

How to scan documents on your iPhone or iPad

1. Open Notes and select a note or create a new one.
2. Tap the Camera button , then tap Scan Documents .
3. Place your document in view of the camera.
4. If your device is in Auto mode, your document will automatically scan. ...
5. Tap Save or add additional scans to the document.

How to scan documents on your Android

Scan a document

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
5. Create your own title or select a suggested title. Suggested titles are only available in the United States.
6. To save the finished document, tap Save