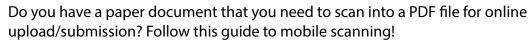
## Scan Papers into PDFs with Your Phone





## On iPhone/iPad

- 1. Long press on the **Notes** app icon and tap **Scan Document**.
- 2. Position the paper, then tap the shutter button.
- 3. Tap **Keep Scan** or **Retake** as needed.
- 4. If your document has multiple pages, continue scanning. Otherwise, tap **Save**.
- 5. Open the attachment dropdown and tap **Share**.
- 6. Select a method to securely move the file to your computer (e.g. AirDrop, Google Drive, etc.).
- 7. From your computer, upload the scanned document to its intended destination.







## On Android

Note: Verify your Google Drive app is running the latest version.

- 1. Open the **Google Drive** app.
- 2. At the bottom right, tap the **Camera** Dutton.
- 3. Position the paper, then tap the shutter button.
- 4. If your document contains multiple pages, tap the **Add Page** button. Otherwise, tap **Done**.
- 5. Name the file and tap **Save**.
- 6. On your computer, log in to drive.google.com and download your scan.
- 7. Upload the scanned document to its intended destination.



**Tip:** Take your scans in a well-lit environment and adjust the crop area if needed.