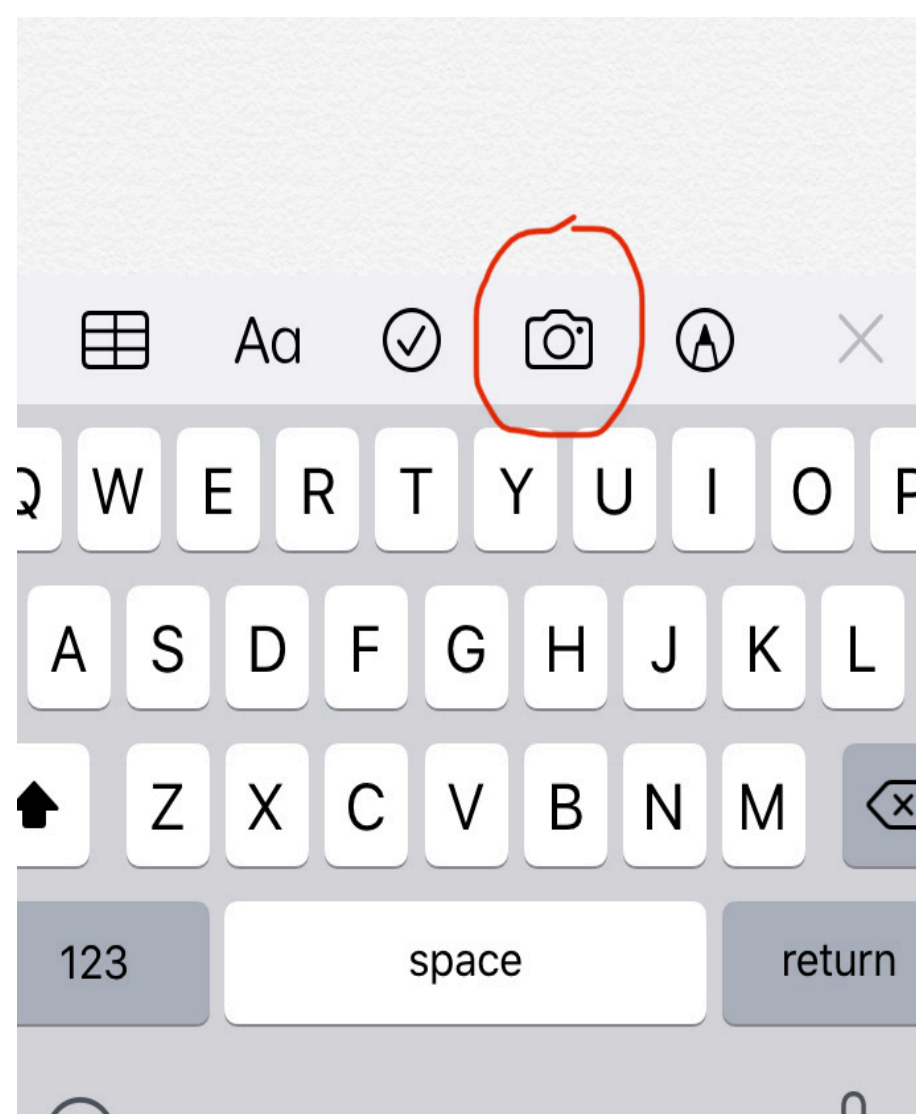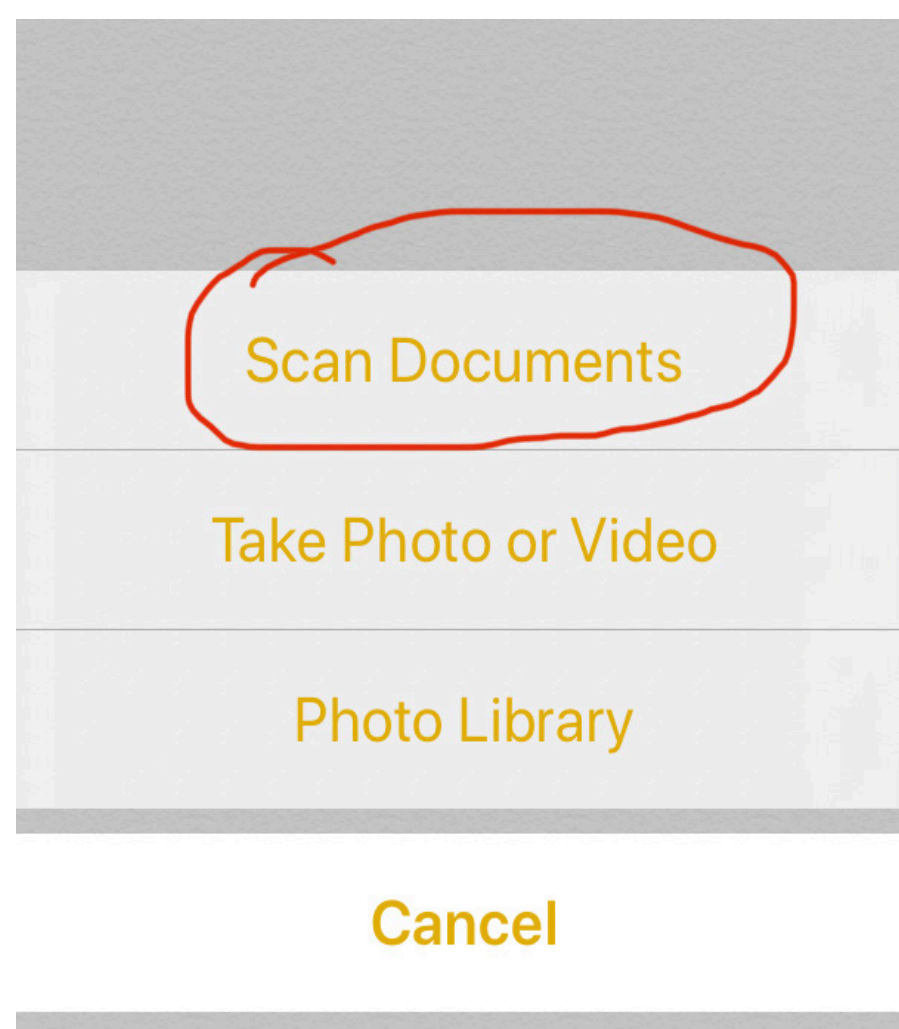# SCAN ASSIGNMENTS WITH YOUR PHONE!
