

# SCANNING DOCUMENTS

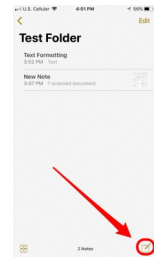
## Using Notes on an iPhone or iPad

Apple iPhones and iPads have a built in Notes app that allows the device to be used as a portable scanner.

1. Open the **Notes** app



2. Tap the **Notes** folder or create a **New Folder**. Tap an existing note to add to it or tap the **Create New** icon at the lower right. Give a new note a title if desired.



3. Tap the camera icon and tap **Scan Documents**.

4. Place your document in the camera's view.

5. If your device is in Auto mode, the viewfinder will highlight the scan in yellow and automatically capture it when it's ready. Or, you can tap the shutter button.



6. If needed, adjust the corners of the scan by dragging.

7. Tap **Keep Scan**

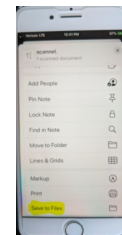
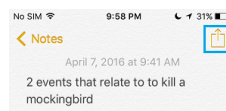
8. Tap **Save** in the bottom right corner when you're all done.

9. To make a single PDF that contains all of your documents, just keep taking scans of additional pages. When you're done, press the **Save** button in the lower-right, which will show how many pages you've scanned.



**\* Please change the file name to one that includes your child's name.**

10. Tap the **Share** button (top right corner) Select **Save to Files** from the list of options Select **iCloud Drive** and hit **Save**.



11. You are now ready to upload your scanned document to the district enrollment form.