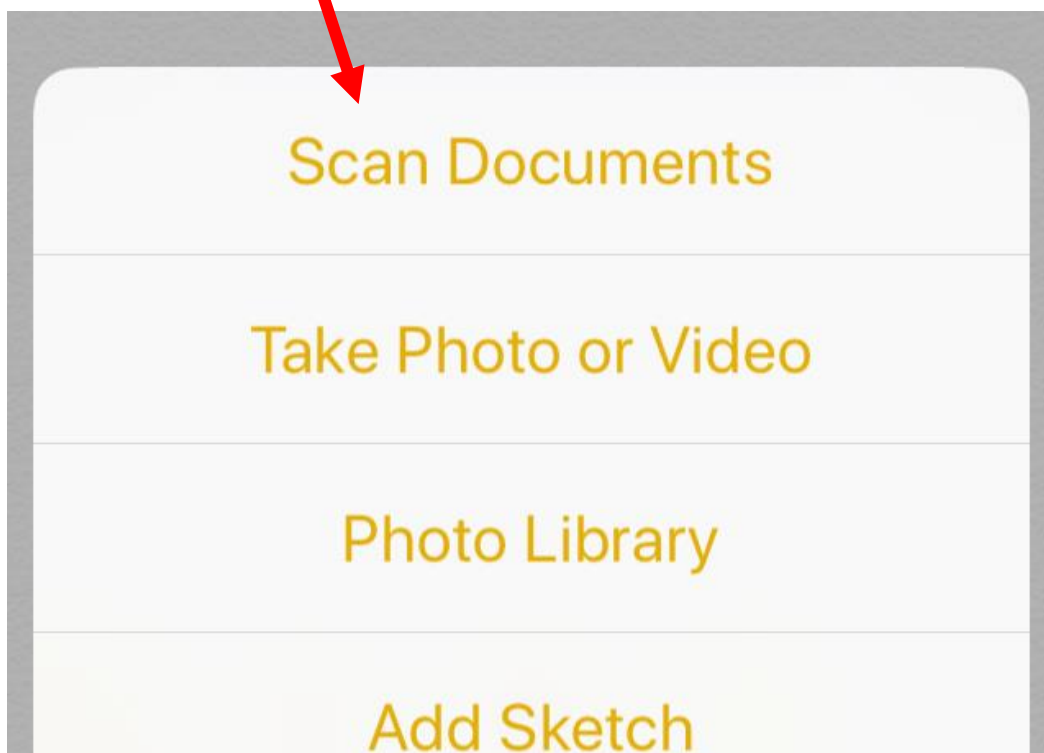
2. Create a new note or tap on an existing one to add a document to it.



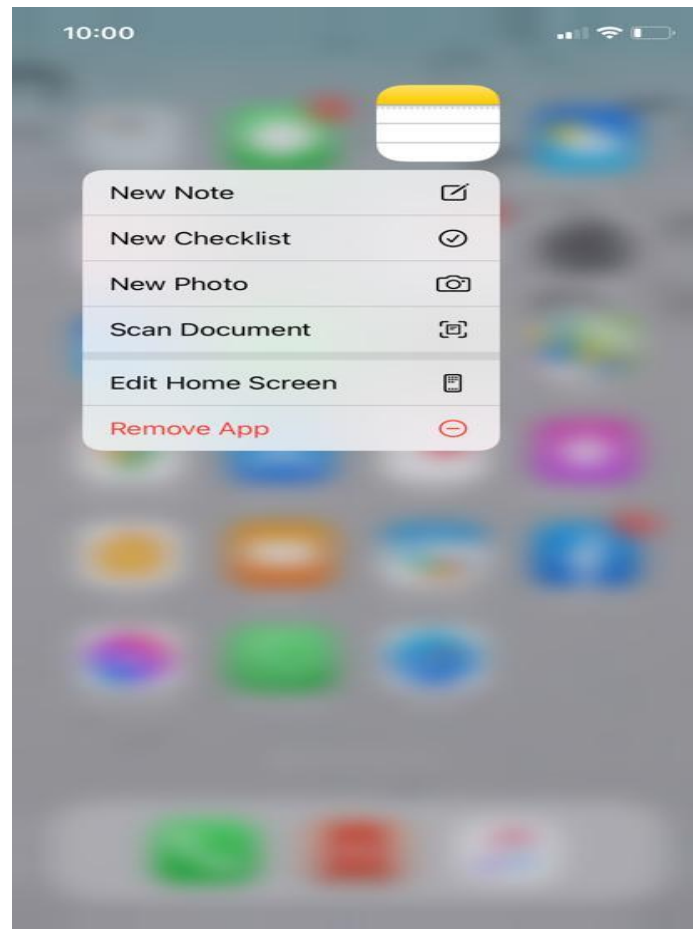
3. Tap the camera button at the bottom of the screen or a + icon.



