



Cocos (K) Islands

Community Resource Centre

Your local connection

Tip#2

How to scan a document.

Documents such as letters, receipts, statements and other important things can be scanned by using your OWN phone! It is ideal when you are on the go and have no access to a scanner.

It is smart and efficient too!



Apple Phones

- 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.**

Android Phones

- 1 Open the Google Drive app**
- 2 In the bottom right, tap + Add**
- 3 Options will pop up, 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 page**
 - **Scan another page: Tap Add**
- 5 To save the finished document, tap Done**