

# Scan documents with your iPhone in 6 easy steps:

1

Open the Notes app



2

Create a new note

Select this icon from the bottom right corner of the screen



3

Select the Camera icon

This icon appears at the bottom of the new note and above your keyboard.



4

Click Scan Documents

Choose the Scan Documents option from the menu that comes up.

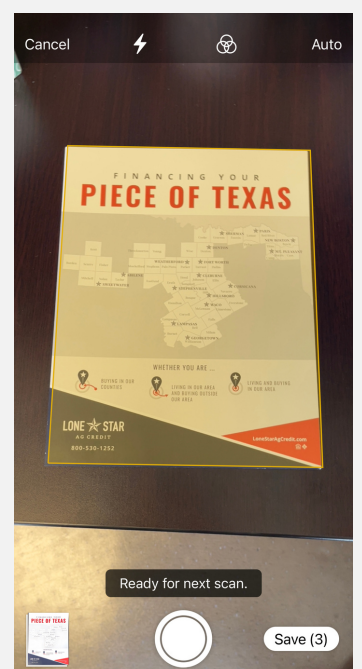
Scan Documents



5

Scan your document

It almost looks like you are taking a photo, but a yellow box will appear around your document. Scan all pages of the document and crop as needed. Select done and save.



6

Pass along your document

Select the three dots in the top right corner and select "Send a Copy".

Then choose how you want to send your newly scanned document!



Send a Copy