4. Tap Scan Documents.

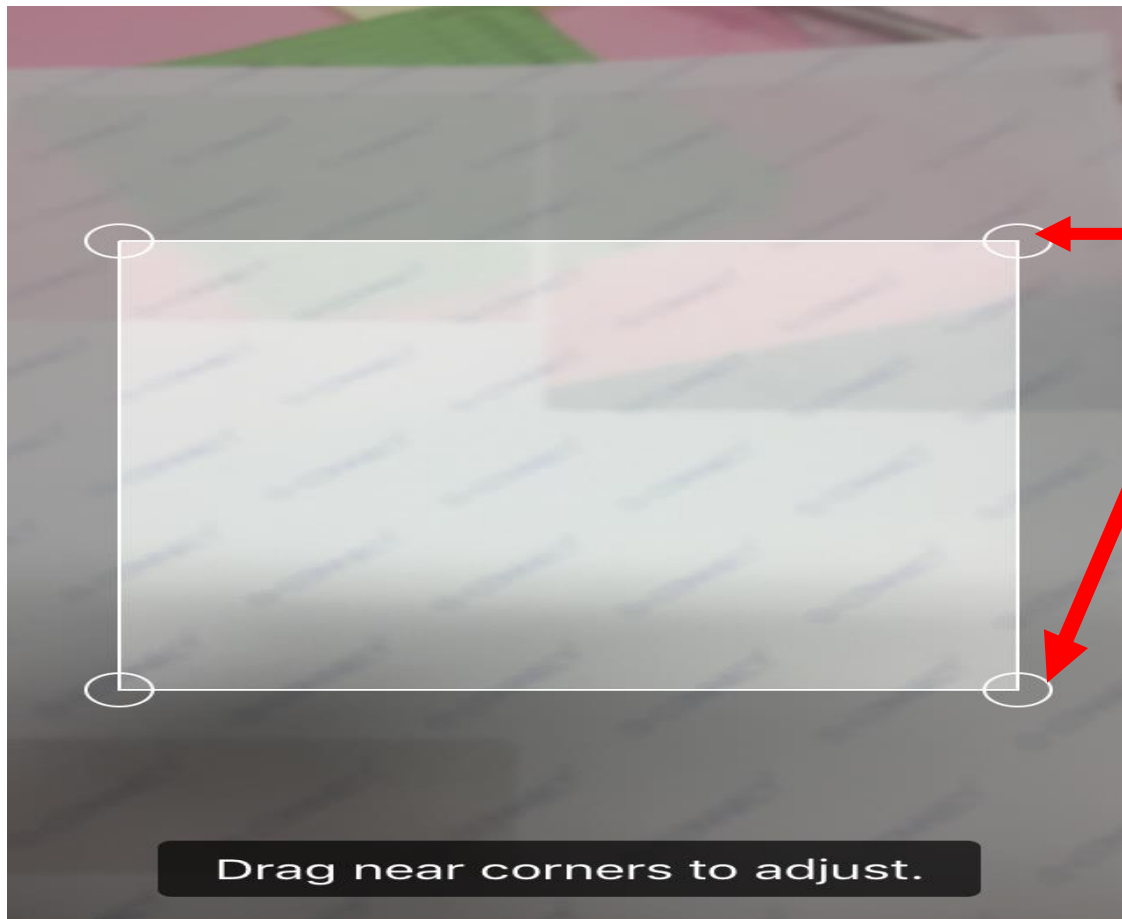


NOTE: on newer versions of the iPhone, to get the Scan Document option, you need to hold down on the Notes icon and the following options will appear. Click on Scan Document.



Point 5 – 9 is the same for all iPhones

5. Line up the document you want to scan. And hit the shutter button to take the scan. Then drag the corners out to cover the entire page you are scanning and select Keep Scan.



