

Scan documents with your phone

I Phone:

The Notes app can be used as a scanner,

Here's how to use it---

- Open the Notes app, Click the icon that looks like a square with in the bottom right-hand corner of the screen to start a new note.
- Tap the camera icon at the bottom and select Scan Documents.
- Hold your phone over the document you want to scan. In Auto mode, the app will detect a document and scan it. In Manual mode, you need to snap the photo. Swap between modes at the top right of your screen.
- Save
- Go to the 3 dots in the upper corner, select save to files

Your file is saved as a PDF that you can email or message right from Notes.

Scan on an Android Phone

On an android smartphone, use Google Drive to scan in documents.

- Open the Google Drive app.
- Tap Scan and allow access to your camera if not already.
- Take a photo of the document (lay on a flat surface) you would like to scan. Hit the arrow to try again or tap ok or checkmark to confirm.
- From there you can crop rotate or convert to black and white. Hit Save when you are done.
- Add a file name and choose a folder to store. Save. Select again for additional documents.