

How to scan files on Iphone

Follow the instructions on this link to use the Notes App or Files App to scan documents to a PDF file:

<https://support.apple.com/en-us/108963>

How to scan files on Android (or iPhone):

1. Open the Google Drive app.
2. Near the bottom right, tap the **plus sign +**
3. Select **Scan Document** and take a photo of the document you'd like to scan.
4. Tap **Okay** if you're satisfied with the scan, **Retry** if you want another chance.
5. It will allow you to name the file and specify the location in your Google Drive to save it in