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## Scanning documents using your cell phone

### Android: How to Create PDFs with Google Drive for Android

1. Open the Google Drive app on **Android**. ...
2. Tap the "+" button on the bottom right of the screen to **create** a new project.
3. Select "**Scan**" from the pop-up menu. ...
4. **Take** a picture of your printed **document**.
5. **Save** it to your drive. It is now a **PDF document**.
6. **Attach** your PDF document in an email.

### iOS: How to scan documents in the Notes app

1. Open a new or existing note
2. Tap the camera icon and tap *Scan Documents*
3. Place your document in the camera's view
4. You can use the auto-capture option by bringing your doc into the viewfinder or use the shutter button or one of the volume buttons to capture the scan
5. If needed, adjust the corners of the scan by dragging, then tap *Keep Scan*
6. You can scan more pages if needed, tap *Save* in the bottom right corner when you're all done