

## Scanning pdf files with an Android phone

I suggest you use one of the three scanner apps I mention below (a) Google Drive, (b) Adobe Scan (c) Office Lens. These are all free to use and the apps can be downloaded from the Google app store.

**Google Drive:** The simplest way of doing this seems to be to use the Google Drive App which you probably already have on your phone. If not it is downloadable from

<https://play.google.com/store/apps/details?id=com.google.android.apps.docs>

Note that this is the full Google Drive app, not the standalone Sheets, Docs, or Slides apps.

- Open the Google Drive app and make a folder called “Scans” (or some other name if you prefer) where you want the scans to be stored.
- Next navigate to the folder “Scans” and click on the plus sign button in the bottom-right corner.
- This will open the “New” dialogue, and click on “Scan” which should be the third option in the top row.
- The camera will now open and allow you to make scans
- When you take scans there are also three buttons at the bottom: on the left a plus sign, in the centre a “retake” button, and on the right a tick. **The plus is to add another page to the same PDF.** Please do this when you submit your coursework rather than submitting multiple pdf files! The **centre** button is to re-scan the document if it didn’t turn out right, and the **tick** confirms that the scan is good and you want to save it.

For more detail on how to use Google Drive as a scanner see:

<https://www.howtogeek.com/166610/who-needs-a-scanner-scan-a-document-to-pdf-with-your-android-phone/>

**Adobe Scan:** This seems to be a more sophisticated scanner and is effective and simple to use. It also has additional features such as built in Optical Character Recognition (OCR) software which is not much use for maths but might be useful for other things. Adobe Scan is downloadable from:

[https://play.google.com/store/apps/details?id=com.adobe.scan.android&hl=en\\_GB](https://play.google.com/store/apps/details?id=com.adobe.scan.android&hl=en_GB)

**Office Lens:** Office Lens is another reliable phone scanner app developed by Microsoft for scanning documents and whiteboard images. It can quickly capture any document and convert images to PDF, Word, or PowerPoint files. It also has the potential advantage that It also allows you to save your files to OneNote, OneDrive, or to your local storage. Note: If you have the Microsoft **One Drive** App installed on your phone this already has Office lens as a feature so you don’t need to install it as an additional app.

There are also a number of **other options** discussed here:

<https://fossbytes.com/best-android-scanner-apps/>

Note I give you this link without knowing how useful/accurate it is but unless you have a special reason for doing otherwise I suggest you use one of the three Apps discussed above.

## Scanning Files to pdf for an iPhone

For an iPhone the best three options seem to be (a) Notes, (b) Adobe Scan and (c) Office Lens. The first is built into your iPhone (as long as it is not too old) while the other two are free and can be downloaded from the App Store.

**Notes:** This is the simplest in that Notes is already installed on your iPhone/iPad.

- 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.

**Adobe Scan:** Adobe Scan: This seems to be a more sophisticated scanner and is effective and simple to use. It also has additional features such as built in Optical Character Recognition (OCR) software which is not much use for maths but might be useful for other things. Adobe Scan is downloadable from the App Store

**Office Lens:** Office Lens is another reliable phone scanner app developed by Microsoft for scanning documents and whiteboard images. It can quickly capture any document and convert images to PDF, Word, or PowerPoint files. It also has the potential advantage that It also allows you to save your files to OneNote, OneDrive, or to your local storage. Office lens is downloadable from the App store. Note: If you have the Microsoft One Drive App installed on your phone this already has Office lens as a feature so you don't need to install it as an additional app.

There are also a number of **other options** discussed here:

<https://pdf.wondershare.com/mobile-app/free-pdf-scanner-app.html>

Note I give you this link without knowing how useful/accurate it is but unless you have a special reason for doing otherwise I suggest you use one of the three Apps discussed above.