

Scan. Sign. Finish in the field.

Android scanner guide | Version 2.1

Review draft - October 29, 2026

Turn a paper document or supported document image into a signed PDF, then save it in Evidence Locker. This chapter explains the scanner controls and shows how they fit into real field assignments.

Included in Free

The Android scanner workflow described here - scanning, image import, cropping, electronic signatures, optional signing details, a blank notary section, and saving a scan PDF - does not require Pro. Form Generator is a separate Pro tool.

A practical example

You complete the service information by hand on a pre-printed return while on location. Instead of waiting to return to the office, scan the finished page, check that every entry is readable, add your signature, and optionally include the signing date/time and available GPS coordinates. Save the PDF and review it before delivery.

What the signing details mean

The optional date/time records when the signature is added using the device clock. GPS records the available signing location. These details do not establish when or where service occurred; document the actual service information separately in the return.

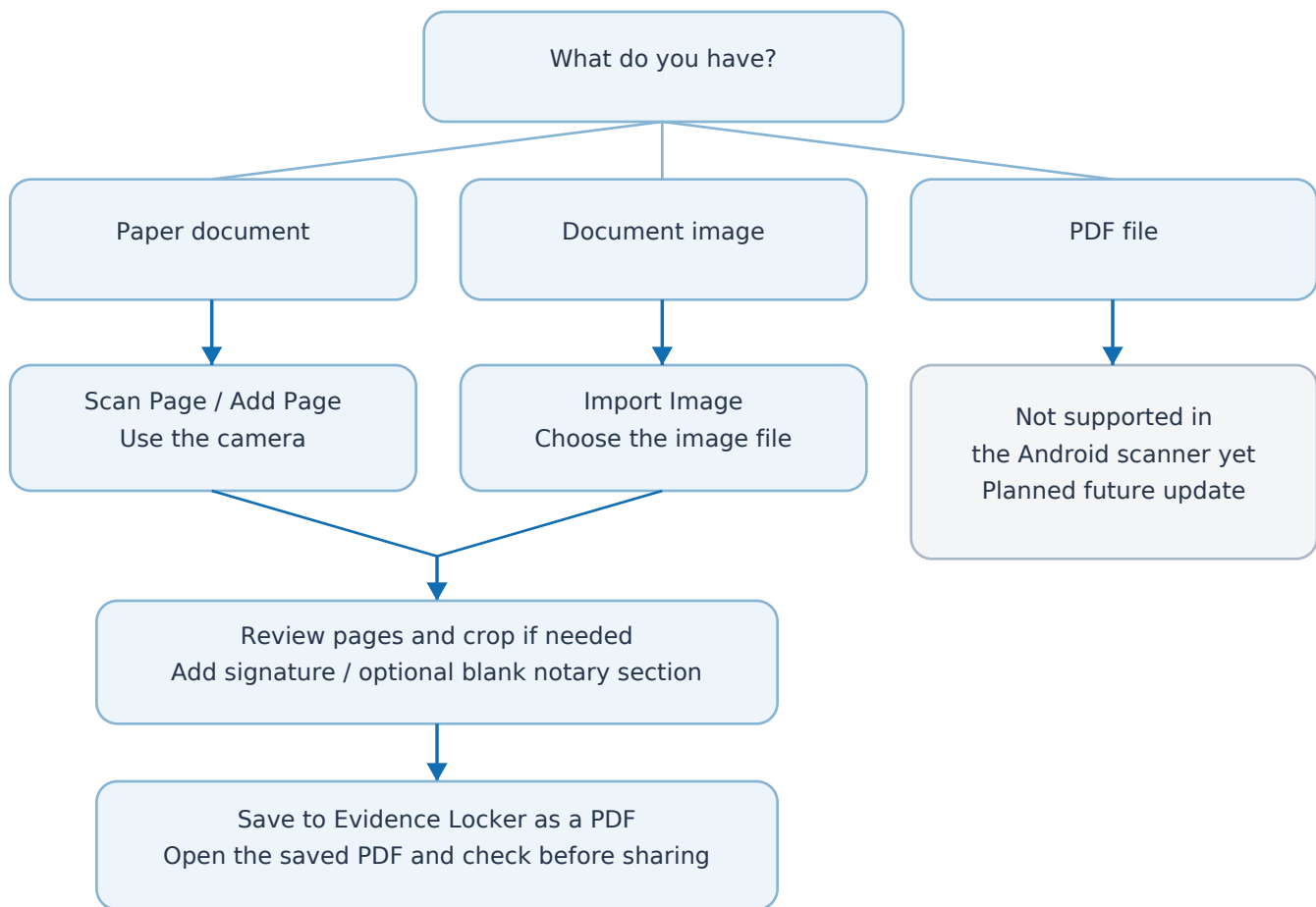
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Android-specific draft based on the scanner source supplied for version 2.1. Camera controls supplied by Google may vary by device. Apple instructions will be documented separately.

