Guide to Scanning a Document on your iPhone/iPad
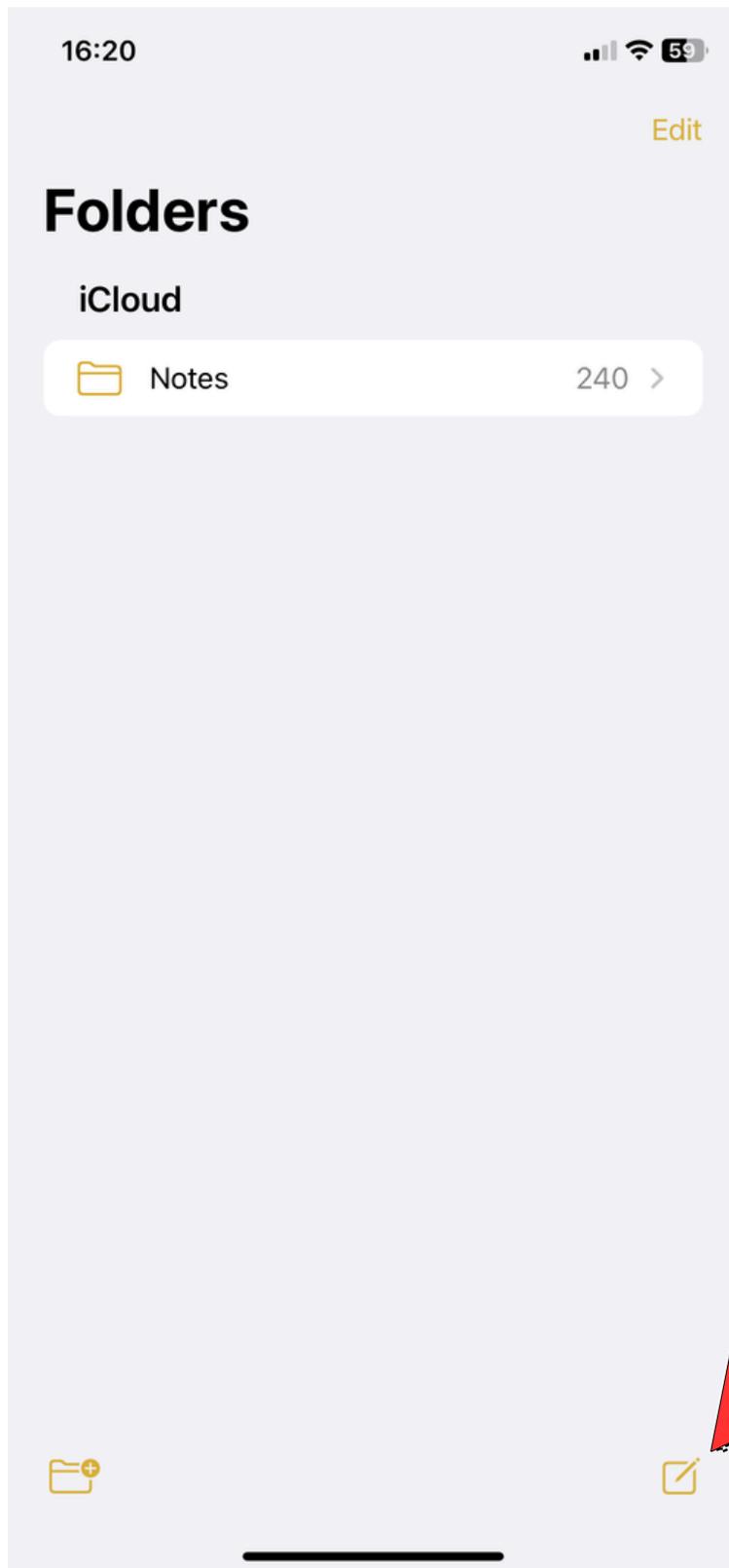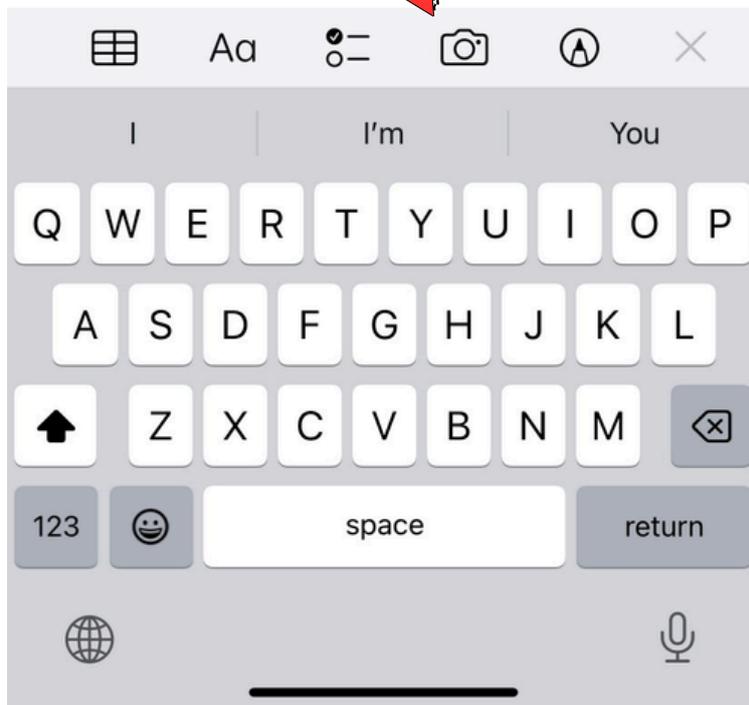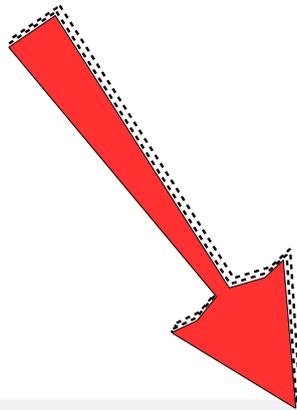
