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Scan & Sign Documents Using an iPhone or iPad



Scan a Document

- 1 Open the Notes app  and create a new note.
- 2 Tap the Camera icon , then tap Scan Documents .
- 3 Place the document in view of the camera.
- 4 If the iPhone/iPad is in Auto mode, the document will automatically scan. If you need to manually capture a scan, tap the Shutter icon  or one of the Volume buttons. Drag the corners to adjust the scan to fit the page, then tap Keep Scan.
- 5 Tap Save or add additional scans to the document.

Sign a Document After Scanning

- 1 Open the Notes app , then select the desired document you want to sign.
- 2 Tap the Share icon , then tap Markup .
- 3 Tap the Add icon , then tap Signature  and add a saved signature or create a new signature. You can adjust the size of the signature box and place it wherever you want on the document.
- 4 Tap Done.



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Scan & Sign Documents Using an Android Phone



Scan a Document

- 1 Open the Google Drive app .
- 2 In the bottom right of your screen, tap Add . Then tap Scan .
- 3 Take a photo of the document you would like to scan.
 - To adjust scan area: Tap Crop 
 - To take photo again: Tap Redo 
 - To scan another document: Tap Add 
- 4 To save the finished document, tap the Done icon .

Sign a Document

To sign a document, you will need to download an app. There are a variety of apps available, but the most well-known is the free version of Adobe Acrobat Reader. To download and install Adobe Acrobat Reader, go to the Google Play Store .

- 1 Sign in with Google, Facebook, Apple, or an Adobe ID (you can also close out of the sign in screen and open the document without signing in). If you just installed the app, you may have to go through a number of popups offering directions and advice.
- 2 Tap the Files icon  at the bottom of the screen and choose the source of the document's location to open it (e.g., Google Drive).
- 3 Tap the Edit icon  and select Fill & Sign.
- 4 Tap on the pen icon  and select Create a Signature.
- 5 Above the Sign Here box select Draw and draw your signature with your finger. Tap Done when finished.
- 6 Tap on the screen where you want your signature placed. When done, select the checkmark icon .



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