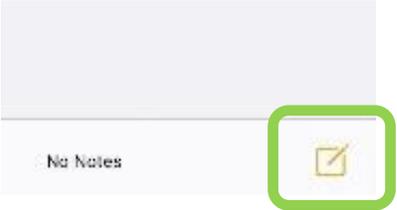
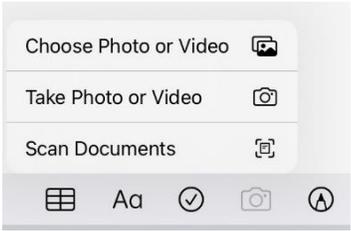
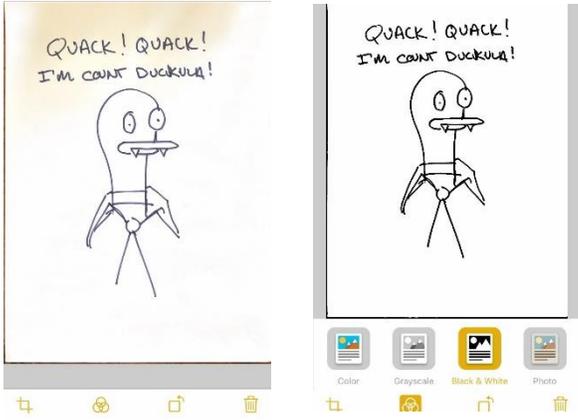


# How Do I...

## Scan Documents from my Phone?

### iPhone (iOS)

1	Locate and <b>Tap</b> on iPhone's <b>Notes</b> app to open.	
2	Start a new note by tapping on the <b>New Note</b>  button at the bottom right of the screen.	
3	Find and <b>Tap</b> on the <b>Camera Button</b>  . An option box will appear, select the <b>Scan Option</b>  .	
4	If your device is in <b>Auto Mode</b> , your camera will automatically scan. To manually capture a scan, tap the <b>Shutter Button</b> or  press the volume buttons. You can drag the corners to match with the document.	
5	Once and scan is taken, you can make further adjustments like cropping the scan and filters. When finished adjusting, tap "Done"	

# How Do I...

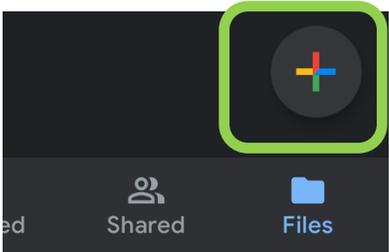
## Scan Documents from my Phone?

**6** If done, tap “Save”, if more pages need to be scanned, tap the **Shutter Button**  again to scan another page. Once finished and saved, they can all be saved as one document.

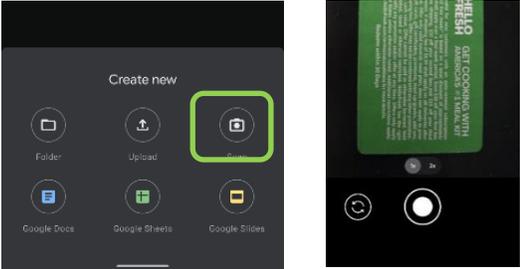


### For Android

**1** Locate and open the app for **Google Drive**. Then locate and tap on the **Add/Upload Button**  .



**2** Locate and **Tap** on the **Scan Button**.  The normal camera should appear, tap the **Shutter Button**  to snap a photo of the document.

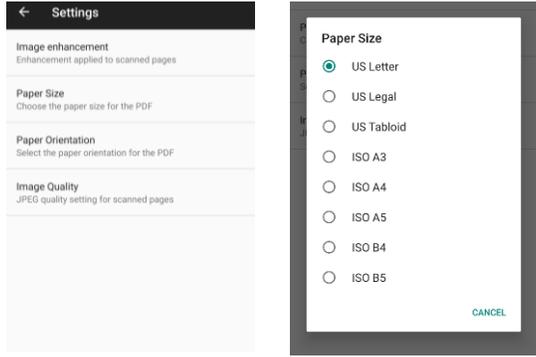
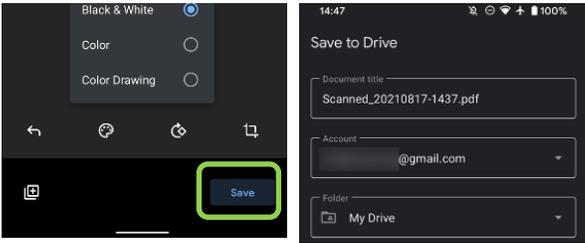


**3** Once you taken a picture. You can further adjust the image for color and clarity by tapping the **Color Button**  and use the **Cropping Tool**  to adjust to the corners of the document. If you want to add more scans to a document, tap on the **Plus Icon** in the  lower left corner of the screen



# How Do I...

## Scan Documents from my Phone?

<p>4</p>	<p>There are more options in the <b>Three Dot Menu</b> : in the top right of the screen for <b>Settings</b>. Here you can <b>Rename</b> the scan, but you can also choose <b>Paper Size</b> and <b>Paper Orientation</b>.</p>	
<p>5</p>	<p>When done, tap on <b>Save</b>. This will allow you <b>Rename</b> your file (if you haven't already) and choose which <b>Folder</b> on your drive to save to.</p>	
<p>6</p>	<p>You can view the <b>Document</b> in the folder on <b>Google Drive</b>. By tapping on the <b>Settings Button</b> : you can share, download, or move to another folder.</p>	