How to Scan Documents with a Smart Phone

How to scan documents on your iPhone or iPad

1. Open Notes and select a note or create a new one.
2. Tap the Camera button , then tap Scan Documents .
3. Place your document in view of the camera.
4. If your device is in Auto mode, your document will automatically scan. ...
5. Tap Save or add additional scans to the document.

How to Scan documents on Android (with Google Drive)

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 . ...
5. Create your own title or select a suggested title. Suggested titles are only available in the United States.
6. To save the finished document, tap Save .

Other apps may be available for your device.

Make sure your document is flat and you are not scanning it from an angle.

If you take a photo instead of scanning your document, please make sure the file resolution is large enough. Reduced image sizes might look readable on your phone but can be too small to read on the receiving end.