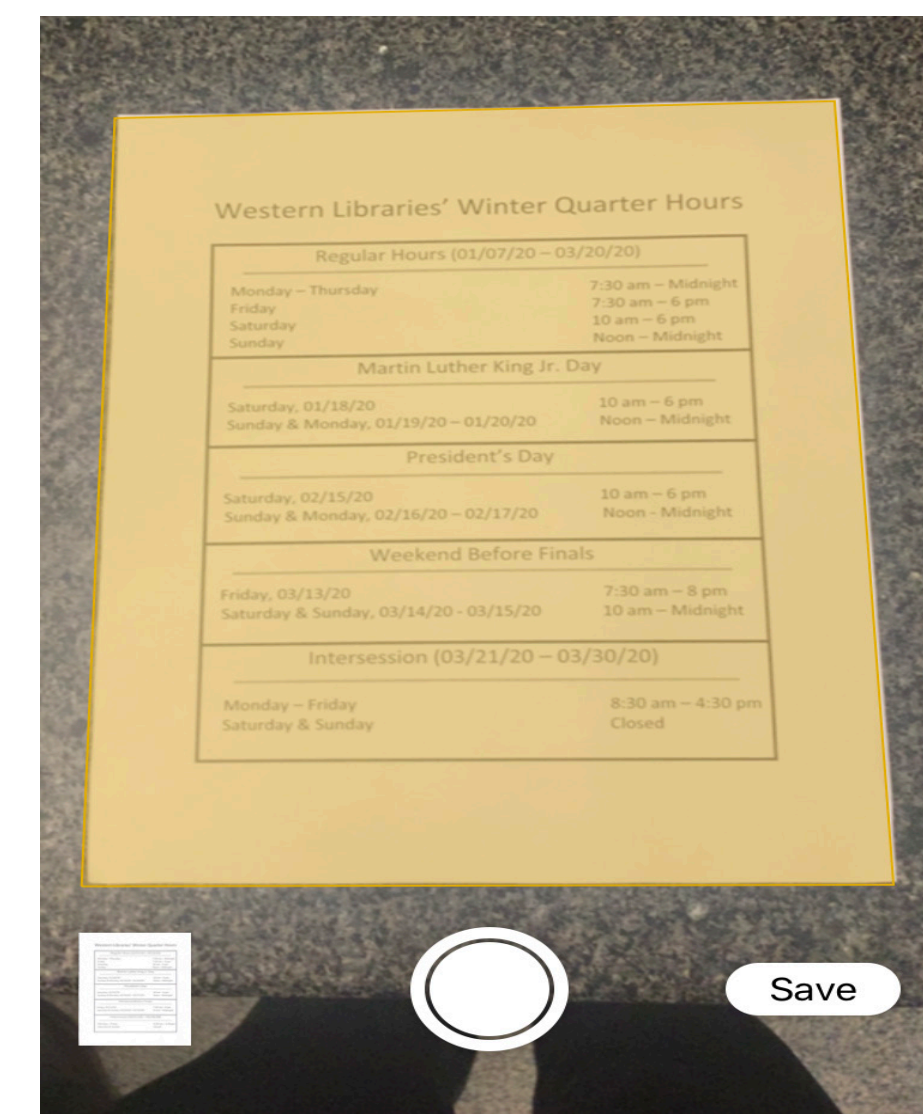
With the Notes application (iPhone or iPad)
