








Scanning Work

iPhone instructions for scanning:

1. Open a new or existing note
2. Tap the + icon and tap *Scan Documents*
3. Place your document in the camera's view
4. Use the shutter button or one of the volume buttons to capture the scan
5. If needed, adjust the corners of the scan by dragging, then tap *Keep Scan*
6. Tap *Save* when finished scanning or continue on to add more pages

Android instructions for scanning:

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. To save the finished document, tap Done .