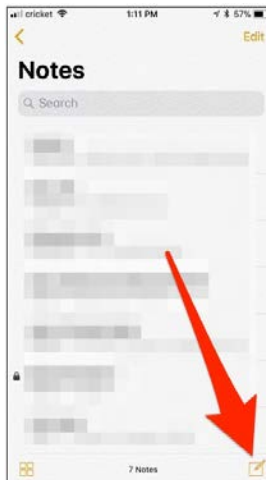
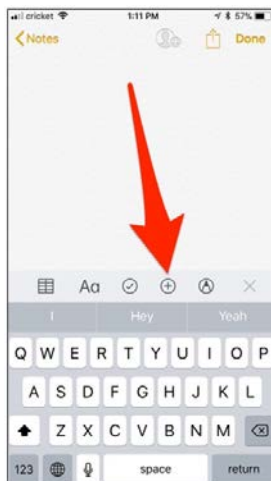


## How to Scan a Document on Your Phone: iPhone

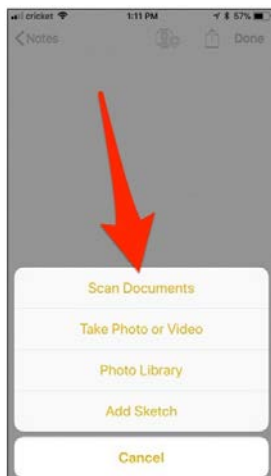
If you're using an iPhone, the best way to scan documents for free is through the **Notes** app on iOS 11 or newer.



To get started, open the Notes app on your iPhone and tap on the New Note button down in the bottom-right corner of the screen.



Next, tap on the plus icon.



Select "Scan Documents" when the pop-up appears.



A camera screen will appear where you'll fit the document within the frame. You'll see a yellow box highlight the document and then it will automatically scan the document for you (no need to tap on the shutter button).



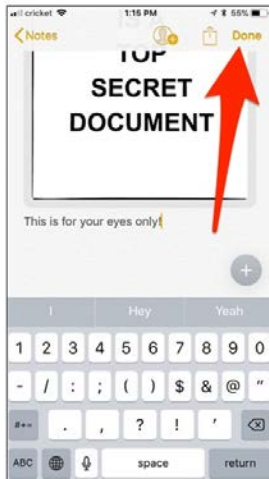
If you want to disable the automatic shutter, just tap on "Auto" in the top-right corner to change it to manual.



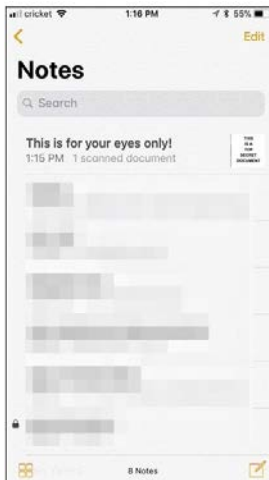
You can also change some other settings, like the color of the document (color, grayscale, or black and white), as well as enable the flash or not.



After you scan your first document, you can continue to scan more documents if you need to. Otherwise, tap on "Save" when you're done.



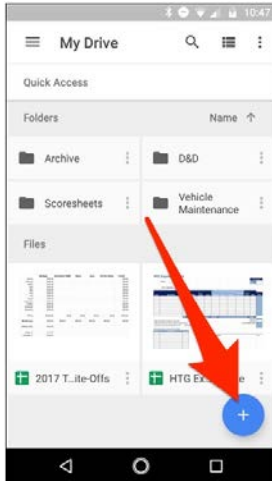
You'll be taken back to the note where your scanned document will be inserted. From there, you can jot down some notes about the document if you wish. Otherwise, tap "Done" in the top-right corner to save the note. When you go back to the main screen, you'll see the new note in the list, along with a thumbnail of the scanned document.



Share the note with yourself via email so that you can download the file and upload it to your application.

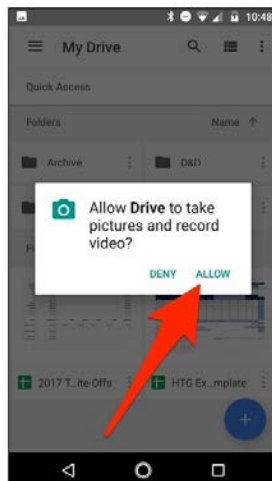
Instructions and pictures from <https://www.howtogeek.com/328470/how-to-scan-documents-with-the-iphone%E2%80%99s-notes-app/>

If you're using an Android, the best way to scan documents is through the **Google Drive** app.



You can scan documents directly into Google Drive by tapping the “+” button in the lower-right corner of the home screen.

When the menu slides up from the bottom, select “Scan”.



It may ask for permission to access the phone's camera. If so, tap on “Allow”.



When you are ready to scan your document, fill up the screen with the document as much as you can and tap the blue capture button. You can also shed a little light on the document by tapping the flash icon next to the capture button if your device has a flash. If your device doesn't have a flash, this option won't appear.



After you scan the document, a preview of it will immediately appear. Don't worry if it looks like most of the document is cut off. This is where the crop tool comes into play. Tap on it to make cropping adjustments.



Tap, hold, and drag on the dots to change the area that is scanned and uploaded—you likely only need to mess with the corner dots for this. Make sure all four corners of the document are visible.

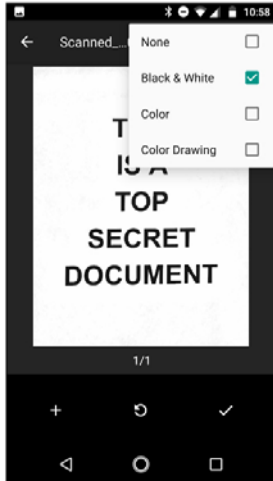


Once finished, tap on the checkmark in the lower-right corner of the screen.



You have three options immediately after scanning:

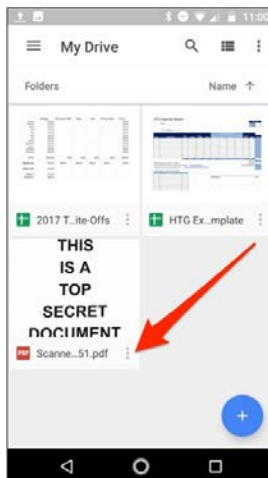
1. Tap the plus icon to add more pages to the document.
2. To redo a scan, tap the circular arrow in the middle.
3. Tap the checkmark icon to upload the document to Google Drive.



You can also make minor adjustments to your scans as you go. For instance, tapping on the painter's palette in the top-right corner will allow you to change the scan's color selection and cater it towards a specific kind of document. By default, the scanner will automatically pick the one it thinks is best.



Lastly, the three dots in the upper-right corner will let you delete, rename, and rotate the scan if need be.



Uploaded scans are added to Google Drive as PDFs and the names are prepended with the word "Scanned," followed by the date and time. You can move, rename, or delete any of your scanned documents by clicking the three dots next to the file's name. The three dots next to the file name will allow you to download the file so you can then upload it to your application.

Instructions and pictures from <https://www.howtogeek.com/209951/the-best-ways-to-scan-a-document-using-your-phone-or-tablet/>