

## Using OneDrive's built-in document scanner

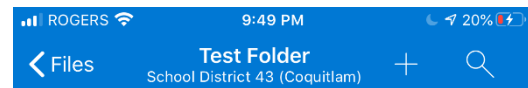
To further ease your access with uploading documents onto the web or for your teachers, OneDrive comes with a built-in document scanner, for all your document scanning needs.

Using the scanner is pretty straight-forward. The process is virtually the same for both Android and iOS, with only a few minor differences in layout.

**Step 1)** Open OneDrive.

On the Android version, there should be a small camera icon in the lower right corner of the screen. Tap it.

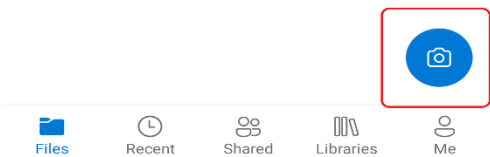
On the iOS version, the camera icon is located on the bottom tab of the screen in the centre. Tap it.



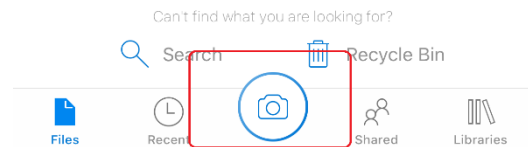
This folder is empty.  
Tap + to add files here.



This folder is empty.



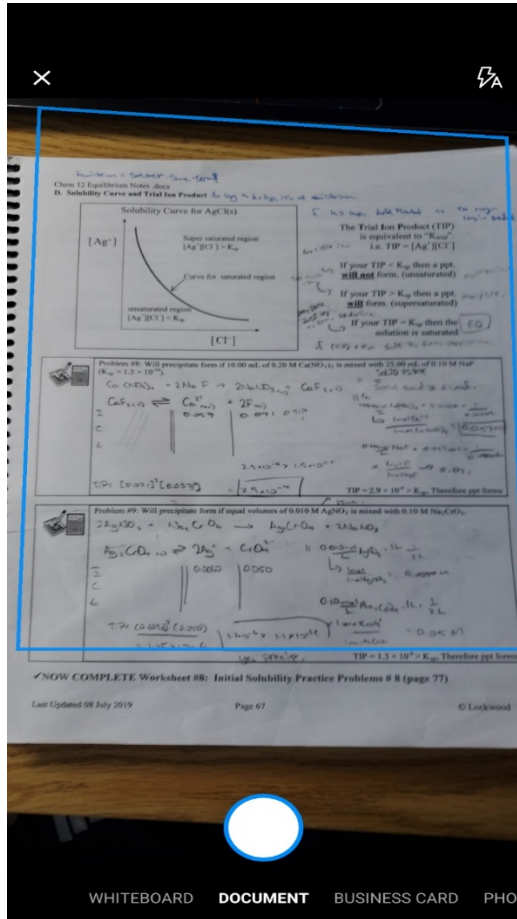
**Android**



**iOS**

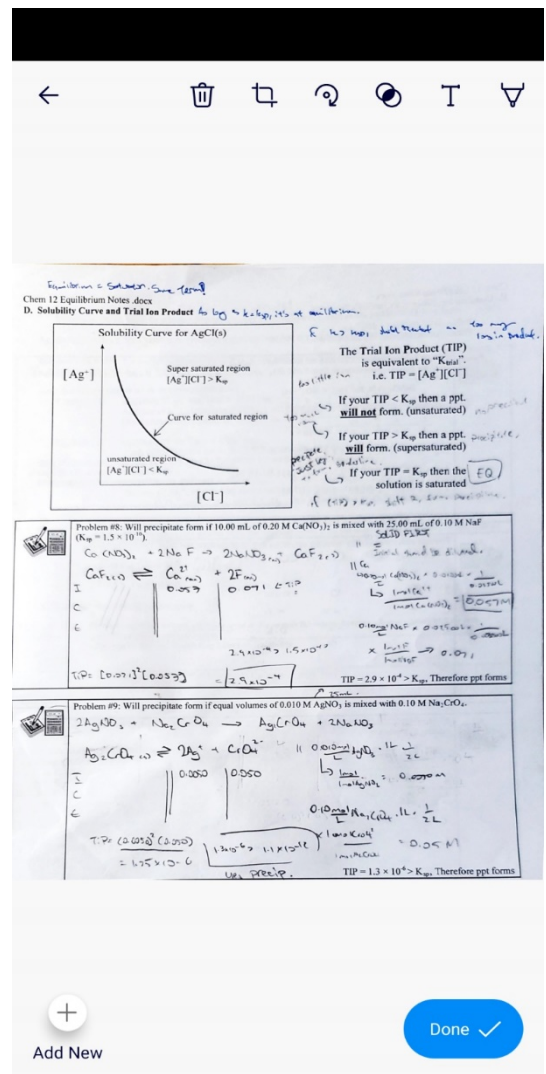
**Step 2)** From here, the steps are the same.

Align the camera with the document you're trying to scan and select "document". OneDrive should automatically detect what you want to scan. Whatever is within the blue square on the screen will be scanned. Anything else will be cropped out.



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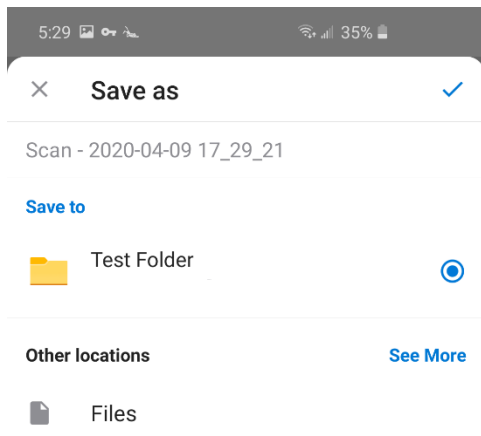
4



**Step 3)** When you're satisfied with the photo, click the shutter.

**Step 4)** Depending on your device, it may take a second or two to process. When the processing is complete, you will be given a preview of whatever you've scanned

**Step 5)** If you're satisfied with the results, find a spot to save the image, and go ahead.



**Conclusion:**

You should be able to access whatever you just saved on any OneDrive enabled device.