

# How to Scan a Document With Your Phone

## iPhone

1. Open the Notes app on your phone
2. Click new note
3. Click on the camera
4. Click Scan Documents
5. Position the document and click the button
6. Drag the corners to fit the document
7. Click Keep Scan or you can Retake
8. If you have more pages keep scanning
9. When you are done click Save
10. To send by email click the box with the up arrow

## Android with Google Drive

1. Open the Google Drive app
2. In the bottom right, tap Add +
3. Tap Scan – camera picture
4. Tap Crop to adjust the picture
5. Scan another page click Add +
6. Save by clicking Done