

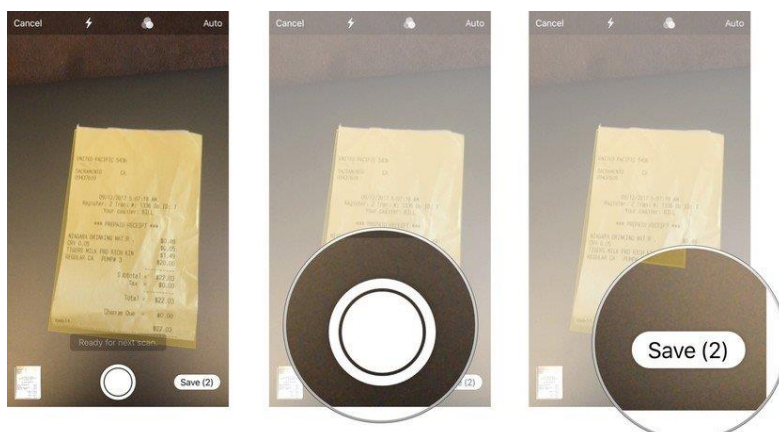
How to Scan Documents using an iPhone or iPad

<https://www.imore.com/how-use-document-scanner-iphone-and-ipad>

1. Launch the **Notes** app on your iPhone or iPad.
2. Create a **New Note**.
3. Tap the **More** button just above the keyboard. It looks like a plus (+) symbol.
4. Tap **Scan Document** from the list of options.



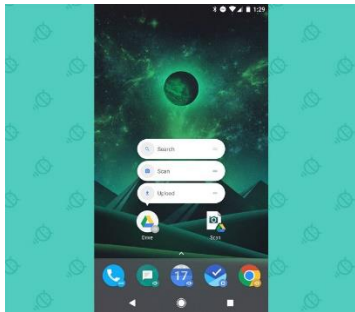
1. Line up the **document** you want to scan.
2. If the scanner doesn't automatically scan, tap the **shutter button** to manually scan the document.
3. For multiple pages as one Scan - Repeat the **step above** for each page you want to scan for a single document.
4. Tap **Save** when you've scanned all of the pages you want to include with one document.



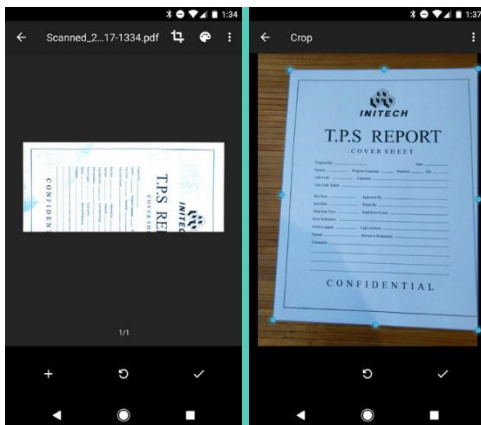
How to Scan Documents using an Android device

<https://www.computerworld.com/article/3208846/scan-documents-android-phone.html>

Our first Android scanning method is part of an app that's probably on your phone already: [Google Drive](#). Drive has an out-of-sight option for scanning documents via your smartphone's camera and then saving them as PDF files within your cloud storage. You can find it by opening the Drive app and tapping the blue "+" icon in the bottom-right corner and then selecting "Scan."



There's one more possible step: For some reason, Drive sometimes tries and fails to crop a document on its own—which can result in a cut-off scan. That presumably isn't what you want. Thankfully, the fix is easy: Tap the crop button (the overlapping "L" shapes) in the top-right area of the screen, then drag the dots on the box until they properly outline your document.



When you're done, hit the checkmark icon—and, ta-da: Your scan is complete. Hit the checkmark icon again on the next screen to save the document into your Drive storage, then tap the confirmation notification if you want to share the PDF via email, messaging, or any other process.