Retake

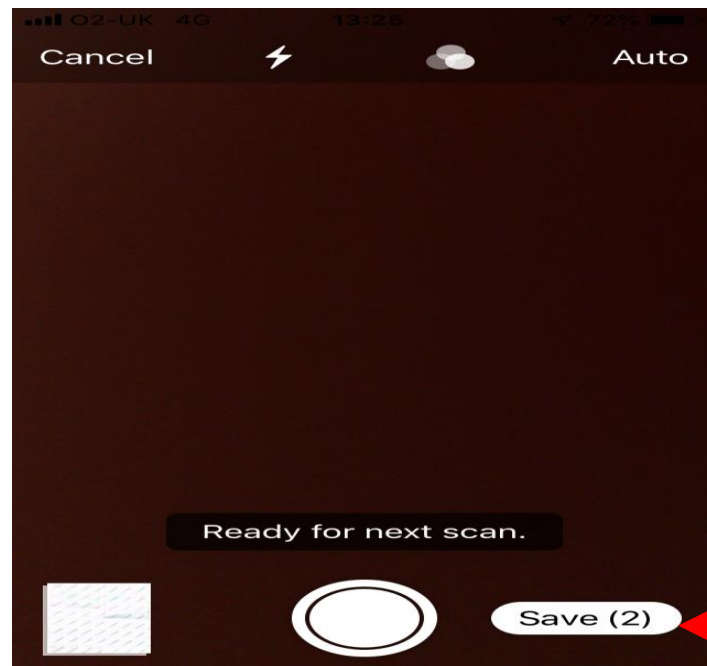
Keep Scan

Keep Scan Option

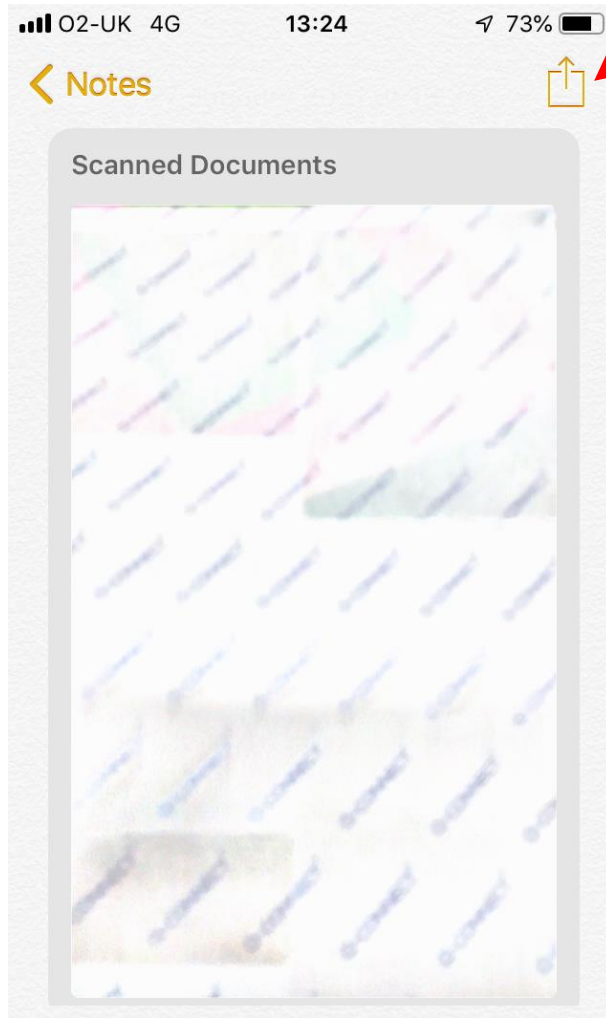
The Next print screen shows after all corners been dragged out.



6. Repeat this step for every document you want to scan.
7. Tap save after you've scanned all of the necessary pages. The button will have a count of how many pages you scanned.



8. To then send the scanned image hit the Share to option at the top right corner



9. From the next screen that appears you can choose Email and email the image.



AirDrop. Share instantly with people nearby. If they turn on AirDrop from Control Centre on iOS or from Finder on the Mac, you'll see their names here. Just tap to share.



