

# How to scan a document with your phone

## Why is scanning with your phone useful?

The scanner at SER is internal. When you teach a patron how to use their phone to scan, they can either scan at the library using the free Wi-Fi or scan at home. Scanned documents are immediately saved into the phone's storage, which can be emailed or transferred to a public computer for printing. Scanned documents using a phone are not identical to a scanner but these documents are still usable for any application or form that requests a scanned copy.

## Important Questions

- How tech savvy is the patron?
  - This question may help us get an idea as to how long the interaction may take. Such interactions may take as little as a couple minutes, but if the patron requires a lot of hand-holding, it may take as long as 20 minutes.
- How much time does the patron have?
  - We may have the time, but that doesn't necessarily mean that the patron has the time. Scanning documents via a smartphone requires the user to take a picture of each page individually and this may take longer than the patron may have anticipated. However, once the patron knows how to scan documents with their smartphone, they are free to use this method to scan documents at any time that is convenient for them.
- What kind of phone does the patron have? Is it a smartphone or a flip-phone?
  - In order for this to be an option, the patron needs to have a more recent smartphone or access to Google Drive on their smartphone.
- For what purpose does the patron want the document scanned? What kind of document does the patron need to have scanned? Is it just words or does the document have images and graphics?
  - Scanning with a smartphone is best used for the purpose of sending a copy of the document in question to a desired recipient when the patron only has the physical copy of the document.
  - If the purpose of the patron wanting to scan the document is to edit things on the document, a document with just words is ideal because many smartphones are able to recognize the words in a document and copy them. However, if the patron wants to edit the images and graphics in the document, scanning the document with a smartphone will result in limited success.
- Is it an Android or iPhone?
  - This is an important question to get the answer to because the process is different depending on whether the patron has an iPhone or an Android.
  - If the patron has an Android and we are intending to guide them on using the Google Drive method of scanning documents, it is important that the patron has a Google account and remembers their username and password.

## Instructional Videos

### iPhone

<https://youtu.be/W5r4chWG1gk>

#### Notes:

- Scanned documents will be saved in the iPhone's "Notes" app. The app icon is below.



- If the patron needs to open the same document on a public or personal computer, they can send the document as an attachment in an email.
  - The patron can use their own email in the "To" box to send it to themselves.

### Android

#### Android First Method - Using Google Drive

<https://youtu.be/uMmotfLwLZo>

#### Notes:

- Google Drive comes pre-installed on most Android phones. The app icon is below.



- When the patron opens Google Drive, you may see their personal documents. Be mindful and always ask if it is okay to look at their phone.
- If the patron needs to open the same document on a public or personal computer, they can either log into <https://drive.google.com/> on the computer and open the document from there or send the document as an attachment in an email.
  - The patron can use their own email in the "To" box to send it to themselves.
- If the patron does not have Google Drive, you can guide them to the Google Play Store. The app icon is below.



- When the patron opens the Google Play Store, you can ask them to search "Google Drive" and download it.

Android Second Method - Using the Camera app (natively installed on all Android phones)

**-View image on next page for visual reference**

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Open the default Camera app and line the viewfinder up with a document you wish to scan. You'll want to be in a reasonably well-lit area so the camera can identify the document. You'll also want to get as close as possible to the item while keeping its borders within the viewfinder.

A button will appear asking if you wish to "Scan document." Tap this button, and after a second (or two), you will be directed to a new page where Google Lens will display a grid where it believes the edges of the document are. You can adjust the corners by dragging the circles and lines to match the borders of the document.

### **Save any Photo as PDF (Alternate Method)**

[https://youtu.be/d\\_oIWftSgIM](https://youtu.be/d_oIWftSgIM)

Alternatively, you can turn any image taken with your Android smartphone into a pdf by pulling up a photo of the desired document and tapping the ellipses on the android photos feature and then tapping "Print". On the next screen that will appear, "Save as PDF" should be an option with most Android phones.