SCANNING DOCUMENTS USING YOUR PHONE

Did you know if you have an iPhone, iPad, or even Android that you can use it as a scanner? If you're needing to scan in any documents but run into the issue of not having a scanner, here's how to use your phone!

IPHONE/IPAD

1. Open a note or create a new note.
2. Tap, then tap Scan Documents.
3. Place your document in view of the camera on your device.
4. If your device is in Auto mode, your document will be automatically scanned. If you need to manually capture a scan, tap or one of the Volume buttons.
5. Drag the corners to adjust the scan to fit the page, then tap Keep Scan.
6. You can add additional scans to the document or tap Save when you're done.

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. To save the finished document, tap Done.