On an iPhone and an iPad you are able to scan a document/image using the camera. This scan can then be emailed or printed!
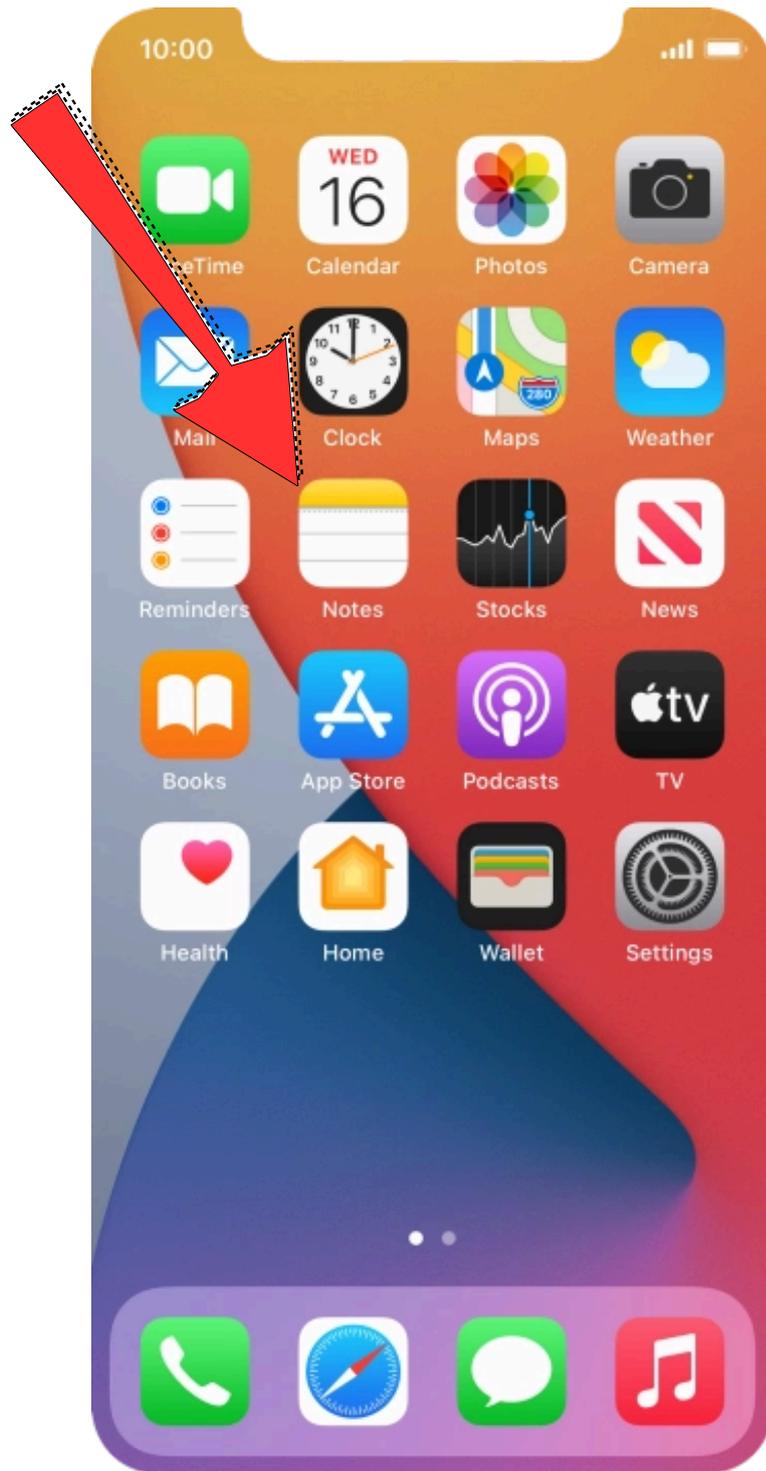