How to Scan a Document with your Phone
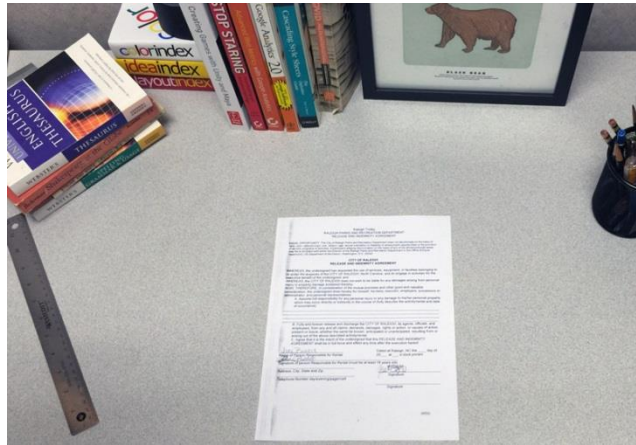
OPTION #1

Step 1: Go to 'Play Store' on your phone
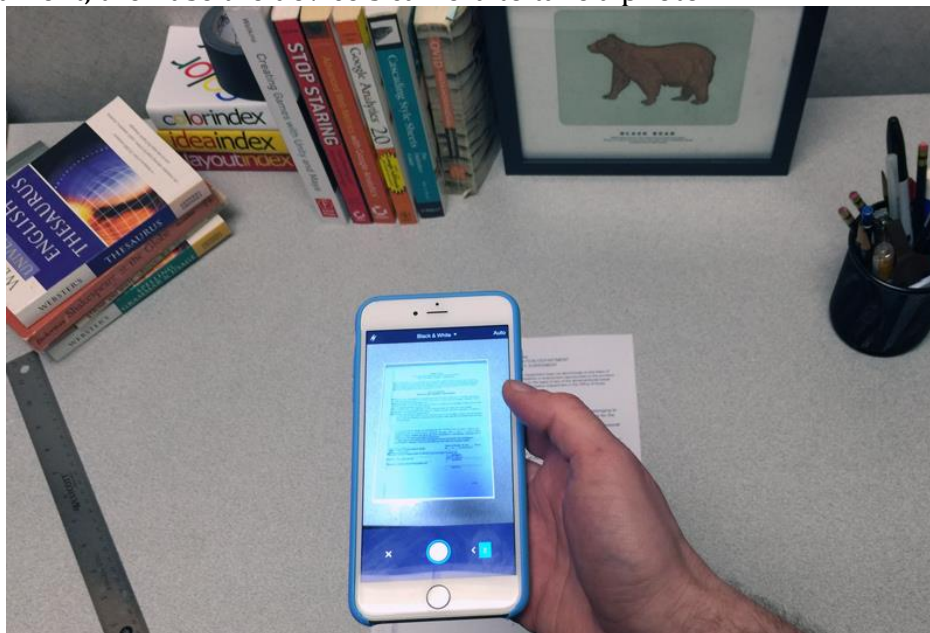
Step 2: Search for 'Scanner app free'. You shall see "**Simple Scan**" as well as other similar apps show up.

Step 3: Download the app on your phone

Step 4: Place the document you want to scan on a **flat surface**, like a desk or table.

Step 5: Open the 'Scanner app' on your phone, place the device directly above the document, then use the device's camera to take a photo.

Step 6: The document will be saved as an **image** or **PDF file** on your device. You could then email the file to someone else, upload it to your computer, or

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simply save it on the device for your records.

<u>OPTION #2</u>
Office Lens is the new camera built into OneNote for iPad or iPhone that lets you take pictures of whiteboards or printed documents, then enhances your photo by cropping, sharpening, and straightening it, so it looks almost like a scanned image. Your picture is added to your note so you can retrieve it later.
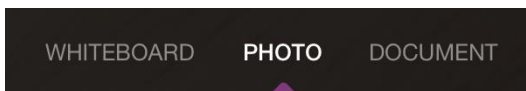
To use Office Lens, follow these steps:

1. Create a note or open an existing one, then tap on the note in which you want to insert an image.
2. On your iPad, tap **Insert**, and then tap **Camera**.
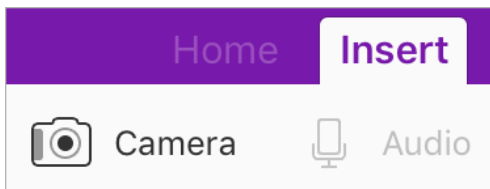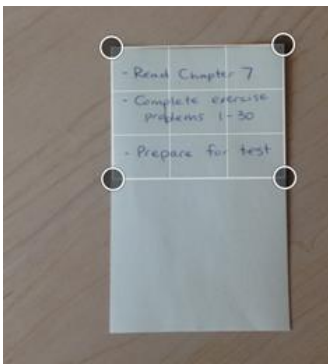

On your iPhone, tap the **Camera** icon on the ribbon above the keyboard.

3. Choose a picture taking mode: **WHITEBOARD**, **PHOTO**, and **DOCUMENT**, and take your picture.

4. Office Lens will automatically crop your picture, but you can change the cropped image by clicking and dragging the circles to change the crop.
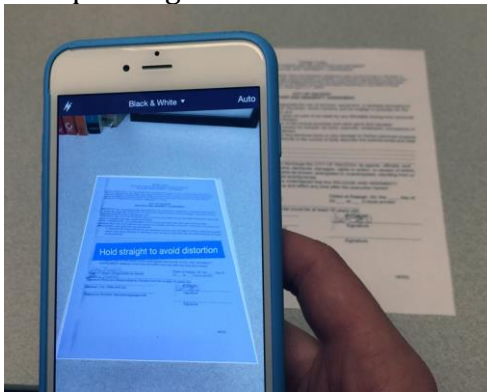
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5. When you're finished tap ☑ and Office Lens will add the photo to your note.

Tip: If you want to switch back to the built-in iOS Camera app, go to **Settings** > **OneNote** > **Camera Setting**, and turn off **Use Office Lens**.

Mobile device scanning tips

Scanning documents on a mobile device is quick and easy, but the results aren't always as consistent as you might get with a desktop scanner. Here are a couple of tips to improve the overall quality of your mobile scans:

- Use **bright**, **direct lighting** on your document. Shadows and indirect light may cause certain parts of the document to be unreadable after scanning.

- Hold the device **directly above the document** to avoid distorting the scan. In the image below, the phone is not directly above the document, so the app is requesting that we move it before scanning.

Reference:

https://edu.gcfglobal.org/en/mobile-device-tips/

https://www.youtube.com/watch?v=MvJOSZzIAn0

https://support.microsoft.com/en-us/office/what-is-office-lens-f5f6b88d-356f-4037-b7e8-49f34be86db3?ui=en-us&rs=en-us&ad=us

https://www.youtube.com/watch?v=jzZ3WVhgi5w