

How to Scan a Document to a Smartphone

1. Use a Scanning App:

Most smartphones have built-in scanning features or you can download free scanning apps like **Adobe Scan**, **Microsoft Office Lens**, or **Google Drive**.

2. Open the Scanning App:

Launch the app on your smartphone.

3. Position the Document:

Place the document on a flat, well-lit surface. Make sure the entire page is visible.

4. Capture the Document:

Use the app's camera feature to take a picture of the document. The app usually detects edges automatically and crops the image for you.

5. Adjust the Scan:

You can usually adjust the borders, rotate, or enhance the image to improve clarity.

6. Save the Document:

Save the scanned image as a PDF or image file on your phone.

7. Share or Export:

You can now email, upload to cloud storage, or share the scanned document directly from your phone.