

Using Your Phone as a Scanner

Perhaps you worked out a complicated math or chemistry equation on paper and need to share it with your professor. Perhaps you signed a printed document and need to retain a copy for your own records. In these situations and more, your phone can be an excellent tool for capturing and sharing the work.

There are many free apps available to use on your mobile phone. Of course, there are paid perks available for each of the free apps you will find, and you should also think about the security of the materials you scan and where you save them.

We include instructions for the [Adobe Scan app](#) (Android, iOS), [CamScanner app](#) (Android, iOS) and the [Notes app](#) (iOS only) below. Other popular free options include [Genius Scan](#) or [Office Lens](#).

Adobe Scan App

First time use

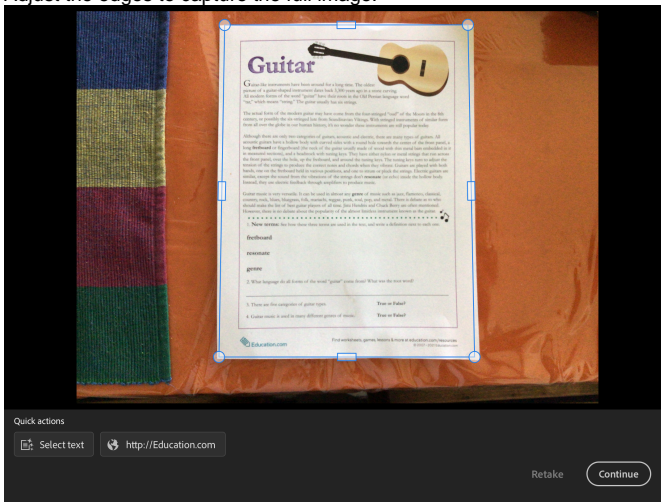
1. [Download](#) and open the app.
2. The first time you launch, you'll be prompted to log in.
 - a. You have options to use existing accounts, including your Google account (if Drew is on your device as a Google account, you could use this), or to create an Adobe ID.
 - b. The app will prompt you to agree to sharing mobile app usage data.
3. Follow the app prompts to give permission to use the camera.
 - a. We recommend you choose "Don't Allow" for Notifications (you don't need extra notifications, do you?)
4. You will immediately be able to scan something. See steps below.



Scanning Steps

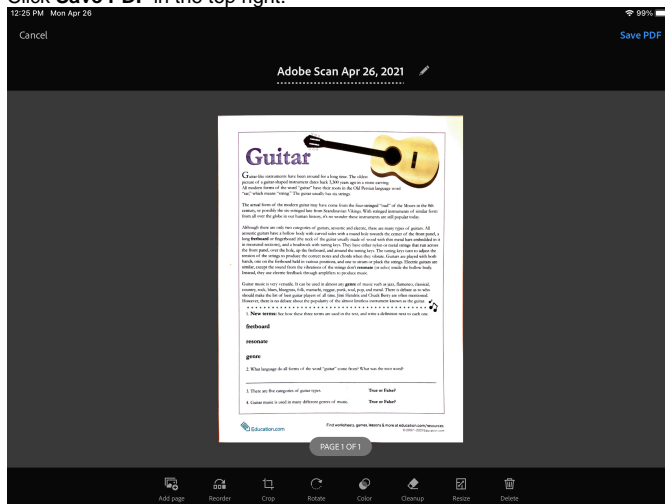
Most of the screenshots below were taken on an iOS device. The Android device options may be in slightly different positions.

1. Open the app.
2. Position your device above the item you wish to scan. The app will scan automatically.
 - a. Putting what you are trying to scan against a flat, solid color (that is different from the color of what you are scanning) is recommended.
 - b. Your image will be better if you can reduce glare and shadow on the image you are trying to capture.
3. Adjust the edges to capture the full image.**



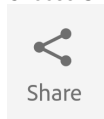
- a. You can drag the corners (the app will show you a zoom in on the corner you choose) or the rectangles along the middle of each edge to get the perfect crop.
4. Press **Continue** when finished cropping the image.
 5. If you have additional pages, repeat steps 2 through 4 for each image.
 6. When finished, touch the image in the bottom right corner.
 7. Adjust your scan
 - a. Rename file (optional, but recommended) by clicking the pencil icon next to the default title.
 - b. Use options at the bottom to get the best visual.
 - i. Crop allows you to adjust the borders.
 - ii. Rotate lets you turn the page you are looking at.
 - iii. Color is where you go to find the best settings for each page. There is an option to apply the change to all pages if needed.

- c. Click **Save PDF** in the top right.

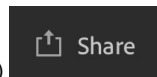


8. Share your scan.

- a. Choose Share.

