









SCANNING A DOCUMENT WITH YOUR PHONE


ANDROID PHONE USERS

Instructions may vary depending on type of Android phone.

Scan a document:



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. Tap .
 - Adjust scan area: Tap Crop .
 - Take photo again: Tap Re-scan current page .
 - Scan another page: Tap Add .
5. To save the finished document, rename the document and tap Save or Done .

Add a scanning shortcut to your Home screen:

1. Open your Android phone or tablet's widgets.
2. Find the "Drive scan" widget.
3. Touch and hold the widget.
4. Drag it onto your Home screen. You may be asked to select an account.
5. Choose the folder you'll save documents inside. If you want to create a folder, tap New Folder .
6. Tap Select. You'll see the folder name in the widget.

IOS USERS

Scan a document:

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.
7. Learn how to use the Continuity Camera to [scan notes from your iPhone or iPad to your Mac](#).