

S^tPETERS



LUTHERAN COLLEGE

Excellence in Christian Co-education

Scanning from your phone

Student Guide

A guide for students using their phone to scan work



How to use this guide:

This guide is best used on a device with an internet connection so that links to the best video tutorials and websites can be accessed.



Look out for this icon which links to quick and useful video tutorials.

Published February 2022 as a support document for students at St Peters Lutheran College

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What is it?

Phone to PDF


You don't need a scanner to digitise documents and share them with others. Here's how you can get great results from your phone camera.

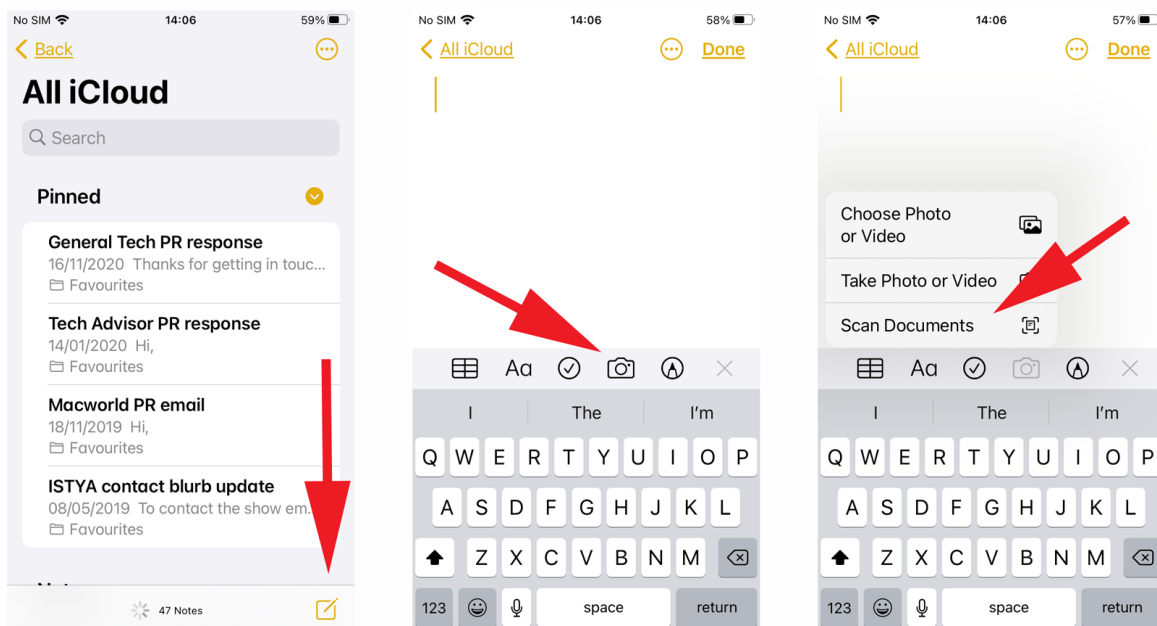
How to...



Scanning on iOS

Scan documents on iPhone with the Notes app

 Apple's Notes app also has free built-in scanner that can digitise your documents. To use it, open the app and tap the pen icon in the bottom right corner to create a new note. Select the Camera option then choose *Scan Documents*.



This opens the camera, which will start to scan sections of the image. Tap the camera shutter button to take the image, then you can adjust which parts of the image you want to keep by positioning the circles that appear on each edge. When you have things as you want them, tap the *Keep Scan* option and it will be saved to your device.



Android

Scanning on Android



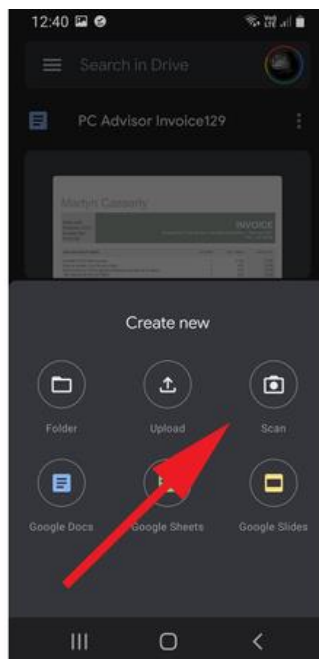
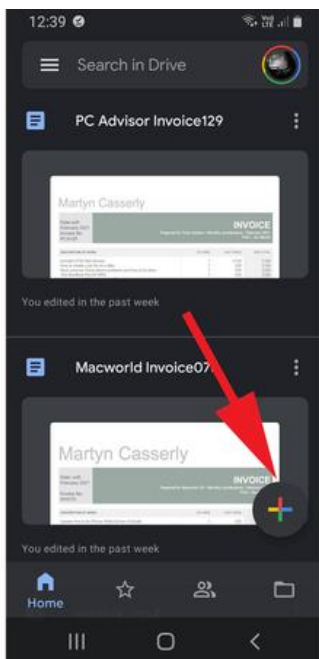
If you're using an Android, the best way to scan documents is **through the Google Drive app**. You can scan documents directly into Google Drive by tapping the “+” button in the lower-right corner of the home screen. When the menu slides up from the bottom, select “Scan”.

Scan using Google Drive (iOS & Android)

You may not know it, but Google Drive has a built-in scanner feature that you can use to scan in your work.

To use it, open the app on your phone and do the following:

1. Open the Google Drive app
2. In the bottom right, tap *Add*
3. 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 current page* .
5. Scan another page: Tap *Add*
6. To save the finished document, tap *Done*



Tips for scanning

- **Use dark lettering:** Use the darkest pen, pencil, or font color possible to do your work.
- **Scan on a flat surface:** Scan on a dark table with high contrast to your paper.
- **Steady your hands:** Hold your phone at a bird's eye view and scan your pages slowly with steady hands.
- **Enhance, if needed:** Check your scanning app's settings for filters that let you enhance, restore, lighten, or darken your scans.
- Hold your phone **square** to the document, not at an angle