

Scanning a Bill or Document Using your Phone (IOS and Android)

iPhone:

You can easily scan documents using the Notes app on your iPhone. Here's how you can do it:

1. Open the Notes App:

- Launch the Notes app on your iPhone.

2. Create a New Note:

- Tap on the Compose button (a square with a pencil icon) in the bottom right corner to start a new note.

3. Access the Camera:

- Tap the Camera icon above the keyboard. If you don't see the keyboard, tap within the note to bring it up.

4. Select "Scan Documents":

- Choose "Scan Documents" from the options that appear.

5. Capture the Document:

- Position your iPhone over the document you want to scan. The app will automatically detect the edges of the document and capture it. You can manually capture by tapping the shutter button if needed.
- Adjust the corners if necessary by dragging them to fit the document's edges.

6. Save the Scan:

- Once you've scanned all the pages you need, tap "Save." The scanned document will be inserted into your note.

7. Edit and Share:

- You can edit the scanned document by tapping on it and using the tools provided.
- To share the scanned document, tap the Share button (a square with an arrow pointing up) to send it via email, text, or other apps.
- Email the documents to serfdocs@goodwin.edu immediately following your completion of the application.

Android:

Scanning documents on an Android device can be done using the Google Drive app, which often comes pre-installed on Android devices. Here's a step-by-step guide to help you scan documents:

1. Open the Google Drive App:

- Launch the Google Drive app on your Android device.

2. Start a New Scan:

- Tap the "+" button (usually located at the bottom right corner of the screen).

3. Select "Scan":

- Choose the "Scan" option from the menu that appears.

4. Capture the Document:

- Position your camera over the document you want to scan. The app will display a capture button. Tap the shutter button to capture the image.

5. Adjust the Scan:

- You can adjust the crop by dragging the corners to fit the document's edges.
- Use the icons to rotate, crop, or redo the scan if needed.

6. Add More Pages:

- If you need to scan additional pages, tap the "+" icon to add more pages to the document.

7. Save the Scan:

- Tap "Save" once you're satisfied with the scanned document.
- You will be prompted to choose a name for your scanned document and select a Google Drive folder to save it in.

8. Access and Share the Document:

- You can access your scanned documents from Google Drive and share them via email or other apps by tapping on the file and selecting the share option.

9. Forward the Documents:

- Email the documents to serfdocs@goodwin.edu immediately following your completion of the application.

If your Android device doesn't have Google Drive, you can download it from the Google Play Store. There are also other apps available for scanning, such as Microsoft Office Lens and Adobe Scan, which offer similar functionality.