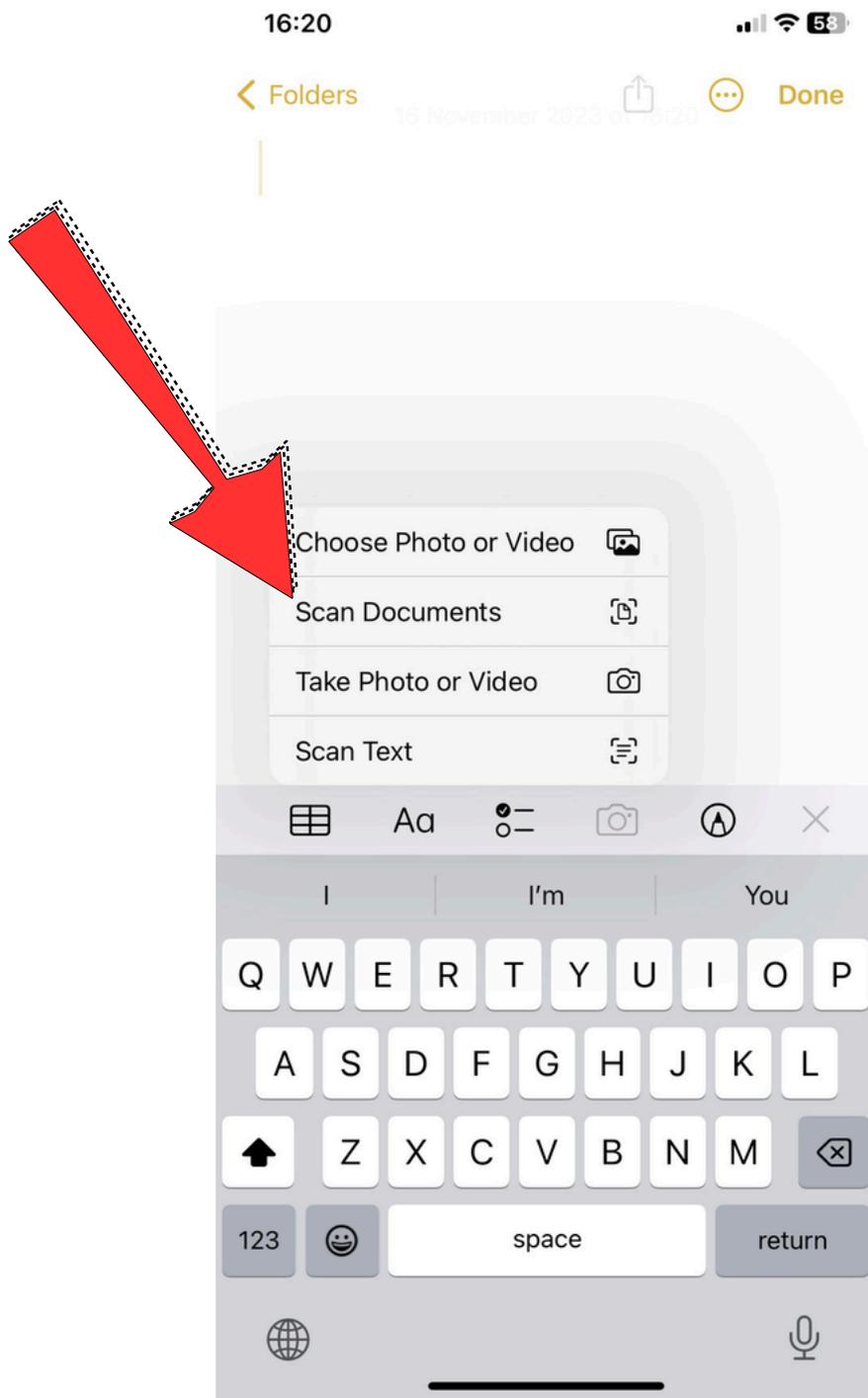
1. First, tap the Notes app on your iPhone/iPad. If you can't find it, try to search it in on the search bar

