# How to scan documents on your iPhone, iPad, or iPod touch

You can use the Notes app to scan documents and add signatures on your iPhone, iPad, or iPod touch.

# Scan a document

1. Open Notes and select a note or create a new one.

2. Tap the Camera button , then tap Scan Documents .

3. Place your document in view of the camera.

4. If your device is in Auto mode, your document will automatically scan. If you need to manually capture a scan, tap the Shutter button or one of the Volume buttons. Then drag the corners to adjust the scan to fit the page, then tap **Keep Scan.**

5. Tap **Save** or add additional scans to the document.   When done, click done.

6. On iphone, click the circle with the 3 dots, click "send a copy",  choose "email" and **SEND A COPY** to the below email address.


PLEASE PUT **STUDENT'S NAME** AS THE SUBJECT OF THE EMAIL!

Email the document to:

# blumberg_s@auhsd.us


Sandy Blumberg

Brookhurst Junior High School

Health Technician

(714) 999-3613 (option 6 on phone tree)

(714) 220-4505 fax

[Apple Support Link](Apple Support Link)

# **How to scan documents on your android phone**

## 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 ✓ .

## Add a scanning shortcut to your Home screen

To set up a shortcut to scan documents:

1.  Open your Android phone or tablet's widgets.
2.  Find the "Drive scan" widget.
3.  Touch and hold the widget.
4.  Drag it onto your Home screen. You may be asked to select an account.
5.  Choose the folder you'll save documents inside. If you want to create a folder, tap New Folder 📁 .
6.  Tap Select. You'll see the folder name in the widget.