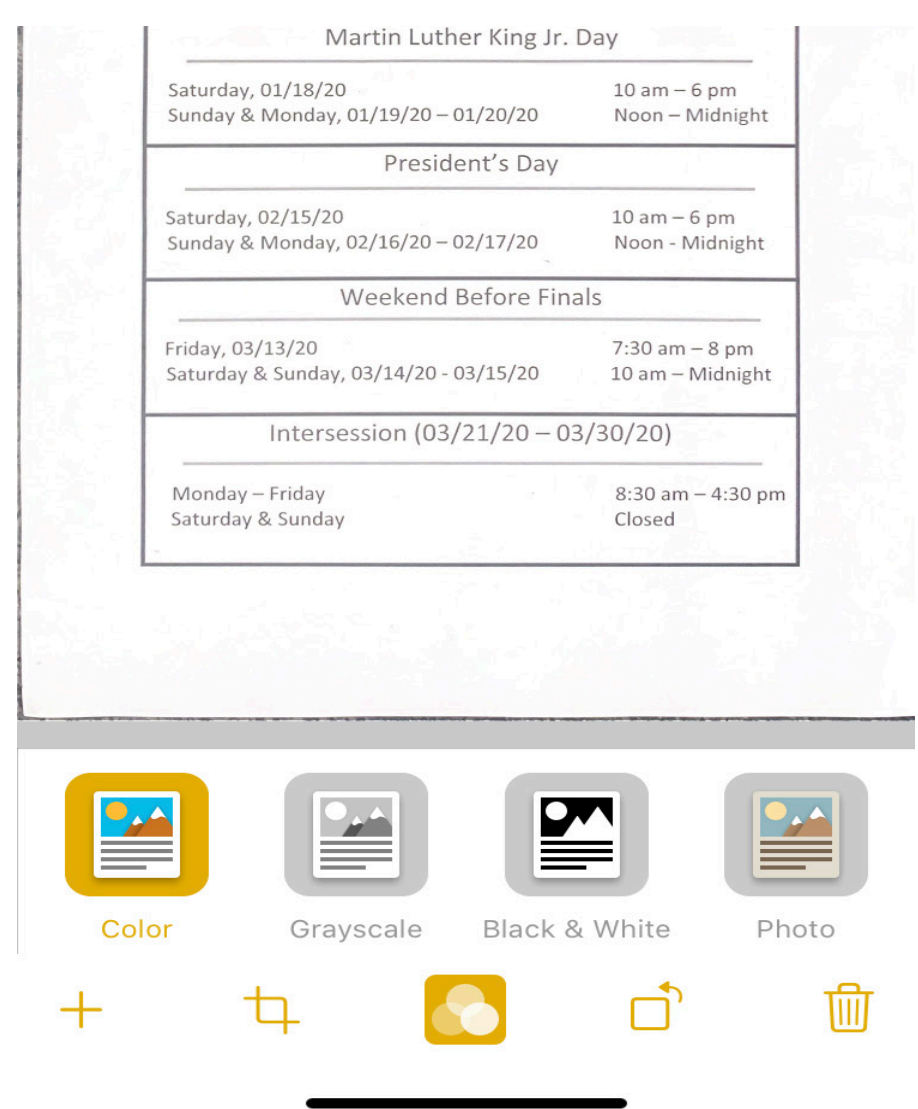
Open the Notes application, create a new note, and select the camera icon.
