HOW TO SCAN DOCUMENTS ON YOUR
IPHONE OR IPAD

You can use the Notes app to scan documents and add signatures on your iPhone or iPad.

A user scans a music lessons contract in Notes on their iPhone.

Scan a document

1. Open Notes and select a note or create a new one.

2. Tap the Camera button Tap Camera button to start scanning a document in Notes, then tap Scan Documents Scan document icon.

3. Place your document in view of the camera.

4. If your device is in Auto mode, your document will automatically scan. If you need to manually capture a scan, tap the Shutter button tap the Shutter button to scan or press one of the Volume buttons. Then drag the corners to adjust the scan to fit the page, then tap Keep Scan.

5. Tap Save or add additional scans to the document.