

Scanning Documents on your iPhone or iPad

[How to scan documents on your iPhone or iPad - Apple Support](#)

Check first! Is your name and date of birth clear? Are all the dates in the correct format? Is there a healthcare provider signature?

- Make sure to scan each of these documents separately: Physical Exam Form (2 pages), Immunization Form (3 pages), TB screening Form (2 pages).

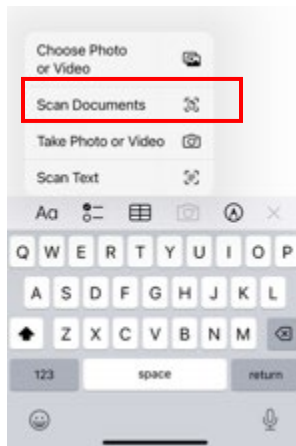
Scan a document!

You can use the **Notes app** to scan multi-page documents on your iPhone or iPad.

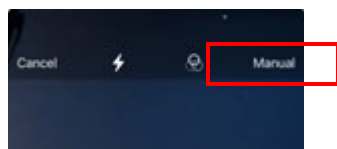
1. Open Notes and select a note or create a new one.
2. Tap the Camera button Tap Camera

button  to start scanning a document in Notes, then tap Scan

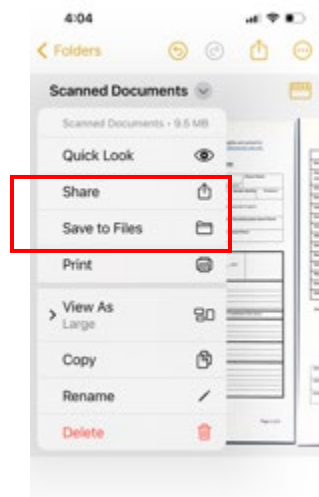
Documents .



3. Make sure the scan is set to **manual** in the top right-hand corner to more easily control the scan of multiple pages.



4. Center your document to make sure you capture the full page. To capture a scan, tap the Shutter button  or press one of the Volume buttons. Then drag the corners to adjust the scan to fit the page, then tap **Keep Scan**. To capture additional pages, follow the same steps.



5. When you are done, you can send the completed document to email, or save to a file on your phone for later upload to Health On Track.

Scanning Documents on your Android

[How to Scan Documents to PDF With Your Android Phone's Camera](#)

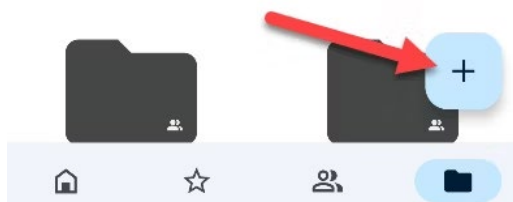
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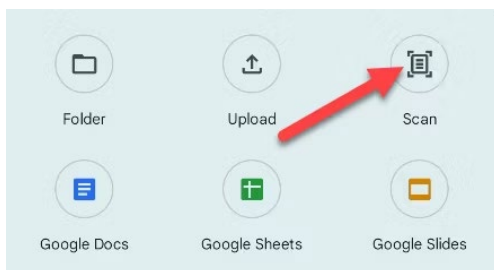
Scan a document!

Open Google Drive on your Android device and tap the floating plus button, select "Scan," and take a photo of the document. **Google Drive will automatically flatten the images and convert it to black and white.**

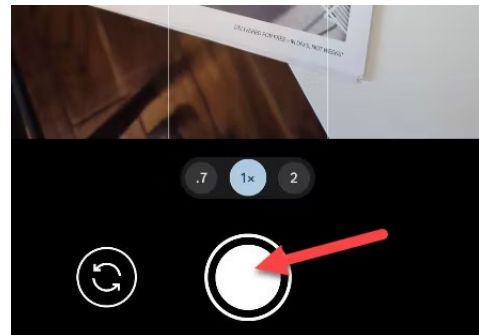
1. First, open Google Drive on your Android device and make sure you're signed in with your Google account. Tap the floating "+" button in the bottom right corner.



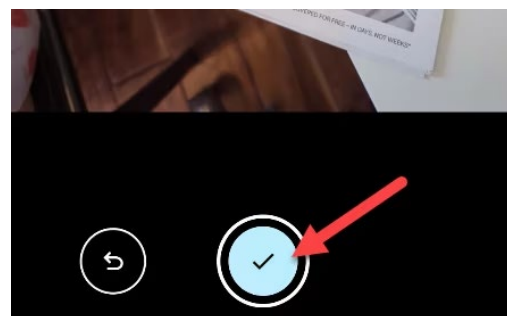
2. You'll see a menu with some options. Select "Scan."



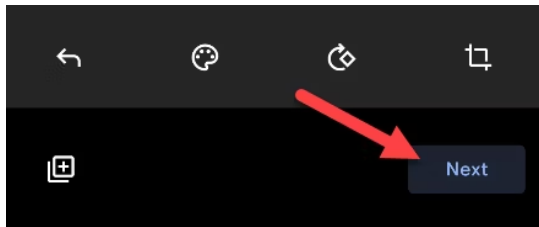
3. The camera will immediately open---you may need to grant the app permission to use your camera first. Position the document so that it's entirely in the frame, then snap the photo.



4. The next screen will ask you to confirm that you want to use the photo. Tap the checkmark button if it looks good.



5. Google Drive will attempt to automatically crop and adjust the lighting. If it needs some help, you can manually adjust it with the crop and color buttons. To add another page to the document, tap the Add Page button. Tap "Next" to proceed.



6. Now you can give the file a name and choose which folder to save it to. The document will be saved as a PDF in the desired folder.

