




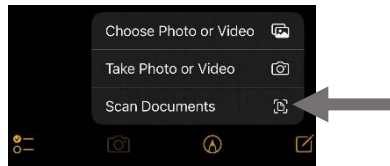
How to Scan a Document with Your iPad or iPhone

Click on this icon  to open the Notes app.

Click on this icon  to create a new note.

Click on this icon. 


Click on "Scan Documents".



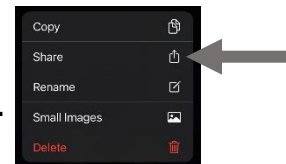
Take a clear photo of your document.

Drag the corners to crop your document if necessary.

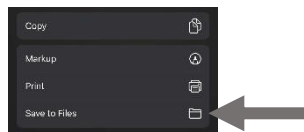
In the bottom right corner, click "Keep Scan". **Keep Scan**

In the bottom right corner, click "Save". 

Hold down on your document until you see this menu. Click "Share".



At the bottom, click "Save to Files".



In the top right corner click "Save". **Save**

Click on this icon  to open the Files app.

Your document should be saved in your "On My iPad" or "On My iPhone" folder.