

Scanning Documents at the Boston Athenæum with your Smartphone or Tablet



In iOS 11, Apple added a document scanner for Apple iPad and iPhone devices. It's hidden inside the Notes app, and because it supports in-app sharing, you can store the newly scanned documents anywhere you want. **This scanning feature is only available for iOS 11.**

Apple Notes Instructions:

1. Launch the Notes app
2. Open a new or existing note
3. Tap the + icon and tap Scan Documents
4. Place your document in the camera's view
5. Use the shutter button or one of the volume buttons to capture the scan
6. If needed, adjust the corners of the scan by dragging, then tap Keep Scan
7. Tap Save when finished scanning or continue on to add more pages
8. Images will be saved in Notes and can be moved to PDF or stored elsewhere.



CamScanner is a free app and is among the most popular document scanner apps for Android, Windows 8, and for Apple products. Images are exportable to PDF or JPEG.

Android, Windows, etc., Instructions:

1. After opening CamScanner, you'll automatically be taken to the My Docs screen.
2. Click the camera icon in the bottom right-hand corner to start scanning.
3. On the scanning screen, there are three types of scan you can perform: Docs, ID Card, and QR Code. Select Docs
4. For scanning documents, there are two modes available. The first, Single Mode, should be used when you only want to scan a single page. The second, Batch Mode, should be used if you want to add several pages to a single document. You can change the batch-wide cropping and editing options in the app's Settings menu.
5. Clicking the Gear icon will let you change settings such as flash, text orientation, and resolution.
6. To scan your document, line it up in the viewfinder and tap the Camera icon.

Librarians at the Reference Desk can assist you with any scanning or printing questions