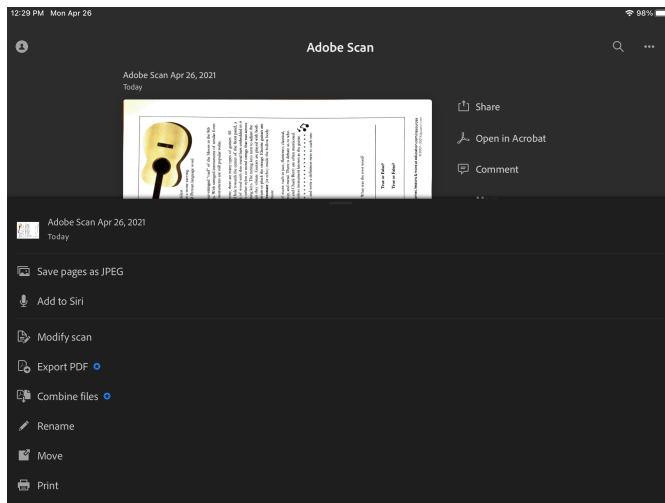


(Android)



(iOS)

- b. Choose the service you wish to use for sharing. The options you have will depend on what other apps are installed on your device.
d. The Gmail or Save to Drive options are popular for Drewids trying to share files for classes.



** If you would rather crop your images after capturing all of them, you can change this option in Settings > Preferences.

CamScanner App



Free Trial Membership

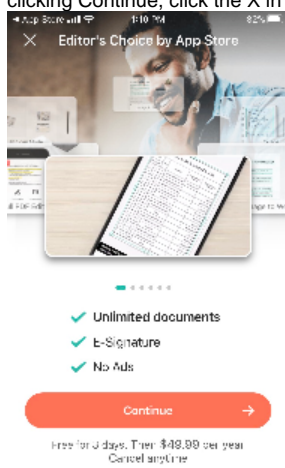
Please note: New users of the CamScanner app will be signed up for a free premium trial version (currently lasting one month). After that month, your account will switch to the basic membership, which is free. See [pricing models here](#). You are not required to pay for the license or subscription in order to continue using the app.

First time use

1. [Download](#) and open the app.
2. The first time you launch, you'll be walked through an intro.



- a. On the last step of the intro on an iOS device, it tells you payment will be charged to your iTunes account and cancel anytime. Instead of clicking Continue, click the X in the top left corner (unless you do want to sign up for the subscription, in which case, Continue!).



3. You have a choice to Register or "Use Now" (the latter being in smaller print)
- a. If you choose Use Now and are still prompted for a phone number or email address you do not wish to provide, hit the back button
 - b. If you want to sign in later, look for the person icon (as of this writing, top left on Android, bottom right on iOS)
4. We recommend you choose "Don't Allow" for Notifications (you don't need extra notifications, do you?)
5. When following the steps below, you will be prompted to allow the app to use your camera; please allow this

The app will encourage you to try the premium upgrade when you open it, and sometimes after scanning - choose "No Thanks"

Scanning Steps

Most of the screenshots below were taken on an Android device. The iOS device options will be in slightly different positions.

1. Open the app.
2. Press the camera to start a scan.



3. Point your phone's camera at the document you want. Press the Camera button.

4. Drag the edges or corners to crop the photo if necessary, then press Next.



5. Adjust your scan

- Rename file (optional, but recommended)
- Use options at the bottom to get the best visual - Magic Color often works best for a white background page.
- Click the Save checkmark.

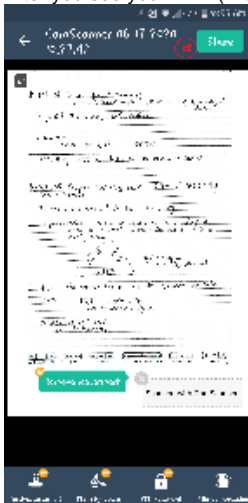


6. You can add pages by clicking the Camera button again.
7. Once finished, share your file using either the PDF icon or the share icon (to the left and right of the red a in image below).



- If you want a PDF, choose PDF and go to step 8.
- If you want a JPG, choose Share and go to step 9.
- If you want one of the other file formats, you will see the options (and any potentially associated costs) by choosing the Share icon.

8. After you see your PDF (with watermark), click the Share button at the top right. Go to step 10.



9. Choose Share JPG (JPGs will also have a watermark). Go to step 10.



10. Choose the service you wish to use for sharing. The options you have will depend on what other apps are installed on your device. You will probably opt to use Gmail or Save to Drive in order to share your file.



- a. We recommend sharing the file to your Drew Google Drive or Gmail account, then saving it to your computer and uploading it to Moodle, if that is the desired final destination.

11. You've now scanned and shared your work! Congratulations!

Notes App (iOS Devices)

How-To Geek published a useful article on [How to Scan Documents with the iPhone's Notes App](#). If you have an iPhone (or iPad), those step-by-step directions (with pictures) are a great reference.

Reviewed June 8, 2023