HOW TO SCAN A DOCUMENT WITH SMARTPHONE

A scan really means taking a photo, but the technology goes beyond that. Along with adding color correction to photos and magically repairing tears, some scanner apps include optical character recognition (OCR), which can translate typewritten and even handwritten words into editable and searchable text. Without OCR, when you scan a newspaper article, it saves the story as an image file on your phone, but you won't be able to search for a keyword or copy specific sentences to text a friend.

Here's a look at how to scan something using your phone, with either built-in tools or free apps.

Android users can open the Google Drive app built into the phone. If you don't see the icon (a colorful triangle), on your home screen search for the word "drive" and it will pop up.

1. Open the **Google Drive** app, and at the bottom right tap **Add,** the large plus + sign.

2. Tap the **Scan** icon.

3. Take a photo of the document that you'd like to scan. Then tap **Done.**

4. Tap the **Crop** icon on the bottom right, and move the blue dots to adjust the scan area.

5. If it's a multipage document and you want all pages to be part of one PDF, tap the **Add +** symbol again to scan more pages, or tap the **Checkmark** to upload the document to Google Drive.

6. Tap the **Save** button when you're done.

Every Google Account starts with 15 gigabytes of free storage — shared across Google Drive, Gmail and Google Photos — but you

can always pay for more or choose to download and save your scans to your phone's memory.

Other top app downloads

Many good, free scanning apps are also available for your smartphone.

Microsoft's Lens (formerly called Office Lens) for [iPhone](#) or [Android](#) is one of the best. It's free, easy to use and has reliable optical character recognition that supports several languages.