If you don't have a scanning app on your device the following may be useful as smartphones now come with document scanning, in some form, as a built-in feature.

IPhone – Notes

https://www.macworld.com/article/3390539/how-to-scan-documents-and-make-pdfs-using-notes-on-your-iphone-or-ipad.html

Before you create a PDF, you have to capture your document as a new note.

1. Launch the *Notes* app.

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.
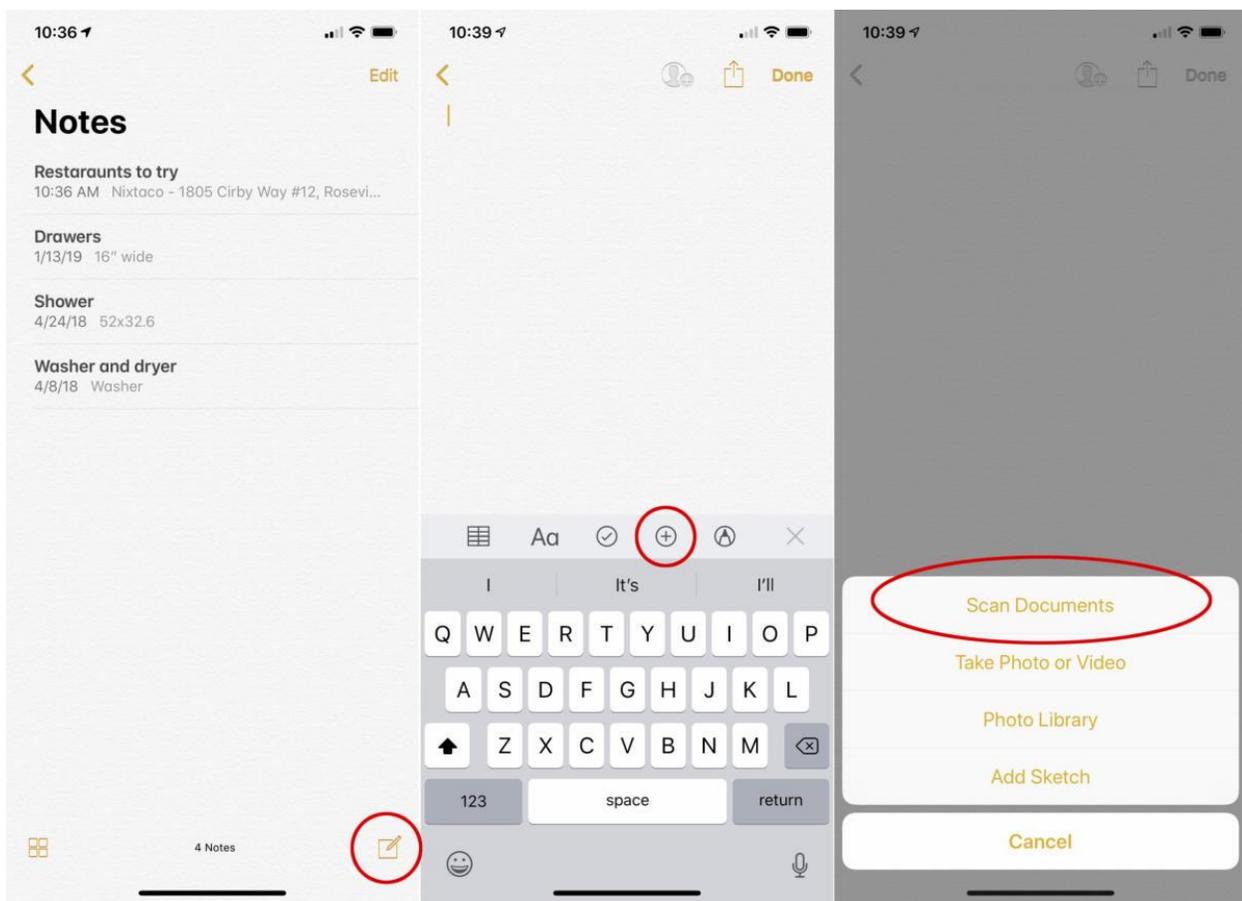
IDG

Before you scan your document, you need to start a new note and add an attachment.

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.

