












Scan a Document from Your Phone.

iPhone

1. Open the Notes app 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. Tap the Share button  in the top right, then scroll up to Save to Files.
7. [Upload your completed documents](#) securely to the Financial Aid Office (the student's 7-digit Luther ID will be needed to upload documents).

Adapted from (<https://support.apple.com/en-us/HT210336>)

Android

1. Open the Google Drive app .
2. In the bottom right, tap Add .
3. Tap Scan .
4. Place your document in view of the camera.
5. 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 .
6. To save the finished document, tap Done .
7. [Upload your completed documents](#) securely to the Financial Aid Office (the student's 7-digit Luther ID will be needed to upload documents).

Adapted from (<https://support.google.com/drive/answer/3145835?co=&co=GENIE.Platform%3DAndroid&oco=1>)