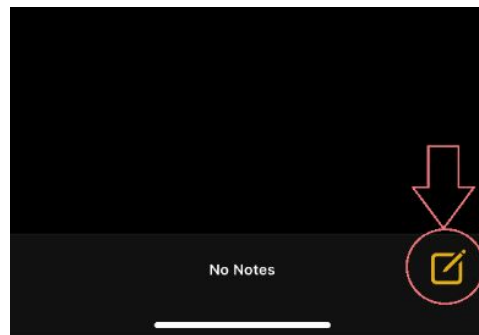**How to Scan Documents With Your Android or iOS(Apple) Phone**

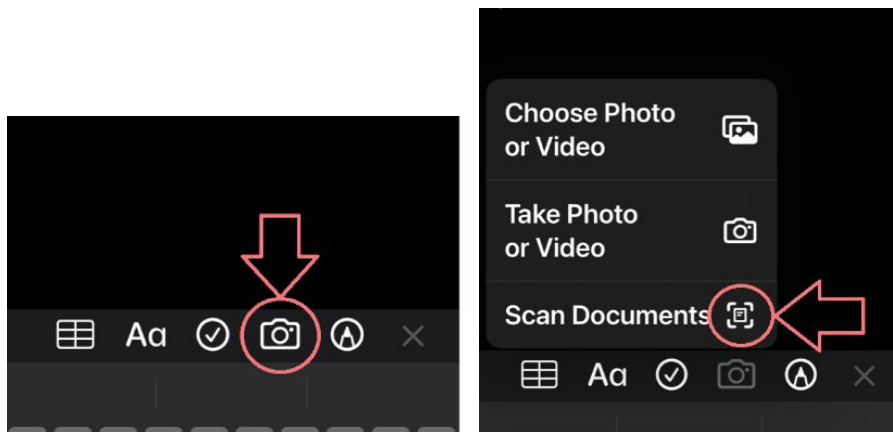**Scan, create, and send PDF documents with your iOS or Android device**

Updated features in iOS and Google Drive allow you to scan documents for free with your phone or tablet. A program or app performs the scan using your camera and, in many cases, converts it into a PDF automatically. This guide shows you how to do it, whether you own an Apple or Android device.

How to Scan Documents With iOS (Apple)

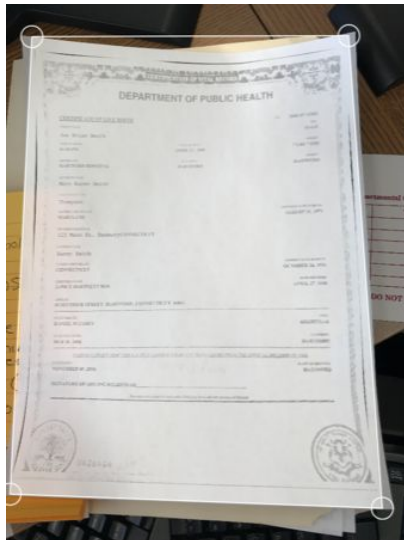1. 13Open the **Notes** app and create a new note.

2. Tap the **Camera** icon and select **Scan Documents**.

3. Position the phone camera over the document. Notes automatically focuses and captures an image, or you can do it manually by tapping the shutter button.

4. After you scan a page, drag the handles to crop the scan. Tap **Keep Scan** to continue. (You can also select **Retake** to scan the document again.)
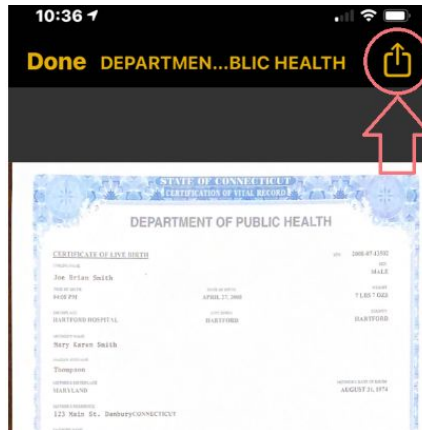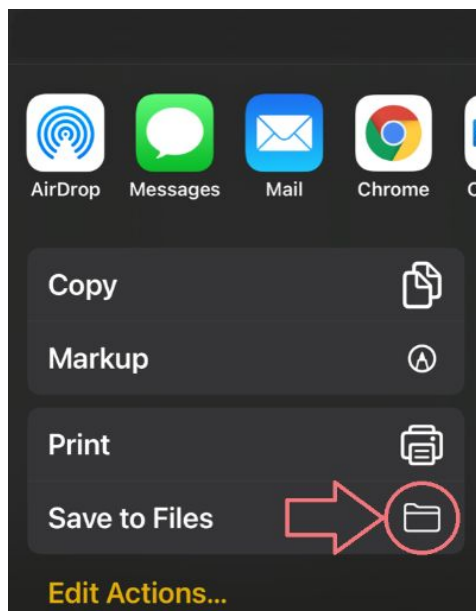

