

Scan Papers into PDFs with Your Phone

Do you have a paper document that you need to scan into a PDF file for online upload/submission? Follow this guide to mobile scanning!



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** button.
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.