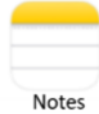




How to scan a document using Notes on your iPhone or iPad

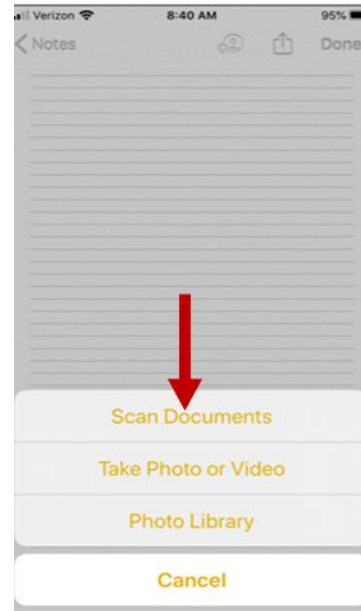
1. Open the Notes App on your device:



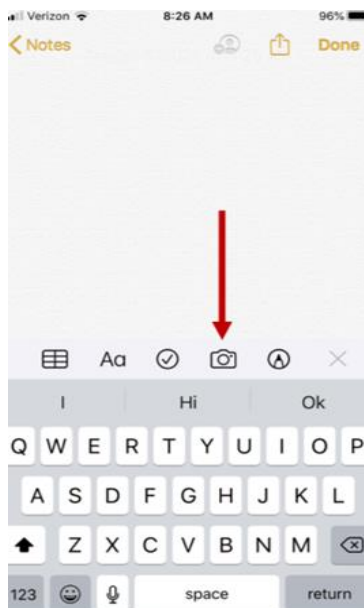
2. Tap the "New Note" icon in the bottom right corner:



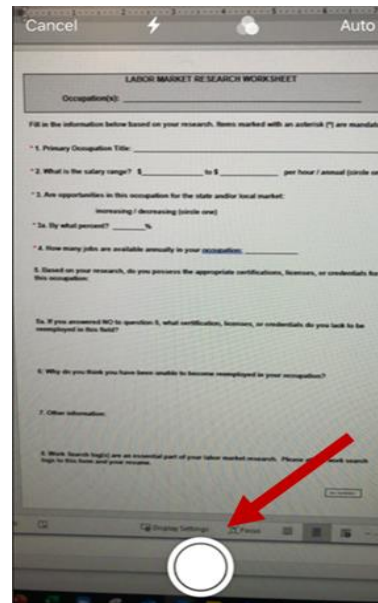
4. Select "Scan Documents":



3. Select the camera icon above the keyboard:



5. Position the document to scan and press the button:

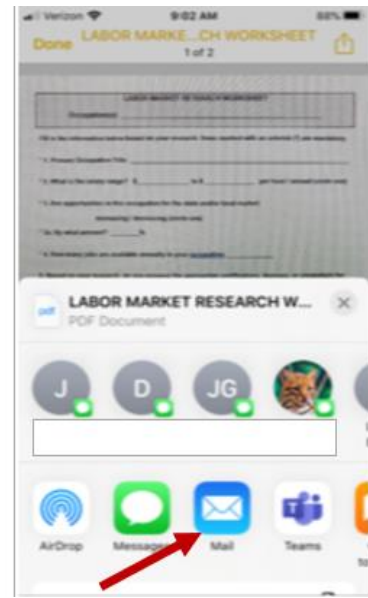
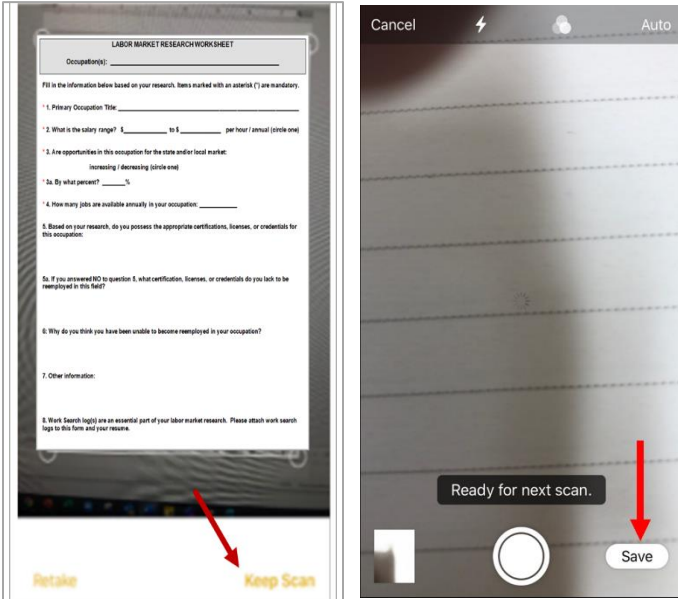




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6. You can retake the scan if your copy is not clear. Once you have a clear scan, select “Keep Scan”. On the next page, click “Save”

8. Select the mail icon to add the document to an email:



7. Select the “Upload” icon to upload the document:

9. Fill in the email information (To, Subject, and message). Then, send your email.

