Don't have a scanner? Use your phone to scan!

Here is a tip on how you can scan documents without a scanner in your home. This technique is much better than simply taking pictures of every page. We strongly prefer that you avoid uploading pictures of documents as they do not print out well and are very cumbersome to go through one by one.

WITH AN IPHONE:

How to scan documents on your iPhone, iPad, or iPod touch using the Notes app

With Notes, you can scan documents and add a signature or manually sign a document on your iPhone, iPad, or iPod touch.

Scan a document

1.   Open a note or create a new note.

2.   Tap 📷, then tap Scan Documents.

3.   Place your document in view of the camera on your device.

4.   If your device is in Auto mode, your document will be automatically scanned. If you need to manually capture a scan, tap ⬤ or one of the Volume buttons.

5.   Drag the corners to adjust the scan to fit the page, then tap Keep Scan.

6.   You can add additional scans to the document or tap Save when you're done.

WITH A GALAXY PHONE:

Samsung has an instructional video on how to scan documents using "scene optimizer" in the camera. Here is the link to the article with the video.
https://www.samsung.com/sg/support/mobile-devices/how-to-scan-a-document-on-the-galaxy-s10-or-note-10-using-scene-optimizer/