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.
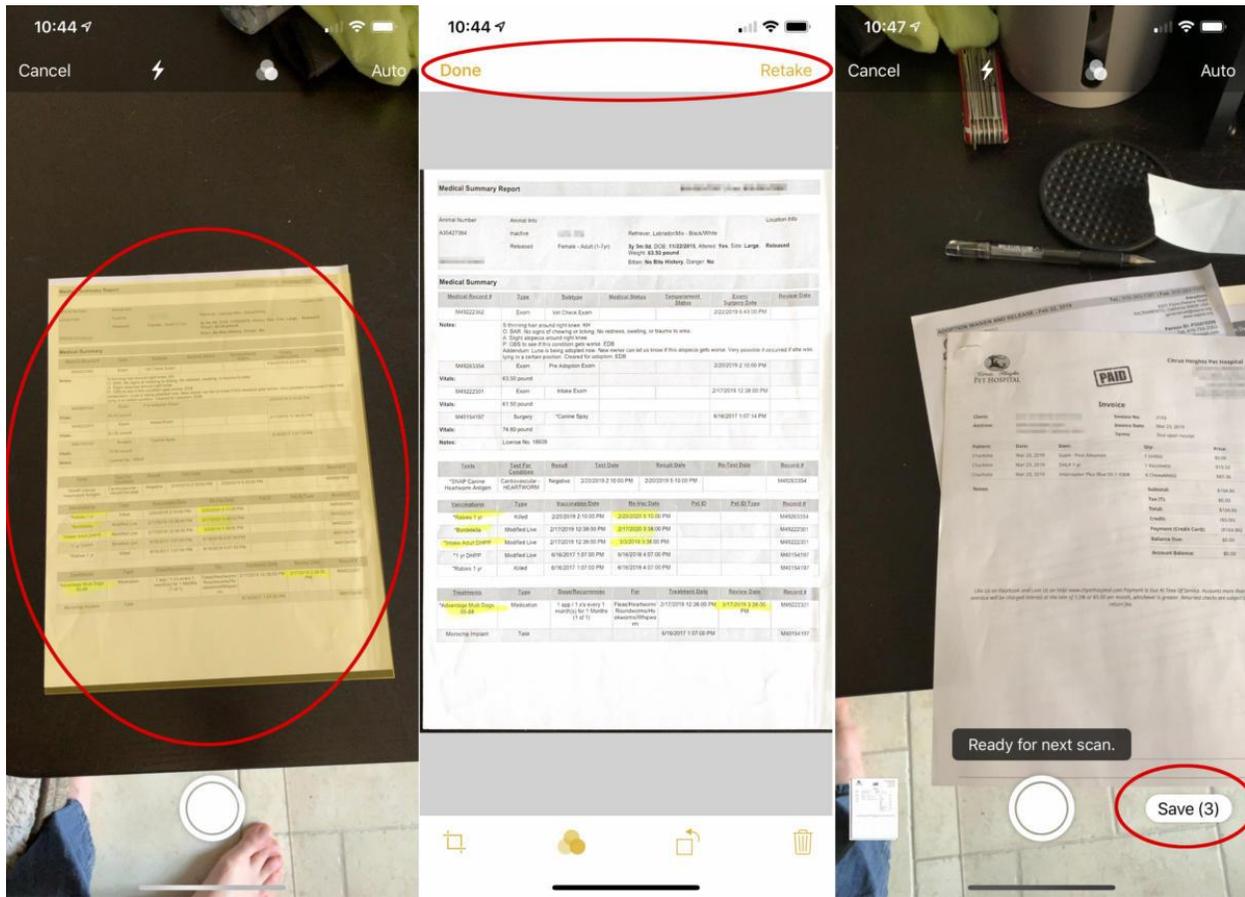
IDG

Line up the doc, check the preview, and repeat. Save your page(s) when you're done.

Now you'll have a new note with all your pages in it.

Saving your Note as a PDF

Having your scanned documents in Notes can be useful, but it's not always as portable as you may need it to be. So let's convert it into a PDF.

1. 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.

2. Press the *Share* button in the upper right corner of the screen.

IDG

To save your scan as a PDF, start in the Share menu.

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

4. You'll see a preview of your PDF. In the upper right corner is a Markup button you can use to draw on the PDF before you save it, if you want (it looks like a pen tip).

