





How to scan documents on your iPhone or iPad using the Notes app:

With the **Notes app**, you can scan documents on your iPhone, iPad, or iPod touch.

1. Open a note or create a new note.
2. Tap , then tap Scan Documents.
3. Place your document in view of the camera on your device.
4. If your device is in Auto mode, your document will be automatically scanned. If you need to manually capture a scan, tap  or one of the Volume buttons.
5. Drag the corners to adjust the scan to fit the page, then tap Keep Scan.
6. You can add additional scans to the document or tap Save when you're done.



How to scan documents on your iPhone or iPad within the body of an email:



Within any composed email you have the option to insert a photo or keep scrolling to the right Scan Document.

1. Tap anywhere in the body of the email.
2. Black option bar appears.
3. Scroll to the right using the arrow.
4. Tap Scan Document.
5. Position the document in view.
6. Drag the corners to adjust the scan to fit the page, then tap Keep Scan. Tap Save (automatically inserts into your email).



How to use the iPhone or iPad Print function to scan documents:

Anywhere that you can select print you can make a PDF

1. Anywhere you can access the  Share Icon you can choose Print.
2. Select print. The print preview that appears is already a PDF.
3. Maximize that pdf image by finger expanding the image to full screen and then share  the pdf