Scanning with a Mobile Device

iPhone

Step 1

Step 2

Step 3

Step 4

Scan Documents
Take Photo or Video
Photo Library
Cancel
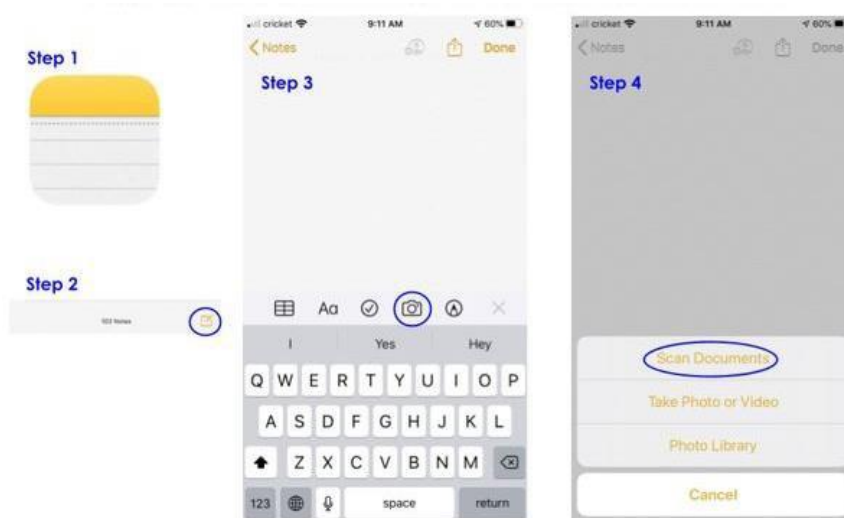
1. Find your Notes app.
2. Start a new note.
3. Find the camera icon and tap.
4. Choose Scan Documents.
5. Take picture(s) of paper documents.
    If you have text, you will have an option to drag near corners to adjust.
6. Either keep scanning documents or Save.

Android

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.