5. Press *Done* in the upper left. You'll be presented with the options to *Save File To…*, *Delete PDF*, or *Cancel*. Choose *Save File To…*

6. You'll then be presented with a list of locations to which you can save your PDF, including folders on your phone and iCloud folders. Pick a location and tap *Add* in the upper right.
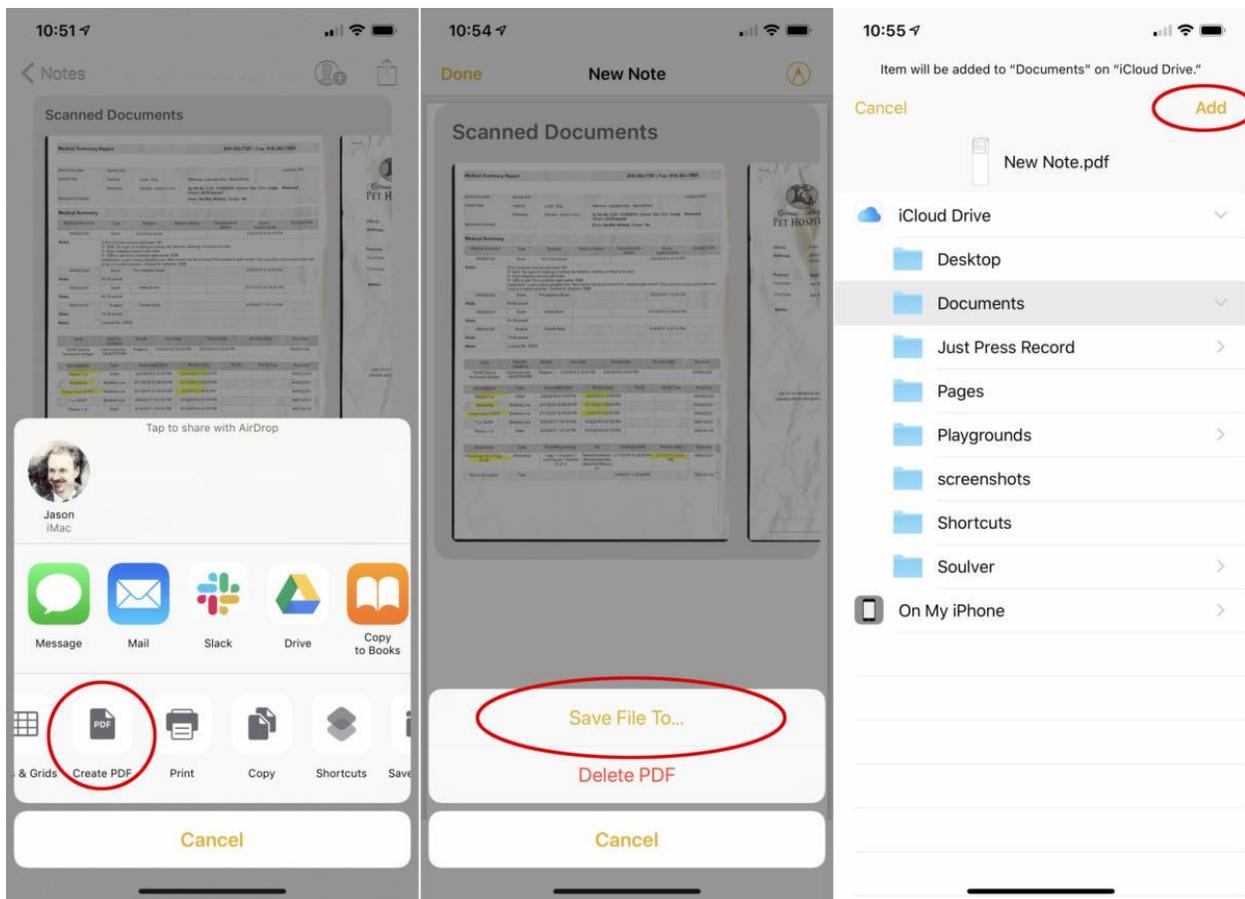
IDG

Use the Share menu to make a PDF, then save it to your phone or iCloud.

Saving to another cloud service

If you want to save your PDF to a [different cloud service](#) than iCloud, like Google Drive or OneDrive, you can easily do that, too. Let's back up a step.

1. After choosing *Create PDF* from the share menu, instead of pressing *Done* in the upper left corner, press the *Share Menu button again* in the lower-left.

2. You can send your PDF to any app that supports the Share menu and the PDF file type, including Messages, Mail, Slack, Google Drive, and many other apps for services you may have installed.