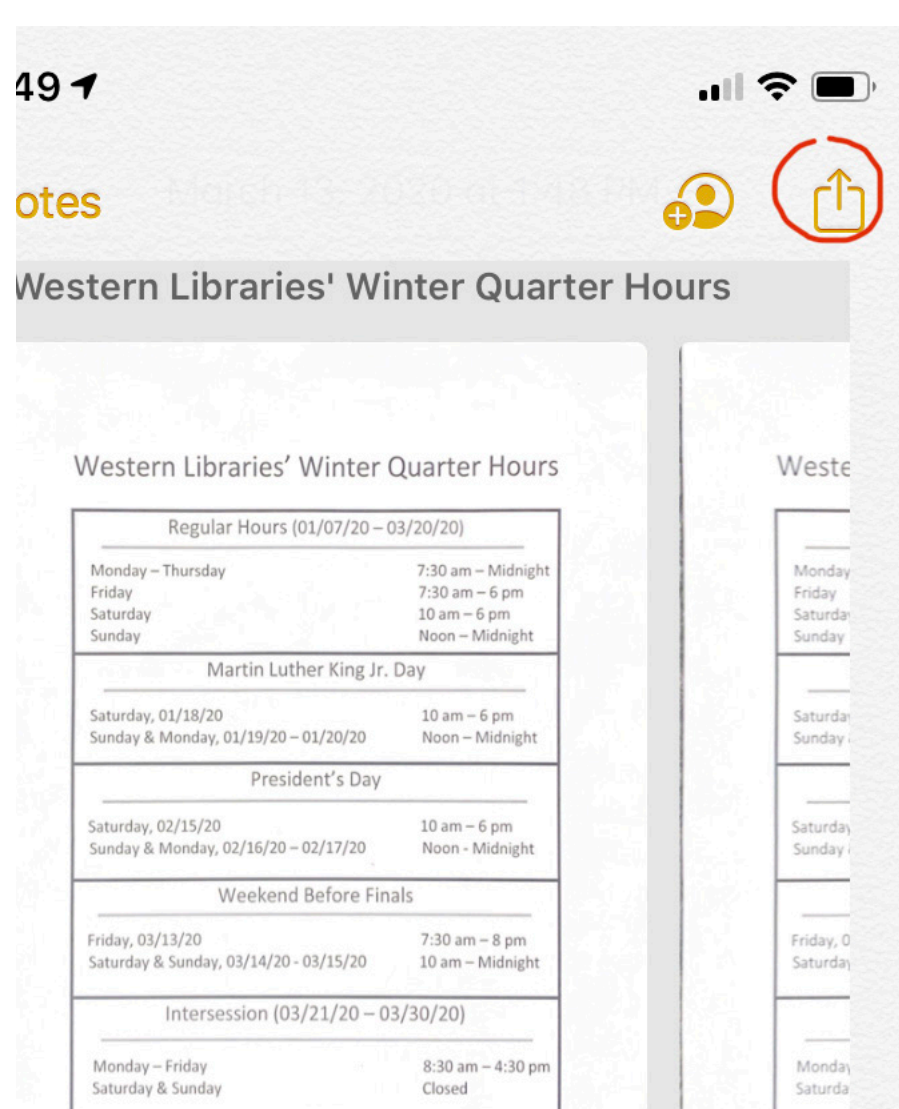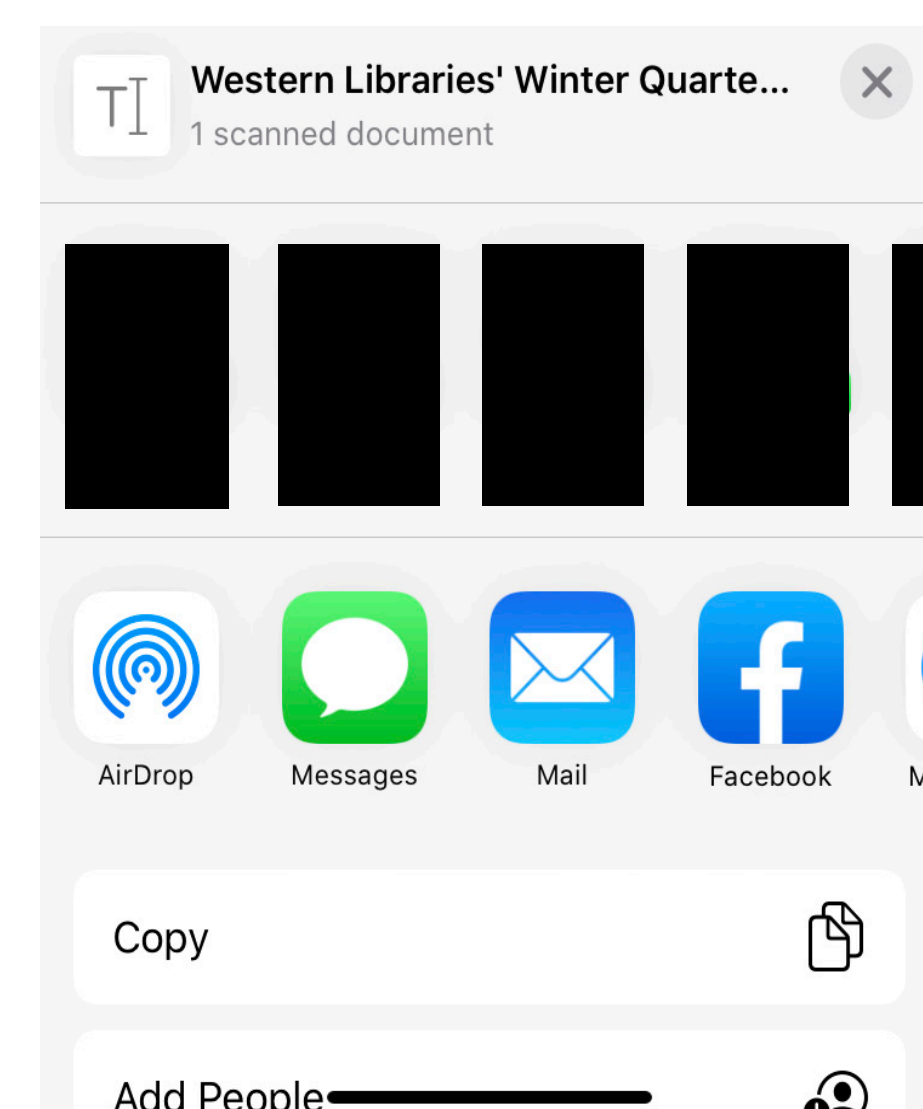
Select the Scan Documents link.

