










# Scanning Multiple Documents

You can use the Notes app to scan documents and add signatures on your iPhone, iPad, or iPod touch. On Android, you can use Google Drive.

## HOW TO SCAN MULTIPLE DOCUMENTS ON YOUR IPHONE, IPAD, OR IPOD TOUCH

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.
6. Email the saved document.

## HOW TO SCAN MULTIPLE DOCUMENTS ON YOUR ANDROID DEVICE WITH GOOGLE DRIVE

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** 
  - Scan another page: Tap **Add** 
5. To save the finished document, tap **Done** 
6. Email the saved document.