

# Tips for scanning documents with a cell phone

## Scanning Documents with an iPhone

- Open **Notes** on your iPhone or iPad.
- Create a **new note** or tap on an existing one to add a document to it.
- Tap the **camera button** at the bottom of the screen or above the keyboard.
- Tap **Scan Documents**.
- Line up the **document** you want to scan.
- Tap the **shutter button** if the scanner doesn't automatically scan the document. Repeat this step for every document you want to scan.
- Tap **Save** after you've scanned all of the necessary pages. The button will have a count of how many pages you scanned.
- The scanned pages will populate in a new note in the Notes app.
- Email the note to yourself.

## Additional setting options you may need for iPhone:

- Settings - Notes - activate "On My iPhone" Account slider
- need iOS 11 or later to have access to the scanning function in the Notes app. Settings-->General-->About-->Software Version
- troubleshooting tips here: <https://www.softwarert.com/cannot-scan-documents-notes-iphone-ipad/>

## Scanning documents with an Android phone

1. Open the Google Drive app. (If you do not have a Google Drive, you can get it through the Play Store. It's free.)
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.
6. Email the page to yourself.

If you require this document in an alternative format, please contact Student Disability Services at 678-717-3855 or email

[Student Accessibility Services](#).