



## iOS DEVICES

### How to scan documents on your iPhone, iPad, or iPod touch using the Notes app

With Notes, you can scan documents and add a signature or manually sign a document on your iPhone, iPad, or iPod touch.

#### Scan a document








1. Open a note or create a new note.
2. Tap , then tap Scan Documents.
3. Place your document in view of the camera on your device.
4. If your device is in Auto mode, your document will be automatically scanned. If you need to manually capture a scan, tap  or one of the Volume buttons.
5. Drag the corners to adjust the scan to fit the page, then tap Keep Scan.
6. You can add additional scans to the document or tap Save when you're done.

## ANDROID DEVICES

**Android**   Computer   iPhone & iPad

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#### Scan a document

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 .