02 Choose your scanner workflow

Start with the type of document you have. Follow the matching path, then use the button explanations on the following pages.



PDF output is available; PDF input is coming

You can save a scanned document as a PDF today. The Android scanner does not yet accept an existing PDF for import and signing. That capability is planned for a future update; no release date is announced.

Why mix diagrams and plain text?

The diagram helps you choose a starting point. The following pages explain each control, what to check, and how the scanner fits a field assignment. A blank notary section remains a template for a notary to complete, rather than a completed notarization.

03 Capture and review

1. Prepare the paperwork

Complete the return information before scanning if you are writing it by hand. Flatten the page on a contrasting surface and use even lighting. Keep fingers, shadows, and other documents away from the text.

2. Open the scanner

From Evidence Locker, use the scanner entry. Tap Scan Page when starting an empty draft, or Add Page to append pages to an existing draft. Google's scanning screen opens.

3. Capture all pages

Keep all four corners visible. Use the camera's Auto capture option if available, or capture manually. Review the page boundaries before accepting. Finish the camera session to return to Final Exhibit for signing and review.

CONTROL	WHAT IT DOES / WHEN TO USE IT
Back	Return from the scanner. An unfinished draft is kept on this device; it is not yet the completed PDF in Evidence Locker.
Document Scanner / Help	Reopen the built-in walkthrough. In the popup, Don't show again hides automatic reminders; Help still opens the guide.
Scan Page / Add Page	Open the camera scanner. Add Page appends to the current document, up to 25 total pages.
Import Image	Select a supported image from Android's file picker. Useful for a document photo or a document sent as an image attachment.
Previous / Next	Move through the document and inspect each page. The Page X of Y indicator shows the current position.
Retry / Retry Scanner	Try again if the draft or camera scanner could not open. First use may require downloading Google's scanner component.

Emailed document: image or PDF?

The verified Android Import Image button accepts images, not PDF files. Save an emailed image attachment to your device, then import it here. Direct PDF import and signing are planned for a future Android update; no release date is announced. Importing a PDF into Evidence Locker does not by itself establish that it can be signed in this scanner.

04 Crop and clean up

Use these controls after capture or image import. Work through each page before placing a signature or notary block so you can see the final page boundaries.

CONTROL	WHAT IT DOES / WHEN TO USE IT
Crop	Open the crop editor and drag the four corner handles to the area you want to keep.
Perspective	Use for a document photographed at an angle. Position the four corners around the sheet. With Perspective off, the selection stays rectangular.
Full Page	Reset the crop selection to the full page available in this editor. This does not recover content excluded earlier in the camera scanner.
Apply Crop	Commit the selected area and return to review. Check that names, dates, signatures, stamps, and page numbers remain visible.
Cancel	Leave the crop editor without applying the pending crop selection.
Remove Border	Blend the outer 1.5% of the page with nearby paper. It does not crop or resize the page. Inspect edges first if text, a seal, or a mark is close to the margin.
Restore Original	After confirmation, remove this page's edits, signature, and notary overlay. Return to the page as it entered this editor, including any crop already confirmed in the camera scanner.

Scenario: a return photographed in the vehicle

The document is readable, but the photo includes the dashboard and the sheet looks angled. Use Crop and Perspective to isolate and straighten the page. Review every edge before applying. Use Remove Border only if the remaining edge marks are unwanted and no document content is affected.

Keep the source

Keep the original paper and any original received attachment. The scanner creates a PDF copy for your workflow. Restore Original refers to the page received by the editor, not an untouched camera file or a backup of every earlier draft.

05 Add an electronic signature

1. Choose the page

Use Previous or Next to reach the page that needs signing. Tap Signature. Draw your signature with your finger in the Electronic Signature window.

2. Choose optional signing details

Select Include signing date/time and/or Include GPS coordinates if you want those details embedded with the signature. These are optional; the scanner can also add the signature alone.

3. Allow location if requested

For GPS, allow the requested location permission and wait for the result. If a location cannot be obtained, the signature will show GPS: unavailable at signing. Check the result rather than assuming coordinates were captured.

