

How to “Scan” a Piece of Paper or Picture (etc) With Your Phone and Make It a PDF

[Click here for Instructions for an iPhone or iPad](#)

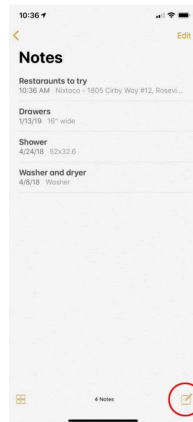
[Click here for Instruction for an Android Phone](#)

iPhone and iPad

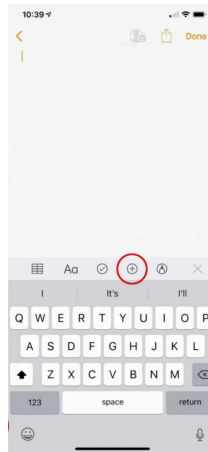
1. Open the Notes app on your device.



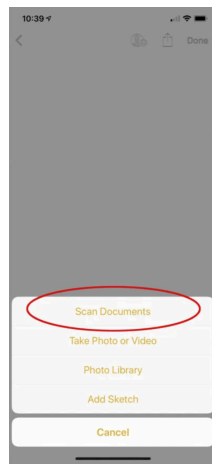
2. Tap the New Note button in the lower right.



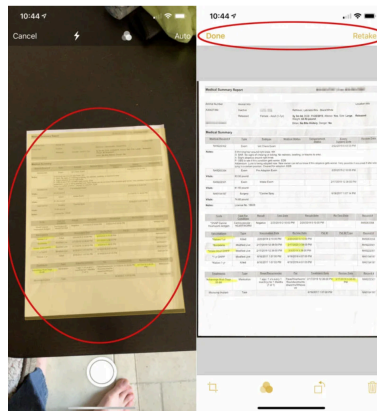
3. Hit the (+) icon to add an attachment to the note. (This is how you add images or sketches to notes.)



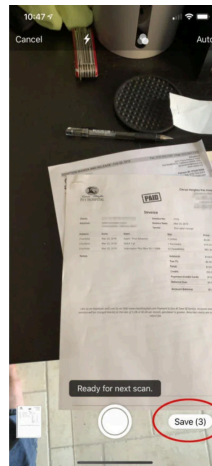
4. Choose Scan Documents from the list that pops up.



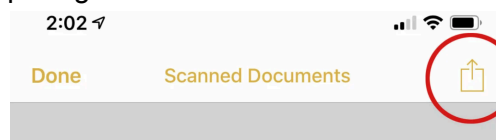
5. Line up the document you wish to scan in the view.
6. You'll see a yellow rectangle over the document, and if you hold your iPhone or iPad steady, it should take the photo automatically. If not, you can press the shutter button.



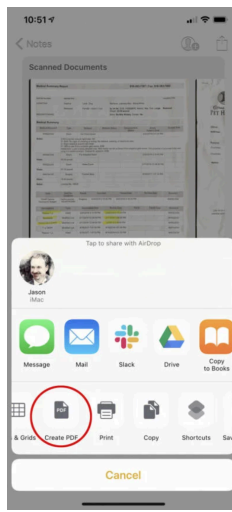
7. The scan will move down to the lower left; you can tap it to see how it came out, and then press Done or Retake at the top of the screen.
 - a. To make a single multi-page document, just keep taking scans of additional pages. When you're done, press the Save button in the lower-right, which will show how many pages you've scanned.



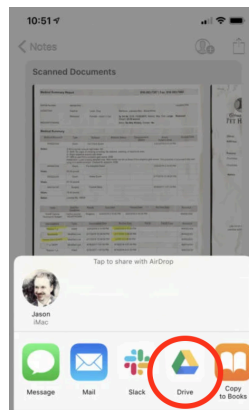
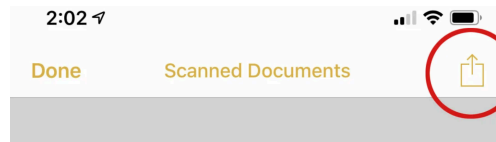
8. With the note open, tap on the scanned document to get an expanded view of it. You should be able to scroll through all the pages you've scanned.
9. Press the Share button in the upper right corner of the screen.