Message



Outlook



Google Drive



WhatsApp



Copy



Print



Create PDF



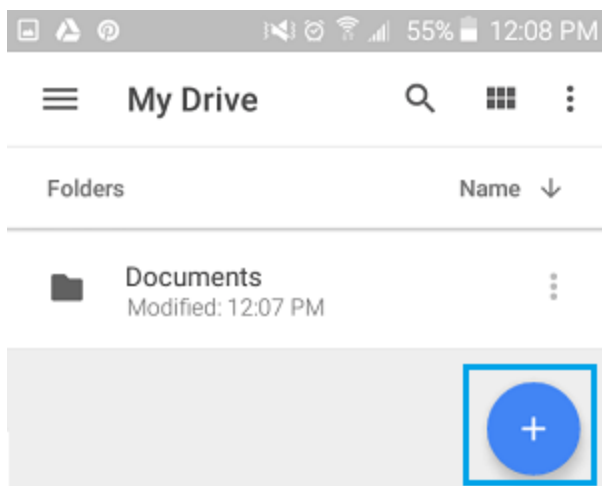
Find in Notes

Cancel

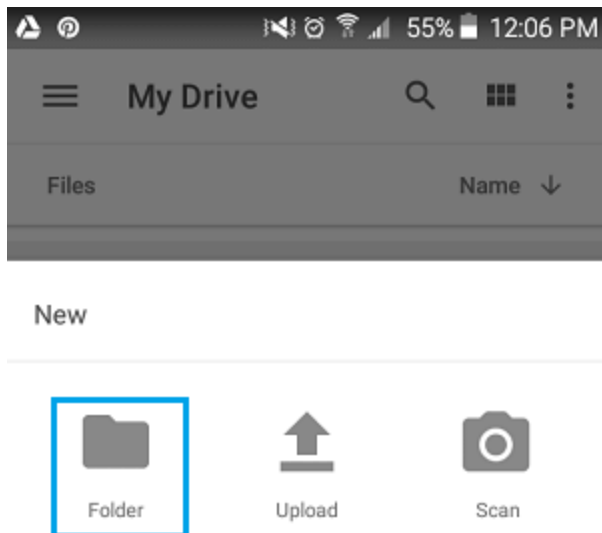
Android Phone

You will need the Google Drive App in order to turn your Android Phone into a Document Scanner. You should already have this app on your Android Phone, if not make sure that you download and install the Google Drive app.

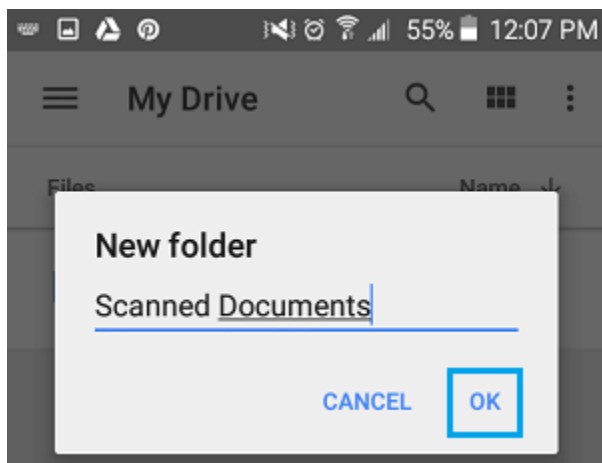
1. Open the **Google Drive** App on your Android Phone.
2. Next, tap on the large **Plus button** located at the bottom right corner of your screen (See image below).



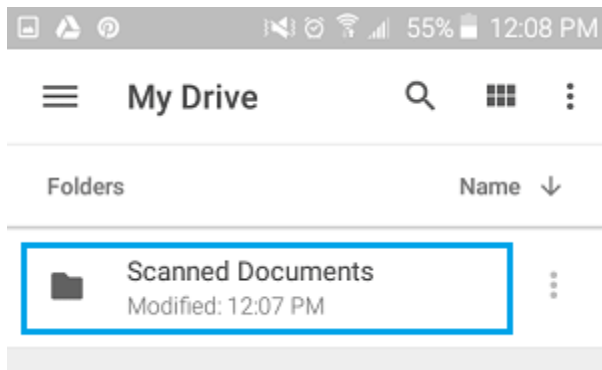
3. On the next screen, tap on the **Folder** option to create a new folder on Google Drive for storing your scanned Documents.



