



## Scanning Documents using your Android or Apple Device










### How to scan documents on your iPhone, iPad, or iPod touch using the Notes app

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.



### How to scan documents with Google Drive using your Android device

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 .



### How to scan documents with Microsoft Office Lens with your iOS or Android device

1. Choose what to capture –
  - As soon as you open Office Lens, you can choose a capture mode.
  - Swipe left or right near the bottom of the screen to select either Whiteboard, Document, Business Card, or Photo.
2. Take a picture- make sure that the orange frame in the camera outlines the item you want to capture.
3. Review and edit
  - Tap any of the icons that appear in the upper right corner to begin editing or adjusting the captured image. You can Crop or Rotate the image, or annotate it with Text or with the Pen.
  - When you're done editing the current image, tap Done > in the lower right corner.
4. Save and share