**Using your Phone and/or IPAD as a Scanner**

With the current times we all have to learn new and different ways of working. For those groups that need to share documents and/or sign documents this can often be simply done on a phone or ipad.

**Guidance for IPHONE or IPAD**

**NOTES APP as a Portable Scanner**

* Allows you to use your phone/IPAD as a portable scanner
* You simply take photographs of each page and select the area you want to copy
* Press keep scan after each one, you can add as many pages as you need
* When finished save the document scanned
* You can save into files
* Send the complete scanned document as a PDF by email or other relevant means
* Using the ‘mark up’ option you can sign documents using your finger or ‘apple pencil’

Please find below links to apple support website giving full explanations.

Apple Support using NOTES as a Scanner:

<https://support.apple.com/en-us/HT210336>

Apple Support Using NOTES app generally:

<https://support.apple.com/en-gb/HT205773>

You Tube Teacher Tech Short Tutorial on Using the NOTES as a Scanner:

<https://www.youtube.com/watch?v=16nwB3P78GQ>

**Guidance for Android Phone**

**Google Drive APP as Portable Scanner**

To scan documents with Google Drive:

- Open google drive app

- in bottom right tap add sign +

- Tap scan

- Take photo of document to scan

- Tap crop to adjust scan area

- Tap rescan current page once adjusted

- Scan another page

- To save finished document type done

- This can then be shared via email or other means

Link to google drive support

<https://support.google.com/drive/answer/3145835?co=GENIE.Platform%3DAndroid&hl=en>

You Tube Teacher Short Tutorial on using Google Drive to Scan Documents

<https://www.youtube.com/watch?v=WUz7R3luoes>