The interface for choosing where to save your file will vary depending on the service. Just pick the folder (or email, or message) you wish to send the PDF to and you're all set.
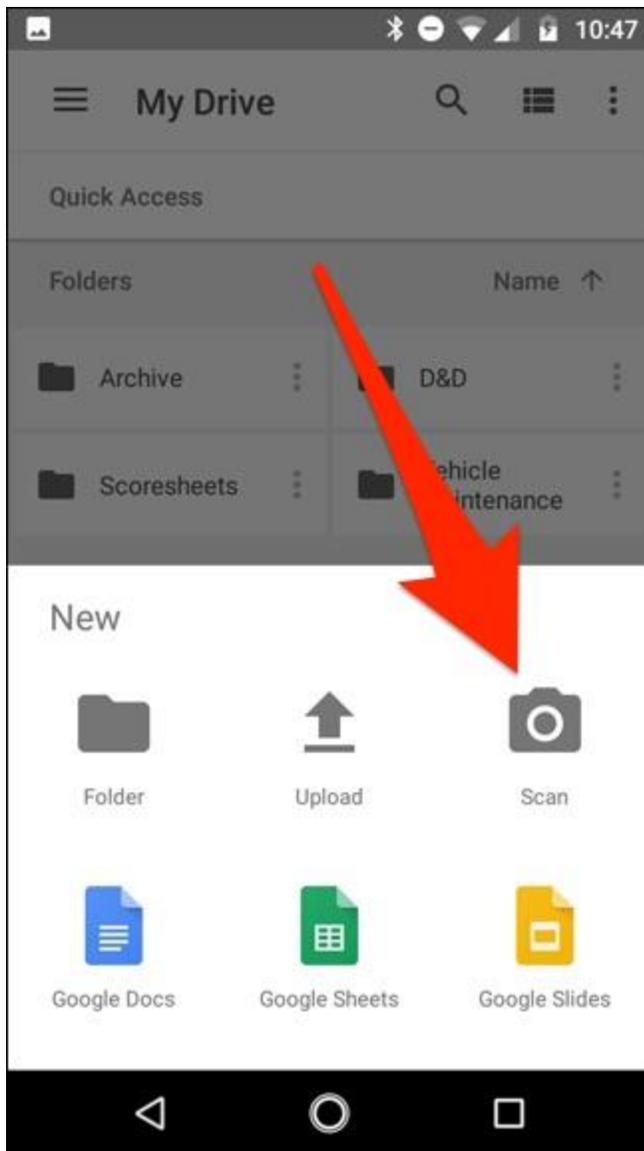
Android