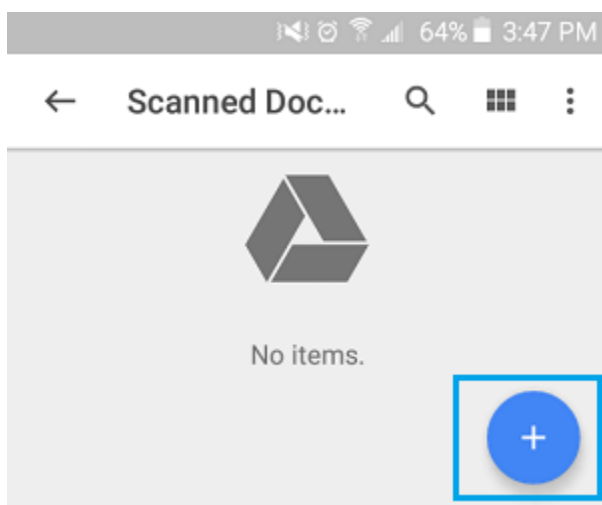
4. Next, you will see a popup asking you to provide a **Name** for the folder, name the folder as “Scanned Documents” or any other name that best suits your purpose.



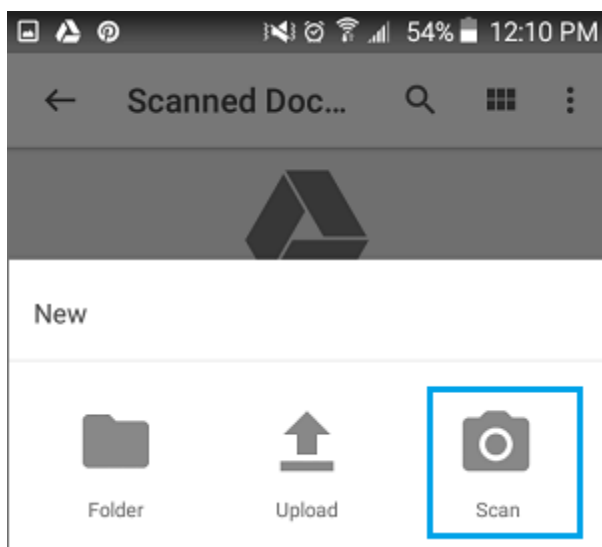
5. Next, tap on the **Scanned Documents** folder that you had just created.



6. Once you are in the Scanned Documents Folder, tap on the large blue **Plus button** (See image below).



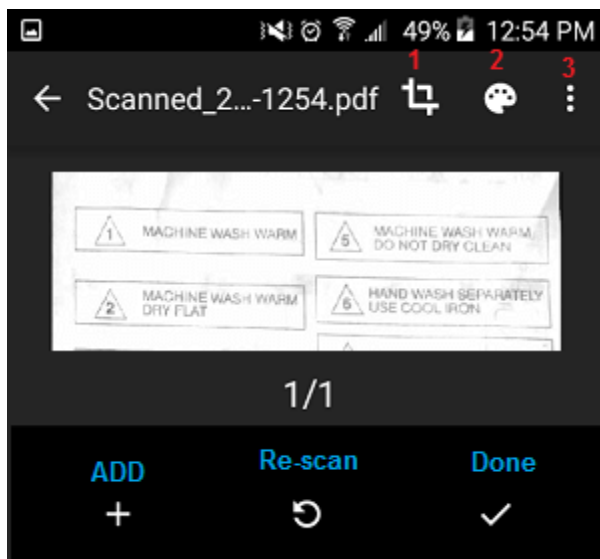
7. On the next screen, tap on the **Scan** option (this will activate or open the camera of your Android Phone).



8. Place the document to be scanned on a flat surface (table) and simply take a picture of the document by tapping on the large **blue circle** located at the bottom of your screen (See image below).



9. Once you take a picture of the document, you will get to see a preview. In case the preview looks OK, you can save the scan as a PDF document by tapping on the **Check mark** icon (See image below)



Tapping on the **Plus button**, located in the bottom menu allows you to scan the next page of the document (See image above).

If you are not satisfied with the scan, you can **re-scan** the document by tapping on **Re-scan**.