Retake   Keep Scan

5. Repeat this process for all the pages you want to scan. When you're finished, select **Save**.

6. After saving the document, tap the document and choose the upload symbol on the top right
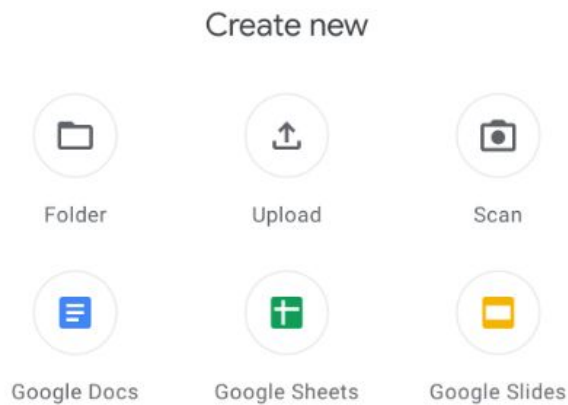

7. Choose "Save to Files"

How to Scan Documents With Android

You need Google Drive installed to scan documents with Android. The app generally comes pre-installed on Android devices. If you don't have it, download it for free from the Google Play Store.
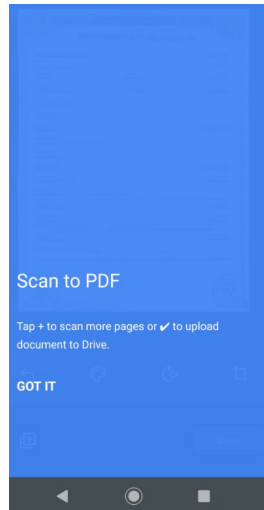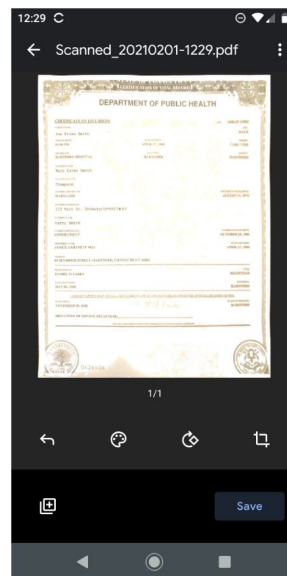
1. Open **Google Drive** and tap the **+** symbol.

edited in the past week

2. Under the **Create New** tab, select **Scan**.

Create new

Folder   Upload   Scan

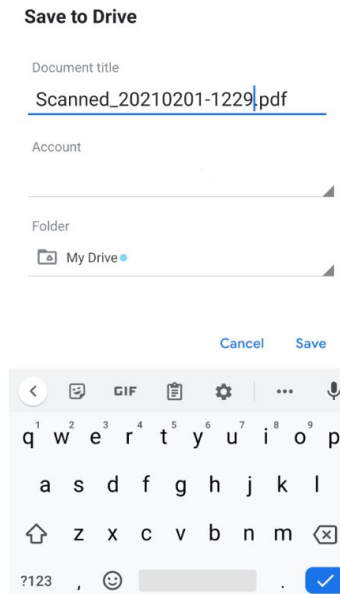Google Docs   Google Sheets   Google Slides

3. Position the phone camera over the document and tap the **Shutter** button when you're ready to capture the image.

4. Tap the **check mark** to keep the scan or tap the **back arrow** icon to retake it.

5. Tap the **+** symbol to scan more images or tap **Save** to finish and upload your document to Google Drive. There are also options to crop the scan, rotate it, or change the color.

6. When you finish scanning your documents, enter a file name for your new PDF and choose which folder to save it in. Then select **Save**.

Save to Drive

Document title

Scanned_20210201-1229.pdf

Account

Folder

My Drive

Cancel   Save

Based on an article by by Renée Lynn Midrack (https://www.lifewire.com/how-to-scan-documents-to-your-phone-or-tablet-4155329)