If you're using an Android device, the best way to scan documents is through the Google Drive app, which comes pre-installed on pretty much every Android device these days.
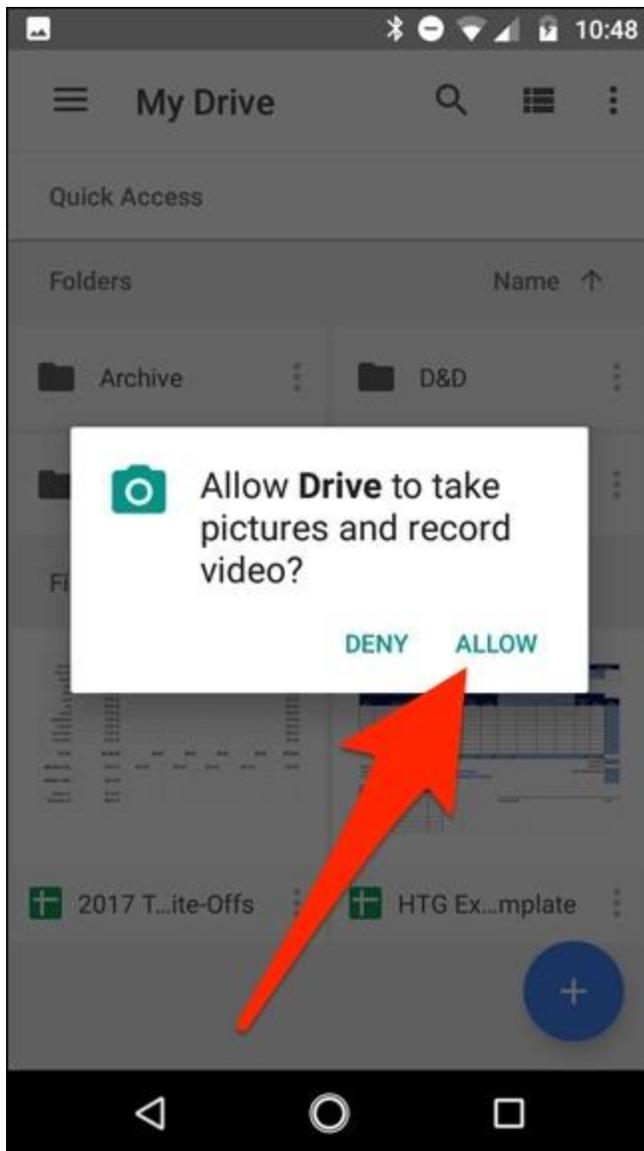
You can scan documents directly into Google Drive by tapping the "+" button in the lower-right corner of the home screen.
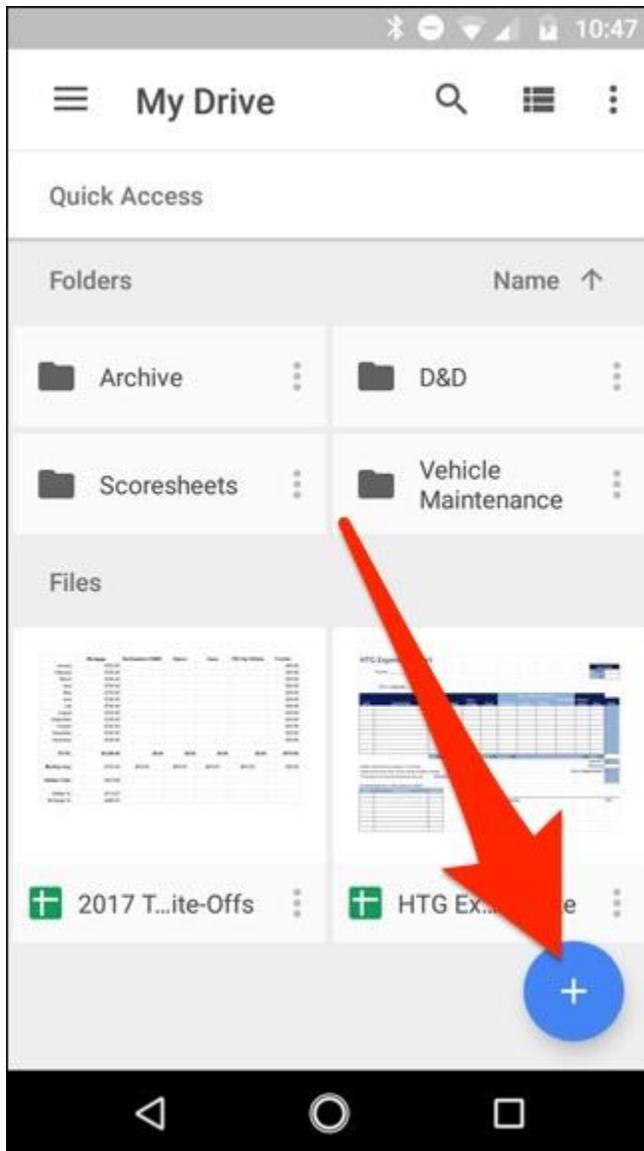

When the menu slides up from the bottom, select "Scan".

It may ask for permission to access the the phone's camera. If so, tap on "Allow".

