

Send a Document with iPhone and Android

Using built-in scanning, email or text

iPhone (Notes app):

Open the Notes app and create a new note



Tap the camera icon or the three dots icon and choose "Scan Documents".

1. Position the document and let the app scan automatically or manually capture the scan.
2. Adjust the scan if needed and tap "Save".
3. Tap the share icon (upward arrow) and choose "Mail" or "Message" (text) to send the document as an attachment.

Android (Google Drive):

1. Open the Google Drive app and tap the "+" button, then "Scan".
2. Capture the document with the camera, adjusting as needed.
3. Save the document (as a PDF).
4. Open the file in Google Drive and tap the share icon.
5. Select your email client to attach and send the document.

Alternative method (email/text a photo):

1. Take a picture of the document with your phone's camera.
2. Open your email app and compose a new message.
3. Attach the photo to the email.
4. Send the email.

iPhone alternative:

1. Take a picture of the document
2. Open the picture in the Pictures app
3. Tap on the picture to Select
4. Choose email or text below
5. Add the recipient email or phone number and send