10. Look for the Create PDF button along the bottom of the share sheet, and tap it.

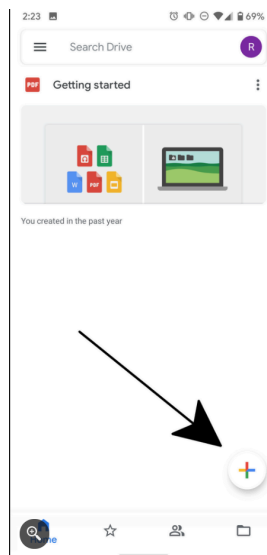


11. Press the Share button in the upper right corner of the screen again and this time select Google Drive to send your pdf to, this way you will be able to access it from your computer.

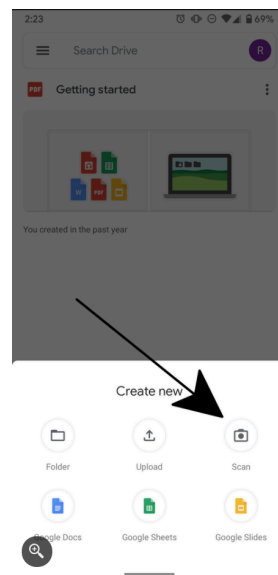


Android Phone

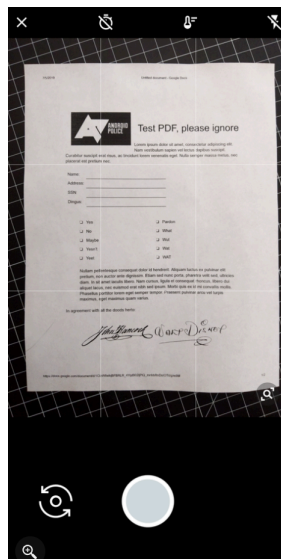
1. Download the [Google Drive app](#) to your phone if you don't already have it
2. Tap on the "+" button in the lower right



3. Then select the camera "Scan" button

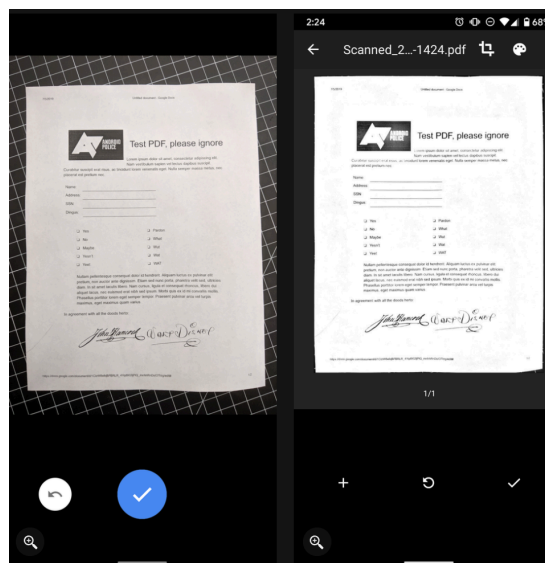


4. Line up the document in the viewfinder, trying to make sure all four corners are visible and that your view is mostly flat, and take the photo. (Holding the document with your hands while scanning is possible, but you'll need to be careful.)



5. After a bit of processing, Drive then gives you the option to review and accept or reject the photo before importing it into the PDF. Tap the big checkmark when you think the photo is good enough, and the app will correct for some distortion and import the document in black and white (by default) to the PDF.

From this screen you can add more pages to the current document ("+" icon), re-capture any page that has already been added (the reload/redo icon), alter the crop/distortion correction (crop icon in the top right corner), change color settings (palette icon in the top right corner), and delete, rotate, or rename the scan (all through the overflow three-dot menu top right). Further options in the nested settings menu allow you to change paper size, orientation, and image quality, though the defaults should be fine for most of us.



6. Once you're happy with the results, just tap the checkmark in the bottom right. Drive will ask you where to save it in Google Drive and what to name it. After you tap "Save" in the bottom right corner, it should be there. Congrats, you've just made a PDF with your phone.