Document scanning 101

Scan a document with an iOS device and the Files app

1. Open Files app
2. Tap the three dots icon at the top right
3. Tap 'Scan Documents'
4. Use the camera to scan each page of the document. You do not want to tap save until you've scanned each page of the current document.
5. Once you've scanned each page, tap Save.
6. Choose the location you would like to save the file. You can save in On My iPhone, or you can connect the files app to iCloud Drive (or another storage provider like Dropbox, Box, or Creative Cloud [instructions]).
7. Your file will be saved as a multi-page PDF in the location you chose.

Scan a document in Google Drive with an Android device

1. Open the Google Drive app .
2. At the bottom right, tap Camera .
3. Point your device's camera at a document.
   - A blue line outlines the document. This indicates where the picture will be cropped.
4. Take a photo of the document that you'd like to scan.
   - Optional: You can toggle automatic capture by choosing between Manual and Auto capture.
5. Adjust your scanned document.
   - **Adjust scan area:** Tap Crop & Rotate .
   - **Adjust the colors, or make image grayscale:** Tap Filter .
   - **Erase stains, fingers, and more:** Tap Clean .
   - **Scan another page:** Tap Add .
   - **Retake the photo:** Tap Retake .
   - **Delete a page:** Tap Delete .
6. Tap **Done**.
7. Create your own file name or select a suggested title.

8. Optional: To select the Drive folder where you'll save the document, tap **Location**.
9. To save the finished document, tap **Save**.

Add a scanning shortcut to your Android Home screen

To set up a shortcut to scan documents:

1. Open your Android phone or tablet's widgets.
2. Find the "Drive scan" widget.
3. Touch and hold the widget.
4. Drag it onto your Home screen. You may be asked to select an account.
5. Choose the folder you'll save documents inside. If you want to create a folder, tap New Folder 🗀.
6. Tap Select. You'll see the folder name in the widget.

Scan a document in Google Drive with an iOS device

1. Open the Google Drive app 🛆.
2. At the bottom right, tap the Add ⊕ and then Scan or the camera icon 📷.
3. Point your device's camera at a document.
   - A blue line outlines the document. This indicates where the picture will be cropped.
4. Take a photo of the document that you'd like to scan.
   - Optional: You can toggle automatic capture by choosing between Manual and Auto capture.
5. Adjust your scanned document.
   - **Adjust scan area:** Tap Crop & Rotate .
   - **Adjust the colors, or make image grayscale:** Tap Filter .
   - **Erase stains, fingers, and more:** Tap Clean ✐.
   - **Scan another page:** Tap Add ＋.
   - **Retake the photo:** Tap Retake ◉.
   - **Delete a page:** Tap Delete 🗑 .
6. Tap **Done**.
7. Create your own file name or select a suggested title.

8. Optional: To select the Drive folder where you'll save the document, tap **Location**.
9. To save the finished document, tap **Save**.

Scan a document with a Dropbox account using any mobile device

1. Open the Dropbox app.
2. Go to the Files tab at the bottom.
3. In the menu of gray buttons, choose 'Scan'. It is to the right, so you have to scroll the list.
4. Scan your first page. Once it completes, you can make adjustments to it. If you have additional pages, you can click the add page button at the bottom-left. If you have multiple pages, you can change the button at the top to Arrange, and it will allow you to reorder pages.
5. Tap Next.
6. You can alter settings on the next page, but the default settings are probably fine. You can change it to low quality if you want the file size to be smaller. Then choose the folder you want to save it in.
7. The file will save in your Dropbox account and should be available on any device that is logged into that account as soon as it syncs.

Trying to use a different device or service?
Email us at membership@usagym.org with your device information and any other information about where you're trying to scan to and we can try to tailor some instructions for you.