

How to scan documents on an Android

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.
 1. Adjust scan area: Tap Crop 
 2. Take a photo again: Tap Re-scan current page 
 3. Scan another page: Tap Add 
5. To save the finished document, tap done. 
6. The document can then be attached to an email or to an online notebook through the app

How to scan a document on an iPhone

1. Open a note or create a new note.(make sure its under notes on my iphone)
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
7. It can then be attached to an email or an online notebook through the app