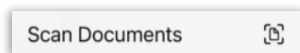# How to use your device for scanning

It is possible to use your device to scan documents and add them to your preferred digital storage solution. In this guide we will explore how to do this using an iPhone, an android device and through a dedicated app.

iPhone

You can use the notes app to scan documents:

1. While working on a note, tap the **Attachments** button
2. Then tap **Scan Documents**

   Scan Documents

3. Now position your phone so that the whole document appears on screen – when the full document is in view, it will automatically scan.
4. After the document has been scanned, tap **Save** or continue to add additional scans.
5. The scanned document will be saved as a PDF in the note.

A shortcut to access this feature is to long press on the Notes app which also brings up the **Scan Documents** option.

Android

You can use the Google Drive app to scan documents:

1. Open Google Drive and tap the **+** icon
2. Tap **Scan**
3. Position your phone so that the whole document appears on screen and tap the photo button
4. Tap the tick to proceed, or the cross to take a new photo.
5. Google Drive then converts the image to PDF format.
6. You have basic editing options like crop, and the ability to add more pages.
7. Once editing is complete tap the **tick** to upload the document to your Drive.

A shortcut to access this feature is to long press on the Google Drive app which also brings up the **Scan** option.

Adobe Scan

Adobe Scan is a free app which can be downloaded to either Android or iOS devices:

1. Download the app and open
2. Position your phone so that the whole document appears on screen - when the full document is in view it will automatically start scanning.
3. Tap **Save PDF** in the top right corner of the screen
4. The PDF will be saved to your Adobe cloud.