When you are ready to scan your document, fill up the screen with the document as much as you can and tap the blue capture button. You can also shed a little light on the document by tapping the flash icon next to the capture button if your device has a flash. If your device doesn't have a flash, this option won't appear.
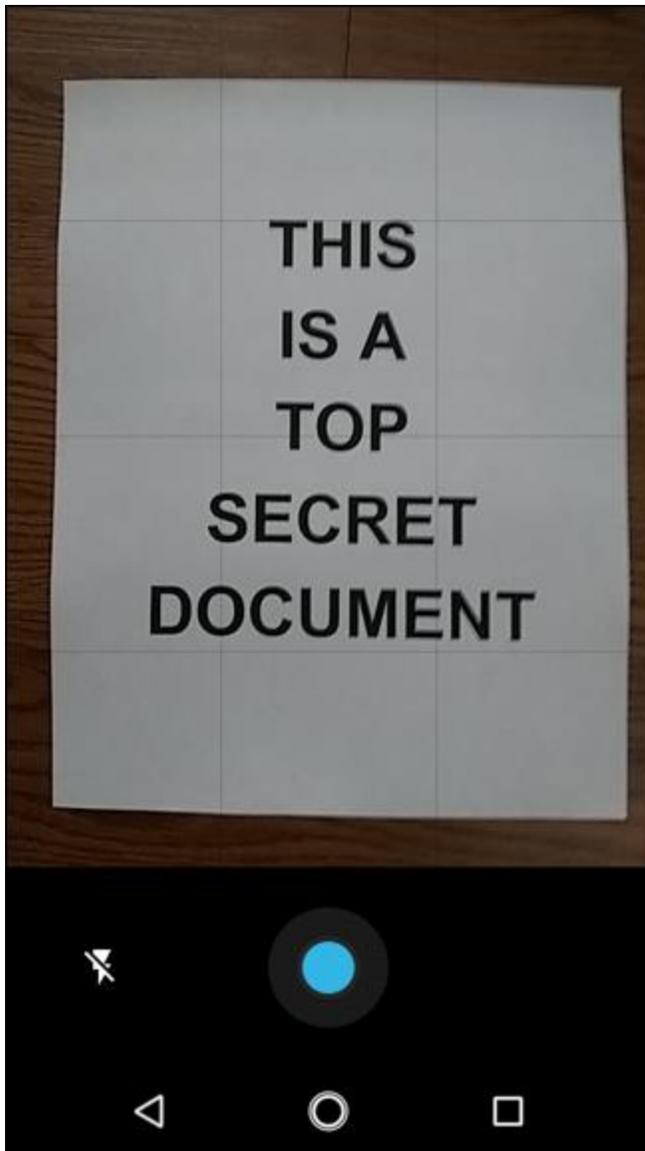
After you scan the document, a preview of it will immediately appear. Don't worry if it looks like most of the document is cut off. This is where the crop tool comes into play. Tap on it to make cropping adjustments.
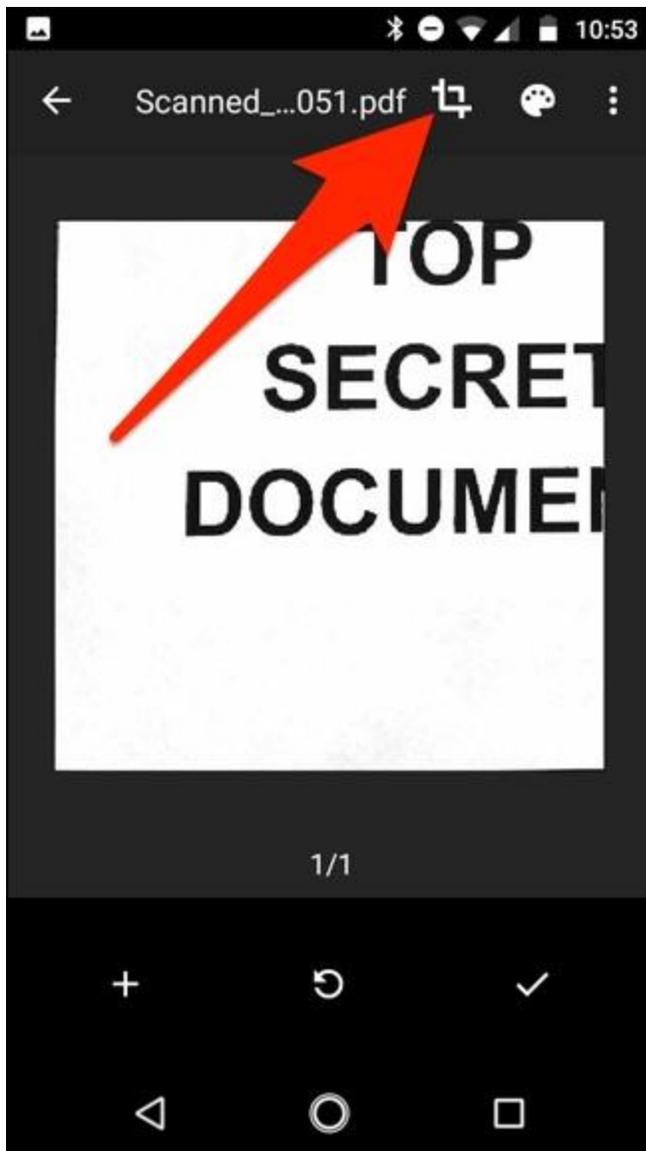
Tap, hold, and drag on the dots to change the area that is scanned and uploaded—you likely only need to mess with the corner dots for this.

