

Don't have a scanner? Use your phone to scan!

Here is a tip on how you can scan documents without a scanner in your home. This technique is much better than simply taking pictures of every page. We strongly prefer that you avoid uploading pictures of documents as they do not print out well and are very cumbersome to go through one by one.

WITH AN IPHONE:

How to scan documents on your iPhone or iPad using the Notes app

With Notes, you can scan documents and add a signature or manually sign a document on your iPhone or iPad.



Scan a document

1. Open a note or create a new note.
2. Tap , then tap Scan Documents. *Note:* In some models, you may tap the attachment or “paperclip”  button instead.
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.

WITH AN ANDROID PHONE:

1. Open the **Google Drive** app.
2. Tap the **plus button** in the lower-right corner.
3. Select **Scan**.
4. Line up the document in the viewfinder, make sure all four corners are visible and that your view is mostly flat, and press the **shutter button**.
5. Drive allows you to review and accept or reject the photo before converting the image to PDF.
6. Once you've accepted the image, you can perform the following steps to scan more pages or make edits:
 - Add more pages to the current document (**+ icon**).
 - Re-capture any page that has been added (**reload/redo icon**).
 - Alter the crop/distortion correction (**crop icon** in the upper-right corner).
 - Change color settings (**palette icon** in the upper-right corner).
 - Delete, rotate, or rename the scan (**three-dot button** in the upper-right corner).
 - Further options in the nested settings menu allow you to change paper size, orientation, and image quality, though the defaults should be fine for most situations.



Once you're happy with the results, tap the checkmark in the lower-right corner. Drive asks where to save it in Google Drive and what to name it. It should be there after you tap Save in the lower-right corner. Congrats, you made a PDF with your phone's camera.