Scanning Scoresheets Using Your Phone or Tablet

Scan, make, and send PDF documents straight from your Android or iPhone

Scoresheet submittal must be in the form of a PDF Document.

Scan Documents Using Your Smartphone with a program or app on your phone by using your phone's camera and convert it to a PDF automatically for you. You will then email the scanned scoresheet to the WNYAHL.

PHONE APPS (these are suggestions as there are many that work equally well)

Genius Scan from Grizzly Labs for both android and iPhone, is a simple, cross-platform document scanner that makes snapping quick images or generating PDFs of receipts, notes, sketches, or anything else as simple as a single tap. The app automatically lines up, isolates, and enhances the final scan, bringing out text and making it more prominent in the final image, and then converting the whole thing to PDF and keeping it in your library so you can email or share it later. Use the free version not the paid version unless you require more features.

CamScanner is well known and well-loved, and is available for free for Android, iOS, and Windows Phone. Camscanner is easy to use, scans any document to PDF directly, and performs OCR on your scanned documents to lift out important bits like prices, dates, titles, and details.

Google Drive (Android/iOS) - Google Drive's apps for Android allows you to scan documents and even perform OCR (optical character recognition) on text in the documents you're scanning.

iPhone SCANNING – **your iPhone has a built in scanner – no app required**
How to Scan and Send Documents with iPhone without an iOS app:

Here are the steps to scan a document to iPhone using the scan feature in Notes:

1. Open **Notes**.
2. Tap the icon of a square with a pencil in it to **create a new note**.
3. Tap the **circle with the +** in it.
4. A menu appears above your keyboard. In that menu, again tap the **circle with the +** in it.
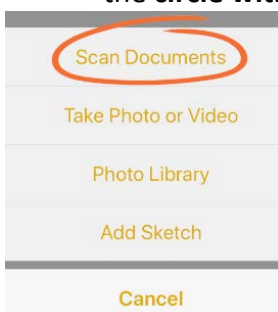
5. Select **Scan Documents**.
6. Position your phone's camera over the document to be scanned. Notes will automatically focus and capture an image of your document or you can control this manually by tap3
7. ping the shutter button yourself.
8. After you have scanned a page, Notes will show you a preview and provide the options to either **Keep Scan** or **Retake**.

9. When you have finished scanning all pages, you can review a list of your scanned documents in Notes. If you need to make corrections, such as cropping the image or rotating the image, simply tap **the image of the page** you want to correct, and it will open that page with editing options displayed.

10. When you are finished with any corrections, tap **Done** in the upper left corner to automatically save your adjusted scan.

11. When you're ready to lock the scan down as a PDF, tap the **Upload icon**. You can then choose to **create a PDF**, **copy to another program**, and so on.

12. Tap **Create PDF**. The PDF of your scanned document will open in Notes.

13. Tap **Done**.

14. Notes will bring up the option to Save File To**.** Select where you would like your PDF file saved to, then Tap **Add**. Your PDF is now saved in the location you've selected and ready for you to attach and send out.

Sending a Scanned Document from iPhone

Once you've scanned your document and have it saved in your preferred location, you're ready to attach it to an email and send it along like any regular attachment.

1. From your email program, start composing a new email message. From that message, select the option to **add an attachment** (often a **paperclip icon**).

2. Navigate to the location you selected to save your PDF to, such as iCloud, Google Drive, or your device.

If you have difficulty locating your scanned document, check in the **Files** folder. The Files folder is a feature released in the iOS 11 update. If you have several documents in your Files folder, you can use the **Search** option to locate your desired file faster by file name. Select the document you want to attach and it's ready to email.

ANDROID Scanning

How to Scan and Send Documents with Android

To scan with Android, you will need Google Drive installed. If you don't already have Google Drive, it's a free download in the Google Play Store.

Here are the steps to scan a document to your Android phone using Google Drive:

1. Open **Google Drive**.

2. Tap the circle with the **+** inside it.

3. Tap **Scan** (label is under the camera icon).

4. Position your phone camera over the document to be scanned and tap the **blue shutter button** when you are ready to capture the scan.

5. Drive will automatically open a copy of your scan. You can adjust your scan using the options on the top right of the screen to **crop**, **rotate**, **rename**, and **adjust color**. When you've finished with your adjustments, tap the **check mark**.

6. Drive will present a preview of your adjusted document. If it looks good, tap the **check mark** again and the PDF of your scan will automatically be uploaded to Google Drive for you.

Sending a Scanned Document from Android

Sending a scanned document from Android requires only a couple of quick steps.

1. From your email program (assuming [Gmail](#)), tap **Compose** to begin a new email message.
2. Tap the **paperclip** to add an attachment and choose the option to add an attachment from **Google Drive**.
3. Locate your scanned PDF and select it to attach it to your email.
4. Finish and **send** your email per usual to send your scanned document.

Alternately, you can download a copy of your scanned document to your device. If you are attaching a document you have downloaded to your device, on most Android devices, downloaded PDFs are usually stored in Downloads.

Adobe Scan: PDF Scanner, OCR

If you prefer to use a scanner app to scan and create PDFs of documents, Adobe Scan is available for free for both Android and iOS.

Note: This app does offer an in-app subscription purchase to access additional features and options. However, the free version includes all of the features needed to cover the needs of most users. Adobe Scan has all of the basics covered in the free version and is easy to navigate and use without much of a learning curve. If you haven't already registered for an Adobe ID (it's free), you'll need to set one up to use this app.

Here's how to scan documents with Adobe Scan (on iPhone for this example, Android differences noted where applicable):

1. Open **Adobe Scan**. You may need to log-in with your Adobe ID when you use the app for the first time.
2. Adobe Scan automatically opens in scanning mode using your phone's camera. However, if for some reason this doesn't happen, tap the **camera icon** in the lower right corner when you are ready to scan a document.
3. Position camera over document to be scanned. The scanner will focus and capture the page automatically.
4. You can scan multiple pages by simply switching out the page and the program will capture pages automatically until you tap the **thumbnail image** in the lower right corner.
5. Your scan will open in a preview screen that allows you to make corrections such as cropping and rotating. Tap **Save PDF** in the upper right corner and the PDF of your scan will be automatically uploaded to your Adobe Document Cloud.

Note: If you prefer to have your PDFs save to your device instead, you can change your preferences in the app's settings to save your scans to your device under Photos (iPhone) or Gallery (Android). The app also provides options to share your scanned files to Google Drive, iCloud, or directly to Gmail.

Sending a Scanned Document from Adobe Scan
The simplest way to send a scanned document from Adobe Scan is to share it to your desired email app. Just make sure you have granted Adobe Scan permission to use your email app. We'll use Gmail as an example in our steps below.

1. Open **Adobe Scan**.
2. Adobe Scan automatically opens in scanning mode. To exit scanning mode, tap the **X** in the upper left corner.
3. Find the document you want to send. Under the thumbnail image of the document next to the time and date of the scan, tap the **three dots** to open options for that document (iPhone) or tap **Share** (Android).
4. For iPhone, select **Share File** > **Gmail**. A new Gmail message will open with your document attached and ready. Just compose your message, add the email address of the recipient, and send along.
5. For Android, after you tap **Share** in the step above, the app will give you options to **Email to**, **Share File**, or **Share Link**. Select **Email to** > **Gmail**. A new Gmail message will open with your document attached and ready to be sent.