Once finished, tap on the checkmark in the lower-right corner of the screen.

You have three options immediately after scanning something:

- Tap the plus icon to add more pages to the document.

- To redo a scan, tap the circular arrow in the middle.

- Tap the checkmark icon to finish and upload the document to Google Drive.

You can also make minor adjustments to your scans as you go. For instance, tapping on the painter's palette in the top-right corner will allow you to change the scan's color selection and cater it towards a specific kind of document. By default, the scanner will automatically pick the one it thinks is best.

Lastly, the three dots in the upper-right corner will let you delete, rename, and rotate the scan if need be.
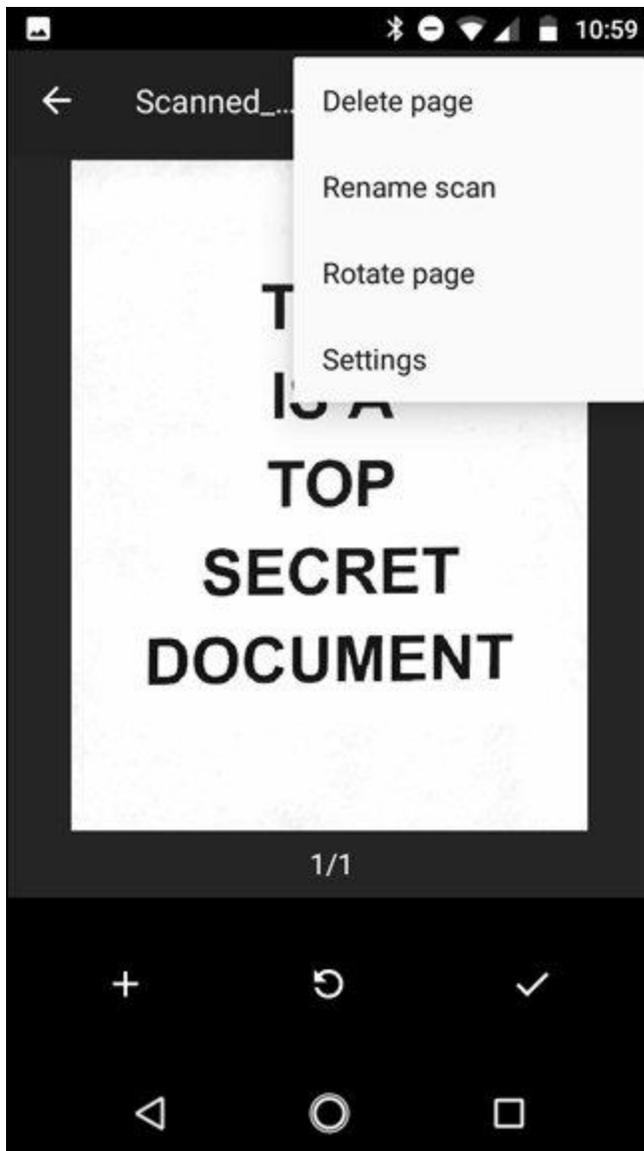
Uploaded scans are added to Google Drive as PDFs and the names are prepended with the word "Scanned", followed by the date and time. You can move, rename, or delete any of your scanned documents by clicking the three dots next to the file's name.
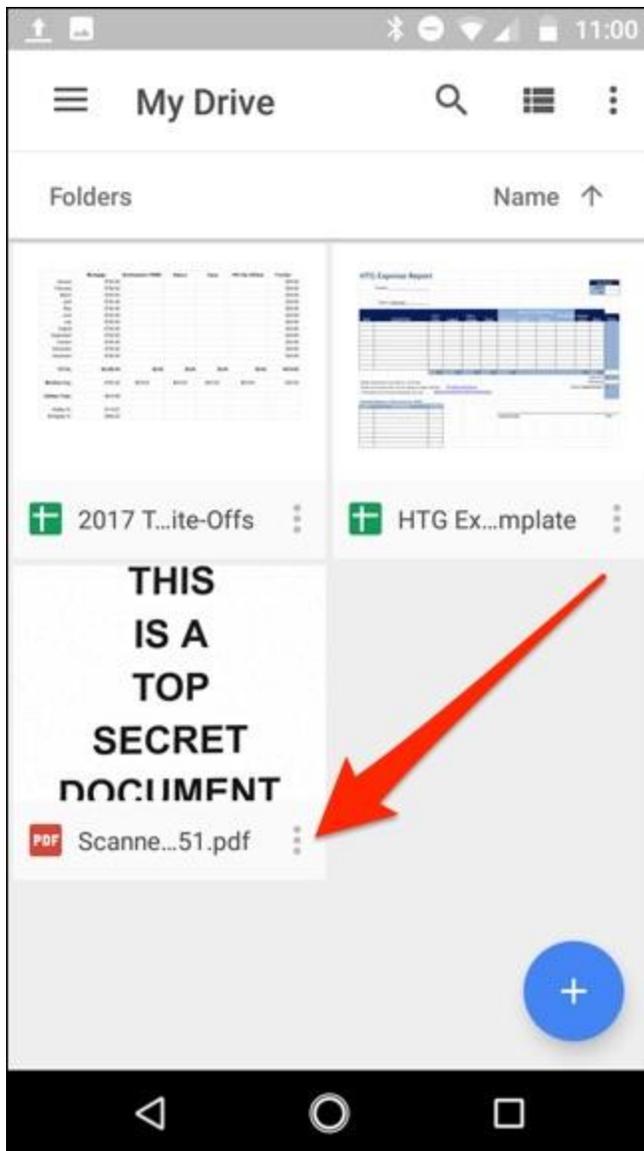
You can also share your scanned documents from this menu by tapping on "Share Link". This will share a link to the document on Google Drive, while "Send a Copy" will allow you to share the actual file over email, send it to Dropbox, and more.
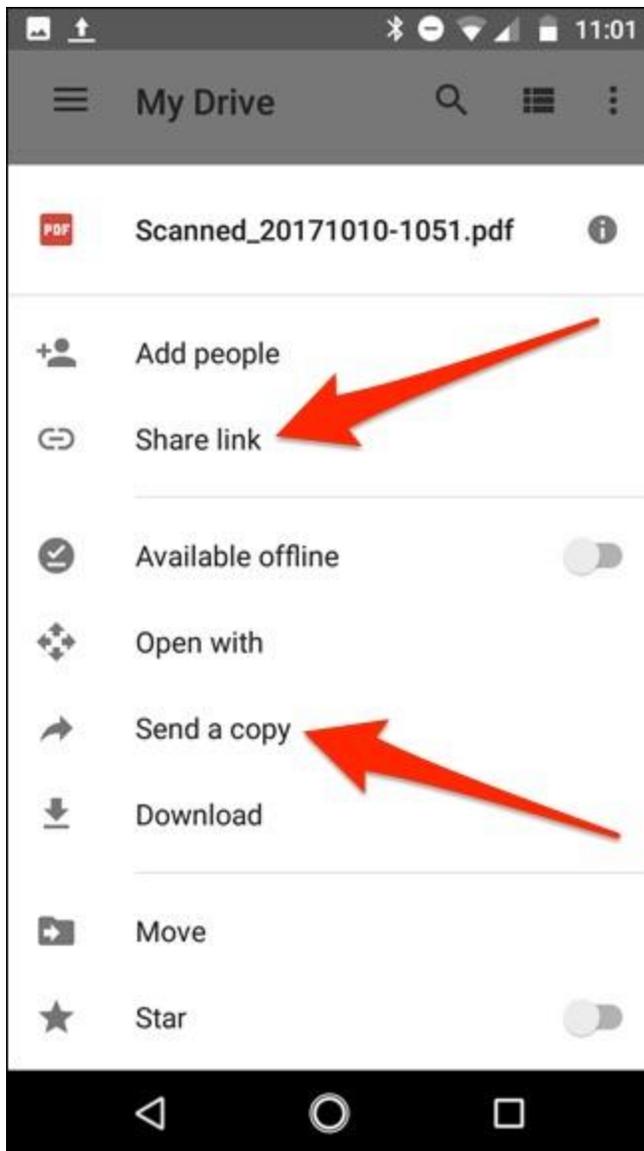
Or, if you move to a desktop computer, you can even [convert that scanned PDF into a document](#) which you can then edit or export to Microsoft Word.