Hover your phone camera over your document. A yelllow box should appear and automatically take the photo.

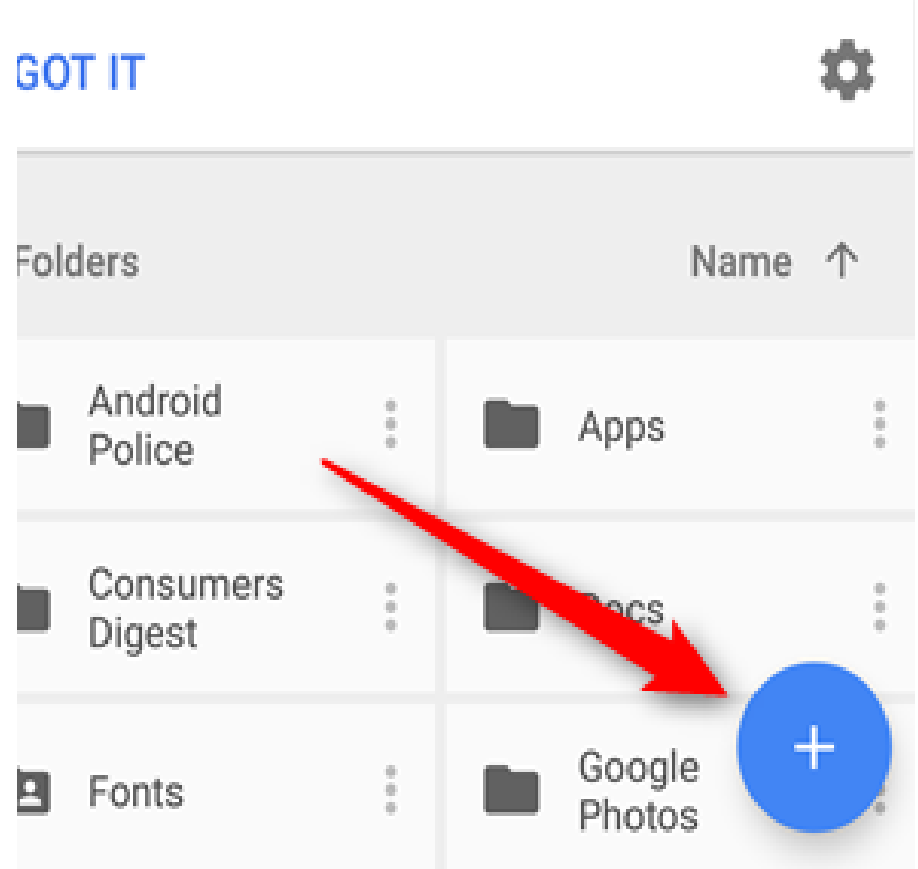**Once you have scanned all your pages, you can crop and edit the documents.**

Select the Share icon in the top-right corner of the notepad.

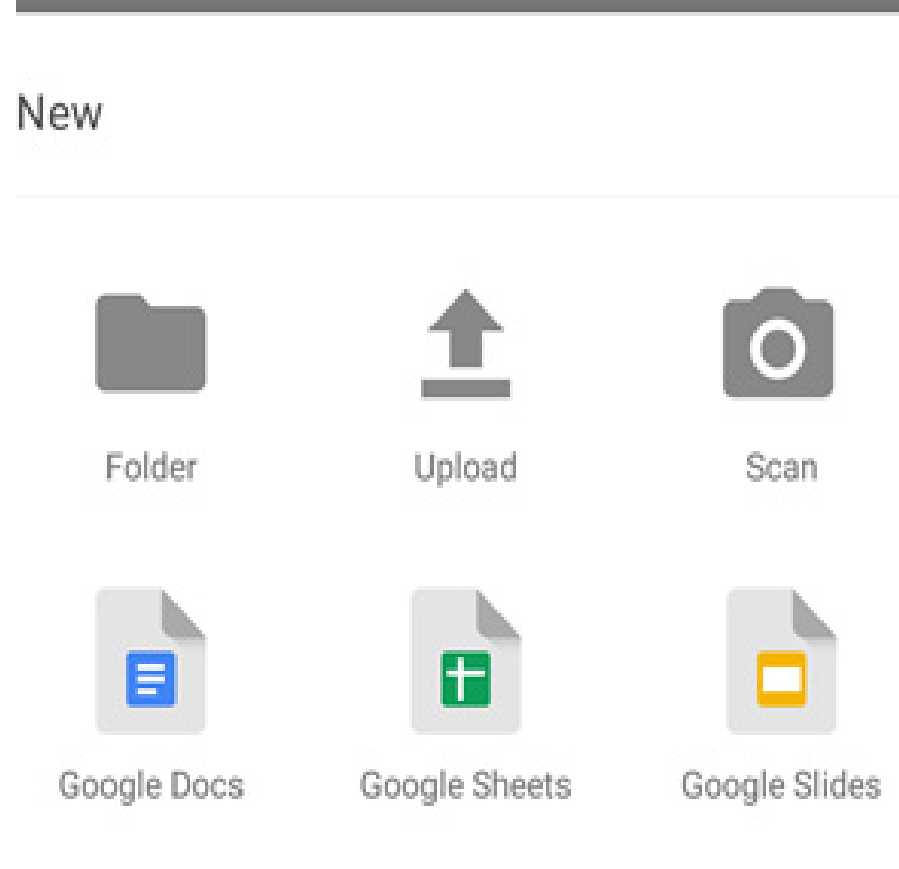**Use the share functions to e-mail, copy, or save your documents to your phone.**

With Google Drive (Android or iOS)

Open the Google Drive app, then click the round '+' icon in the bottom right corner.