4. Use and position

Tap Use. Drag the signature to the appropriate line and adjust its size with the on-screen size slider. Leave room for the signing details and keep everything clear of document text. Tap Done when satisfied.

CONTROL	WHAT IT DOES / WHEN TO USE IT
Clear	Erase the strokes in the signature drawing window and draw again.
Cancel	Close the drawing window without applying the newly drawn signature.
Use	Apply the drawn signature and selected signing details to the current page.
Signature	When a signature is already on the page, select it for placement and sizing.
Redraw	Open the drawing window to replace the signature. Re-select any desired signing-detail options before applying.
Remove	Delete the currently selected signature overlay from this page.
Done	Finish placement and return to page review. Tap Save afterward to create the completed PDF.

Scenario: document service, then sign

Write the actual service date, time, address, and other required facts in the return. Scan the return and sign it. Optional signing metadata describes this later signing step; it should not be mistaken for an independently verified record of the service event.

06 Add a blank notary section

The Notary tool places a generic blank section on the current page. It is useful when preparing a document that needs space for a notary to complete the appropriate certificate.

1. Check the document first

Look for an existing notarial certificate or designated notary area. Avoid covering it or adding an unnecessary second block. Confirm the wording required for the particular document through the appropriate source.

2. Add the section

Tap Notary. Read the Blank Notary Section message, then tap Add. A blank template appears on the current page.

3. Place and resize

Drag the selected section into an unused area and adjust the size slider. Keep all wording and blank fields readable. If the page has no suitable space, do not place the block over existing content.

4. Review before saving

Tap Done, then check the page again. The block contains areas for state, county, signer, date, certificate wording, notary signature/name, commission information, and seal/stamp placement.

CONTROL	WHAT IT DOES / WHEN TO USE IT
Notary	Add a blank section, or select the section already placed on the page.
Add / Cancel	In the confirmation window, Add inserts the section; Cancel leaves the page unchanged.
Size slider / drag	Adjust the selected block's size and position on the current page.
Remove / Done	Remove deletes the selected block. Done returns to review without deleting it.

A template, not a completed notarization

Adding this block does not notarize a document, create an official seal, or replace the notary's required procedure. The person performing the notarization must use the applicable wording and complete the required process. Do not represent a blank block as a completed notarial act.

Scenario: prepare paperwork for a notary

A field document needs a notarial section, but the supplied page has none. Add the blank section only after confirming it is appropriate, place it in clear space, and save a reviewable copy for the notary's actual completion. The scanner does not select jurisdiction-specific certificate wording for you.

07 Save, deliver, and check

1. Inspect every page

Use Previous and Next. Check the page count, reading order, crop, handwriting, printed text, signature position, signing details, and any blank notary section. Confirm that nothing is obscured or cut off.

2. Save the completed copy

Tap Save at the top of the scanner. This creates one PDF containing the current draft's pages in Evidence Locker. Saving a scan does not automatically email it or file it with a court.

3. Open and verify the saved PDF

Return to the saved scan in Evidence Locker and inspect its PDF preview. Check the actual saved document before using the available export/share options or linking it to a case.

4. Deliver deliberately

Choose the intended recipient and delivery method. Keep a copy with your case records. Follow the recipient's document and submission requirements.

CONTROL	WHAT IT DOES / WHEN TO USE IT
Save	Create the PDF in Evidence Locker. Finish or cancel an active crop first if Save is unavailable.
New Scan	Ask to start an empty draft. Start New Scan sets the current draft aside on the device; use Save first if you need its completed PDF.
Cancel	In the New Scan or Restore Original confirmation, keep the current work instead of performing that action.

Quick troubleshooting

GPS unavailable: Check location permissions and device location availability. Review the result; never substitute the service location merely because the signing fix failed.

Scanner will not open: Use Retry Scanner, check Google Play services and the connection, or import an existing image. First use may need a component download.

Signature covers text: Select Signature, move or resize it, or use Remove and redraw. Review again after cropping.

More than 25 pages: Save the current scan and start a separate document.

Emailed PDF not selectable: Import Image accepts image files in the verified Android workflow. Direct PDF import and signing are planned for a future update. The file may be valid even though this scanner cannot open it yet.

We will walk you through it

Message Final Exhibit on Facebook or email support@finalexhibit.com. Include your phone model, Android version, app version, and the step where you need help. Remove confidential client information from support screenshots.

Publication check: this draft needs a walkthrough on the current Android release and fresh scanner screenshots before it is presented as the finished illustrated booklet. Direct PDF import and signing are planned for a future update and are not yet available in this Android scanner.