16:20

Folders

iCloud

📁 Notes   240 >

2. Tap on the New Notes icon on your screen

〈 Folders   ⬆   ⋯   **Done**

⊞   Aa   ☰   ◉   Ⓐ   ✕

| I | I'm | You |

Q W E R T Y U I O P

A S D F G H J K L

⇧ Z X C V B N M ⌫

123   ☺   space   return
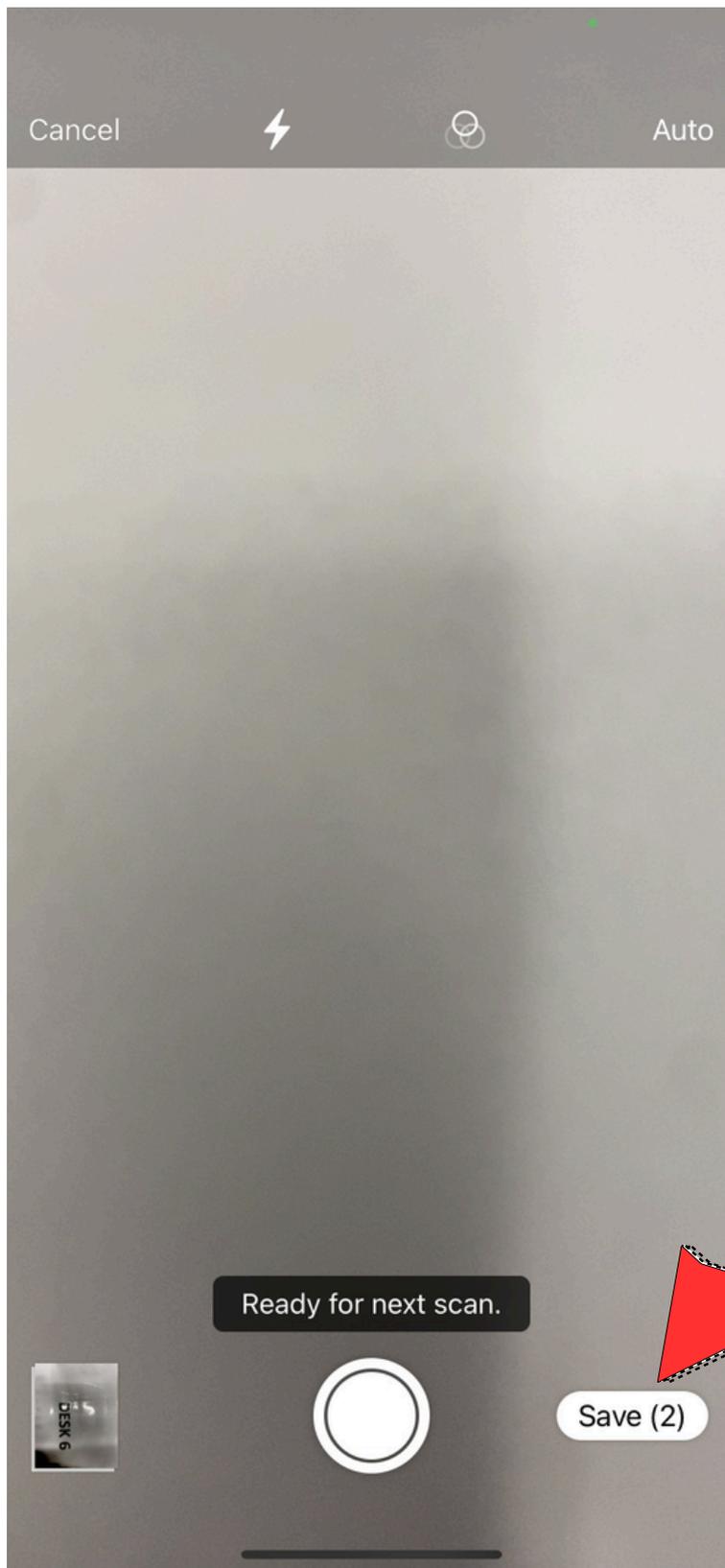
🌐   🎤

3. Tap the Camera icon

4. Tap 'Scan Documents'
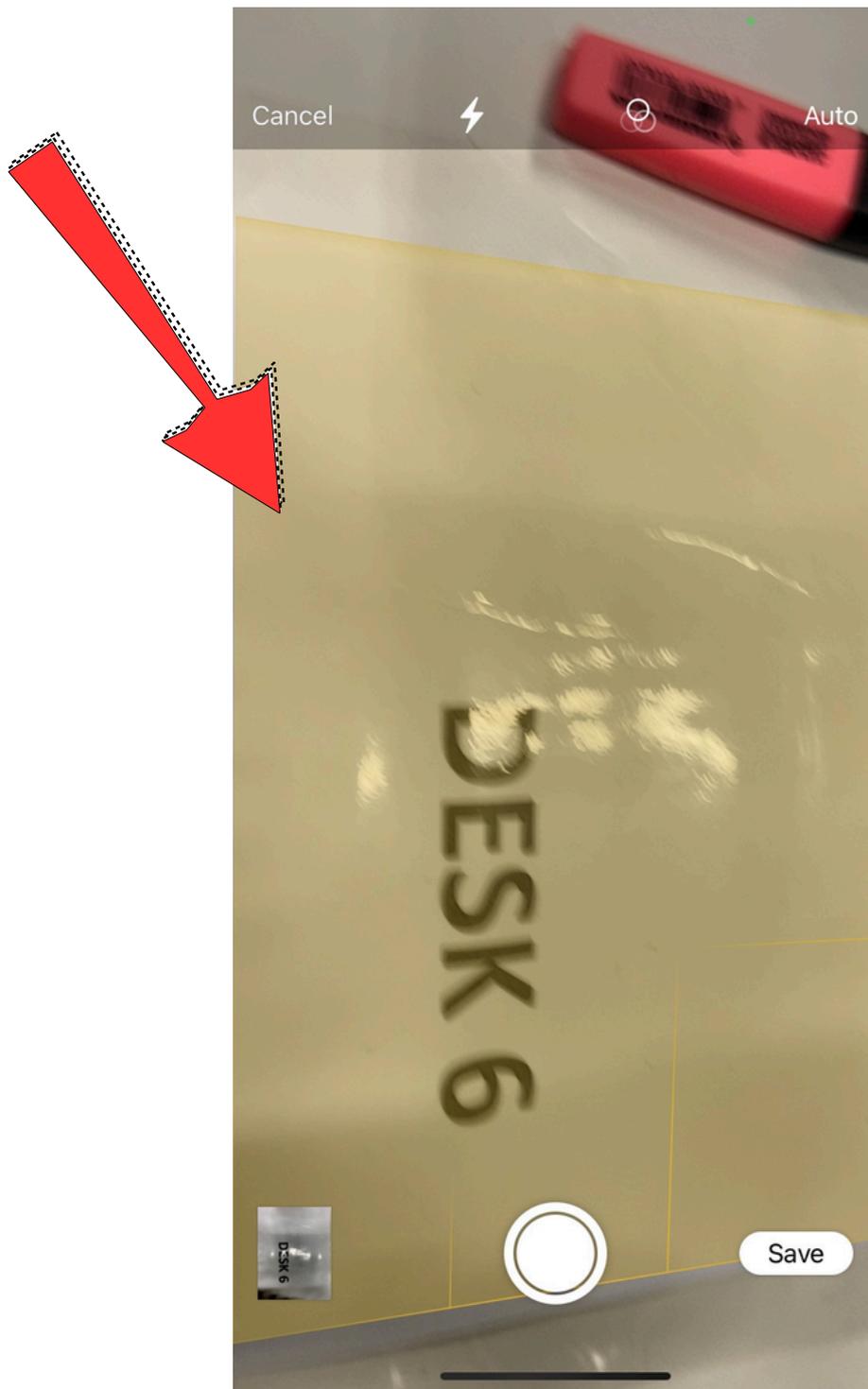
4. Point your camera towards the document/image that you wish to scan. A yellow box will come up on the screen. Make sure this yellow screen is highlighting the document/image you wish to scan. Then press the white, circular button on the side of your screen to scan it.

5. Press the save button. The scan will now be saved onto your Notes app.

6. You can then email the scanned document to yourself or to someone else by pressing the share button.

Contact us

If you would like to learn more or receive digital support then you can contact us via email or telephone:

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