In the top row of the dialog, select the Scan button.
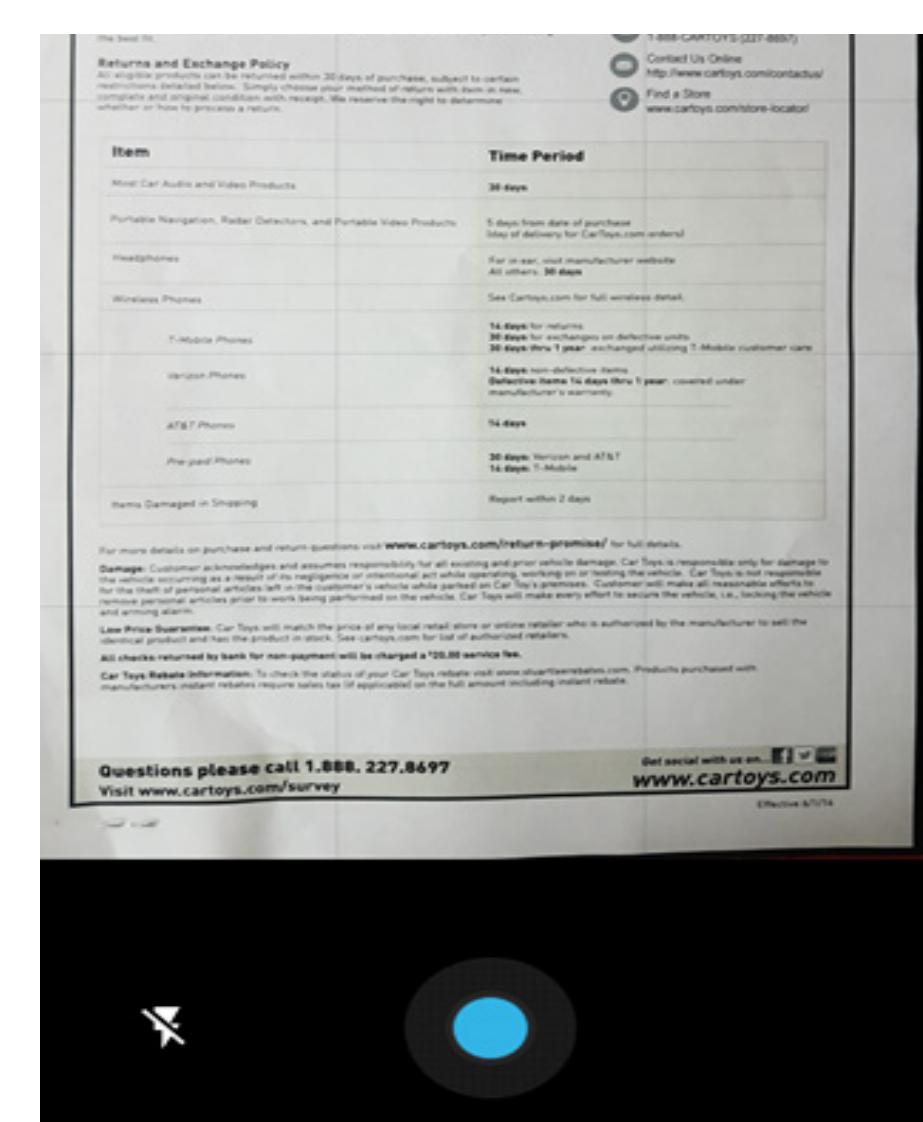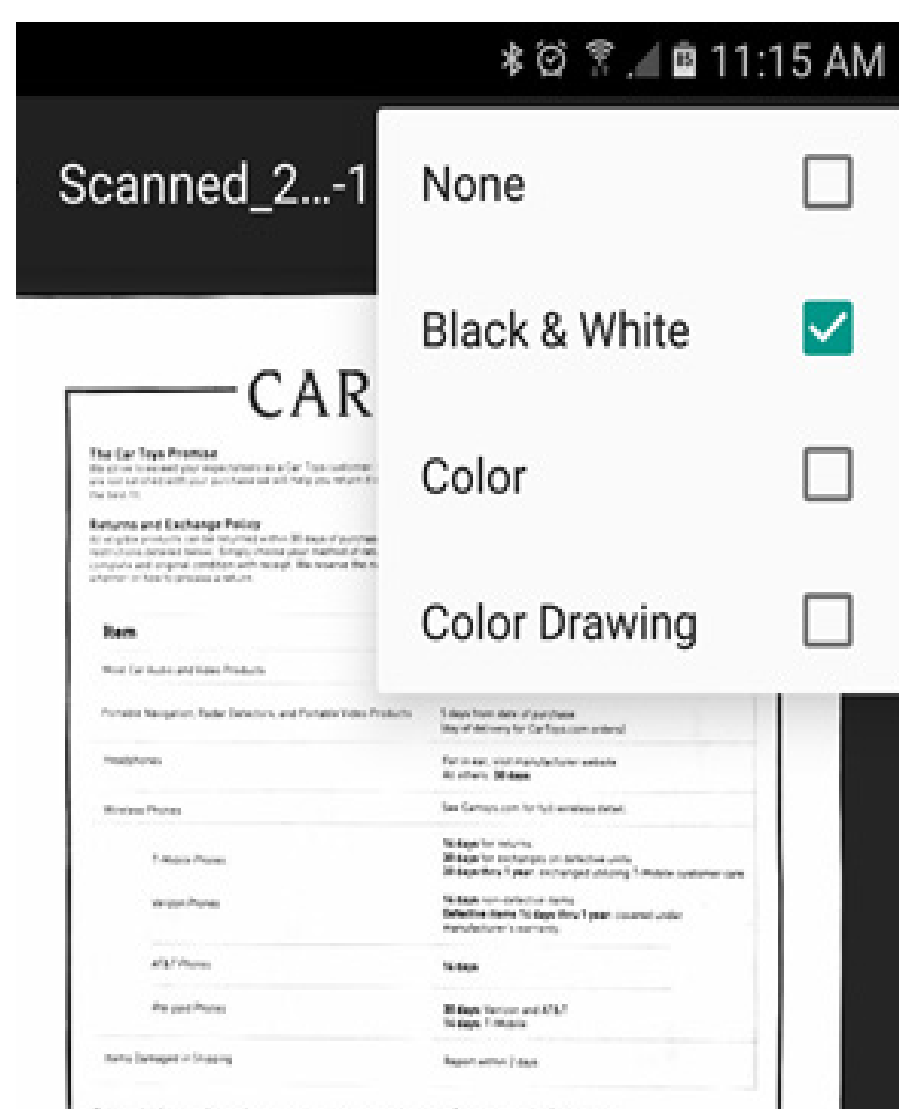