Evernote is another note-taking variant that shares many of the same tools already mentioned in either Notes or Notability, but it also offers additional options that integrate with companion applications and services. Furthermore, beyond the individual user tiers of plans, Evernote also provides tools for more collaborative services using a business tier level. Evernote has evolved to be a powerful note-taking application that allows you to capture information spanning a wide range of situations from clippings of visited websites, the capture of business card contact information, to-do lists, and even e-mails you send to your Evernote account. Evernote also integrates with tools such as sketching applications and optical character recognition (OCR) scanning apps (more will be addressed on this topic in the next chapter.) Also, as with Notability, all of the content scanned into Evernote can be organized into separate notebooks and subnotebooks to help you with organization.

We chose the examples of Notes, Notability, and Evernote, not because we believe they are the best note-taking applications, but because they represent several variants of available note-taking applications. Each has its own pros and cons that are dependent on how the user prefers to take notes. You will need to decide which of the variations best fits your work style and, more importantly, which one you actually believe you will use.

Document Scanning Applications

Recording documents electronically is a valuable capability that offers advantages for document storage, backup, and OCR for convenient indexing, text searching, and the ability to transmit information instantly. Previously, the scanning and recording of paper records was done exclusively via a flatbed or sheet-feed dedicated scanner. More recently, many printers and photocopiers began to also incorporate the ability to scan paper documents. Presently, the cameras and processors on most smartphones have evolved to provide excellent scanned images and also perform OCR. The most obvious advantage to using your smartphone to record and catalog documents is that the device is ever-present and easier to use than a dedicated paper scanner. This enables you to quickly capture documents you may want to keep on record or access in the future, such as receipts, invoices, physical notes, etc. The disadvantages, however, are that dedicated scanners offer a higher resolution image (if required) and are more efficient if you have a large number of documents to scan. This situation is directly analogous to the decline in the use of digital cameras. If compared side by side, a good digital camera can give you a superior image, but it is relatively inconvenient to carry a single-use, standalone camera when the image captured by most cell phones is more than adequate.

How to Start

There are a number of smartphone scanning applications available. Although some of them are free to try, there may be charges for advanced features and capabilities (**Table 4-2**). Some points to consider when using a scanning application:

- Once opened, scanning applications typically start by having the user frame the target document to be scanned in a viewing window that uses the built-in camera (**Figure 4-3**). Prior to scanning the document, you will have to orient the device to optimize the lighting and reduce any shadows. Many of the scanning applications have the ability to utilize the built-in flash to serve as a light to better illuminate the document. Furthermore, most applications automatically attempt to "edge detect" the document to better define the page shape and orientation to optimize the geometry and focus on the image.

- If the document you are trying to scan contains multiple pages, you will have the option to either scan all pages into a single document or have each page saved separately, depending on your requirements.

Table 4-2. Examples of Document Scanning Apps

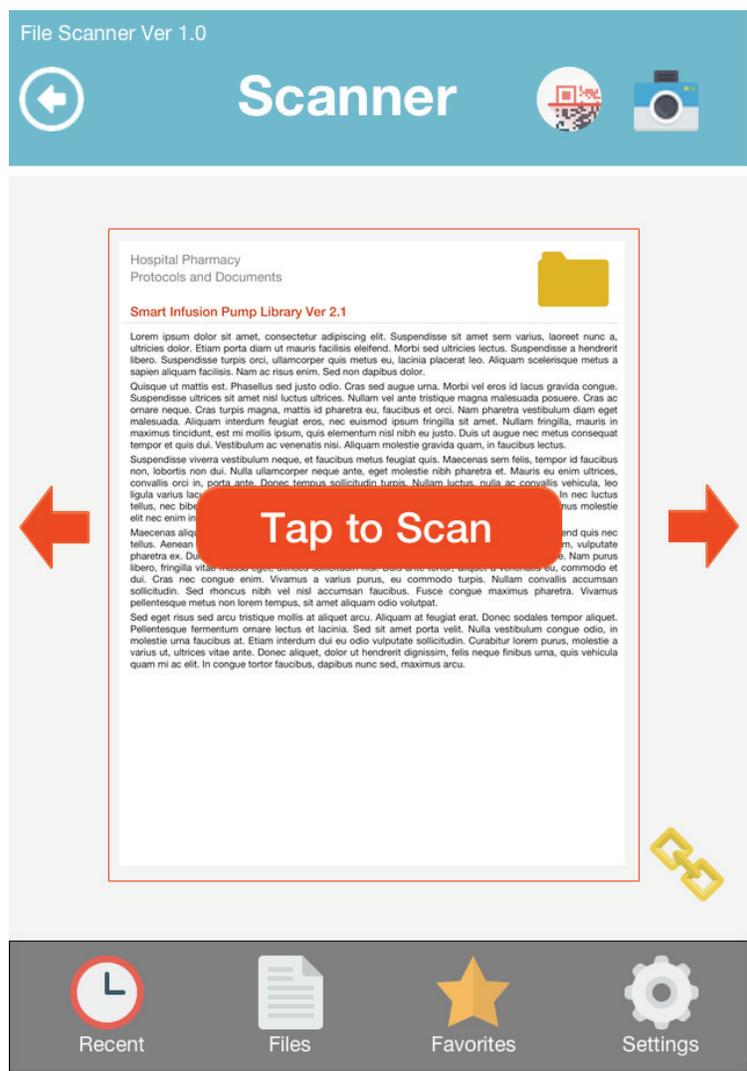| App Name	Scanbot	Scanner Pro	Office Lens	CamScanner
Vendor	doo GMBH	Readdle	Microsoft Corporation	INTSIG Information Co.
Link	https://scanbot.io/en/index.html	https://readdle.com/products/scannerpro	https://www.microsoft.com/en-us/store/p/office-lens/9wzdncrfj3t8	https://www.camscanner.com/
Mobile OS Supported	iOS / Android	iOS	iOS/Android/Windows 10 & Mobile	iOS/Android/Windows 10 & Mobile
OCR	Yes	Yes	No	Yes
Access via Web Browser	Yes	Yes	Yes	Yes
Sync	Yes	Yes	Yes	Yes
Sharing	Yes	Yes	Yes	Yes
Cloud Backup	Yes	Yes	Yes	Yes

Figure 4-3. Scanning a Document