

# Use your Mobile as a scanner and make a PDF

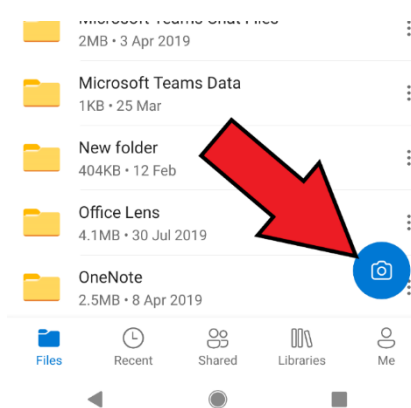
## You will need:

- A mobile device with a camera (iOS/Android)
- To install OneDrive (available from the [App Store/Play Store](#))
- To login to the OneDrive app with your Bath email (abc123@bath.ac.uk) and regular password

Scanning more than 10 pages on Android? Use [Genius Scan](#) or [Office App](#) to get past this limit (OneDrive for iOS can scan 30 pages at a time)

## 1. OneDrive > Camera Icon

In the OneDrive App, select the Blue Camera Icon

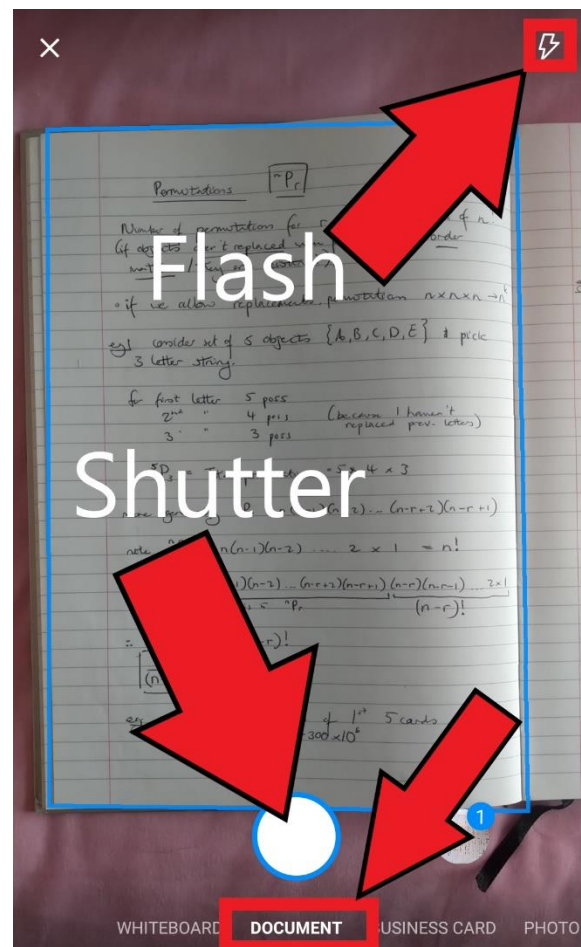


## 2. Set up your scan

Check '**Document**' is selected

Centre your page: the flashing border will auto crop your image

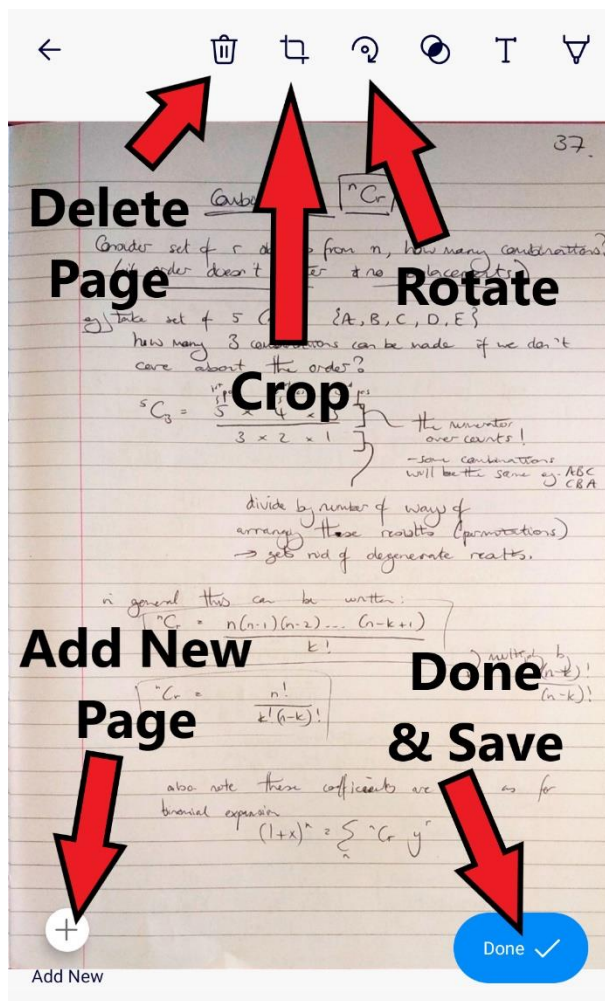
Press the Shutter Icon



## Tips:

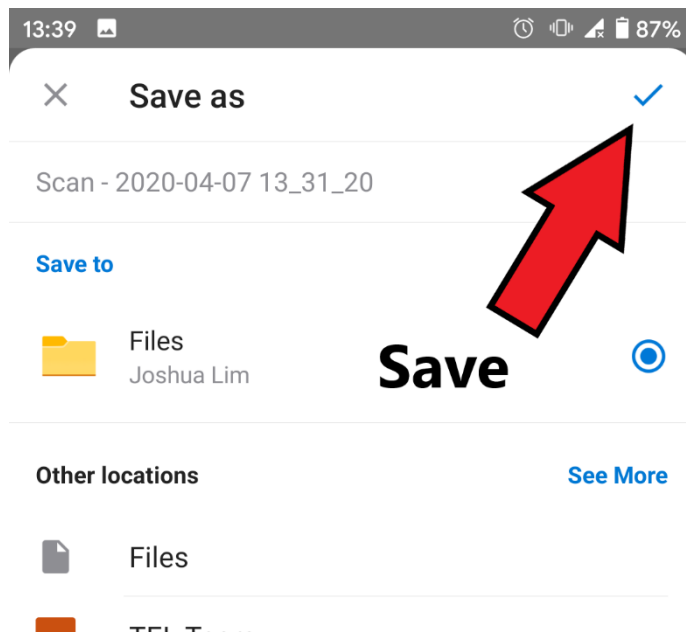
- Place your page in a brightly lit space
- Force the flash to stay on (top right icon)
- Use a coloured background for best edge detection

### 3. Check and Edit



### 4. Save to OneDrive

Tick to Save As a PDF and you can view/download from [OneDrive.com](https://OneDrive.com)



*Need to merge, reorder or compress your PDF documents?  
Try online tools such as [ilovepdf.com](https://www.ilovepdf.com) or [smallpdf.com](https://smallpdf.com)*

**Remember: it is your responsibility to  
make sure your scan is legible for the recipient**

This guide was made using an Android phone. The look is slightly different on iPhones and iPads but the steps are the same!

Note: there are a lot of other scanning apps out there. Our recommendation is a simple and easy way to digitize documents.