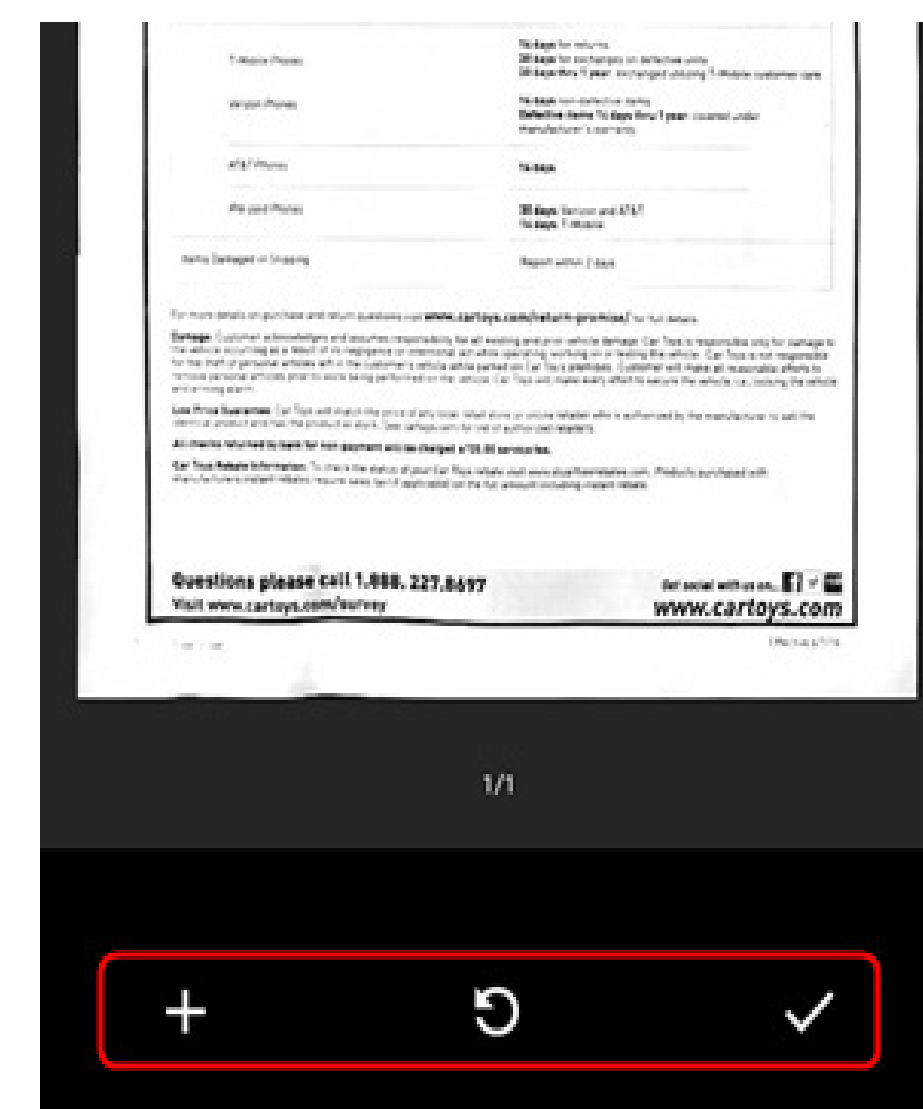
Use the camera options to take a photo of your document.
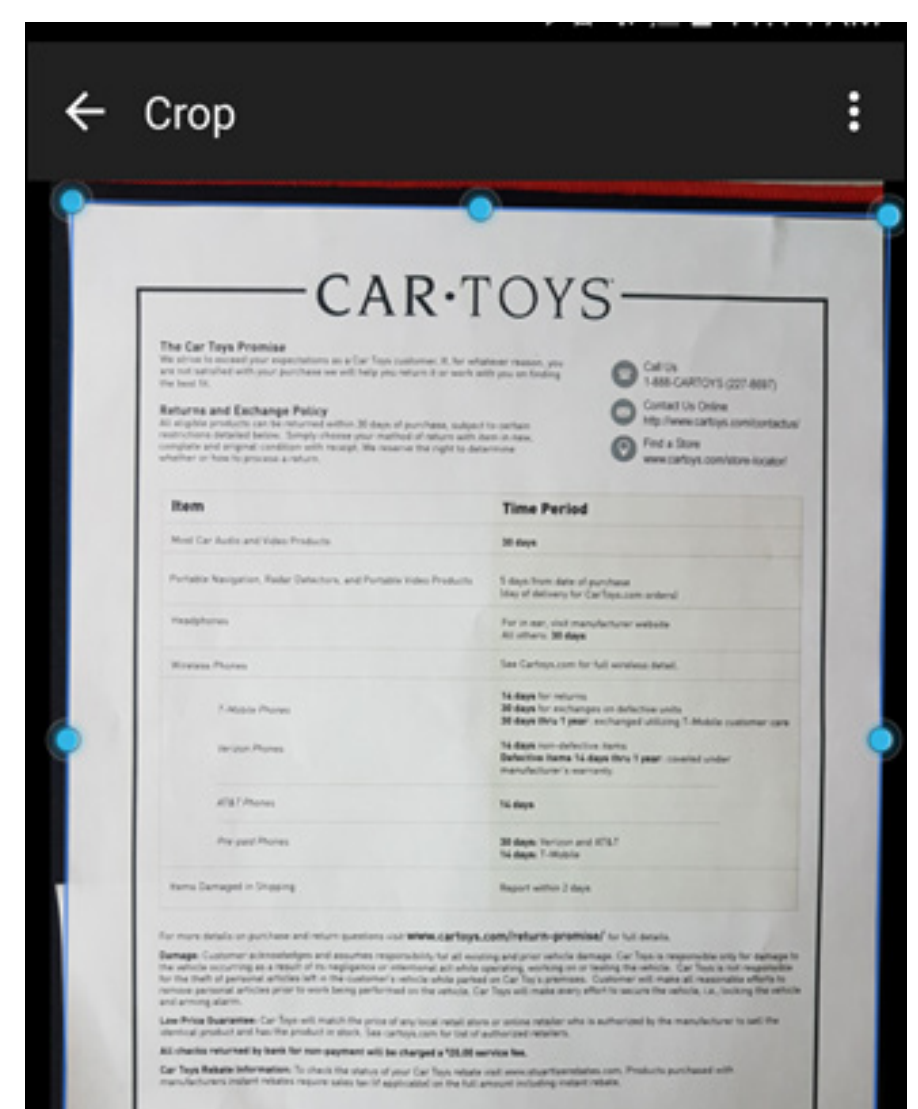
Use the blue contact points to crop your image.

You can also edit the document's color, rotate it, or re-name it.

At the bottom of the screen, there are three options: The '+' will add a second page, the arrow will allow you to retake, and the checkmark will allow you to save your document.