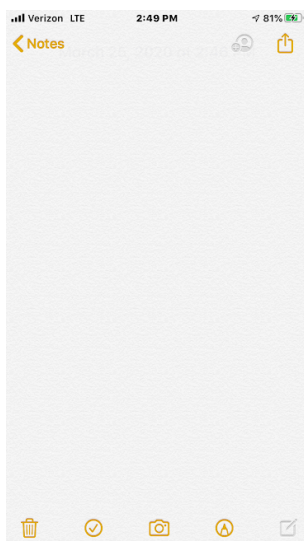


How to Scan Documents on your iPhone, iPad or iPod Touch using the Notes App

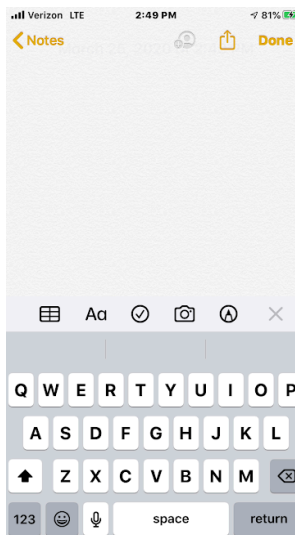
With Notes, you can scan documents on your iPhone, iPad, or iPod Touch device. Depending on your iOS, some of the screens might look slightly different, but these instructions should at least get you started in the right direction.


How to Scan A Document

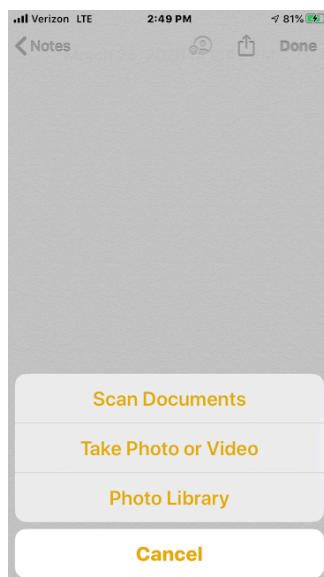
- 1) Create a new blank note. It should look like one of the following.



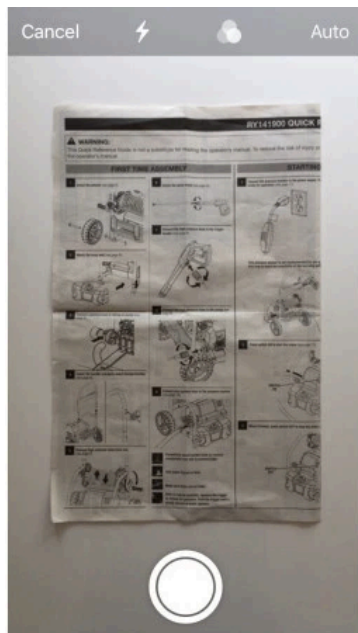
or




- 2) Tap  then tap **Scan Documents**.



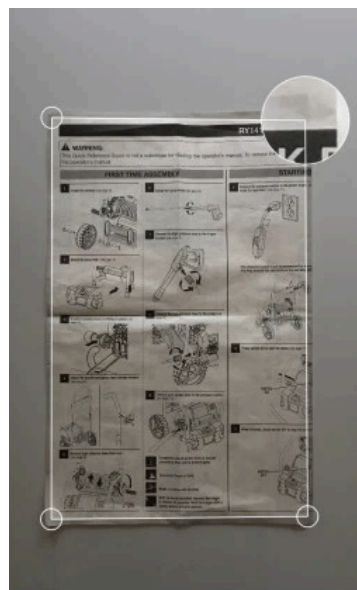
3) Place your document in view of the camera on your device.



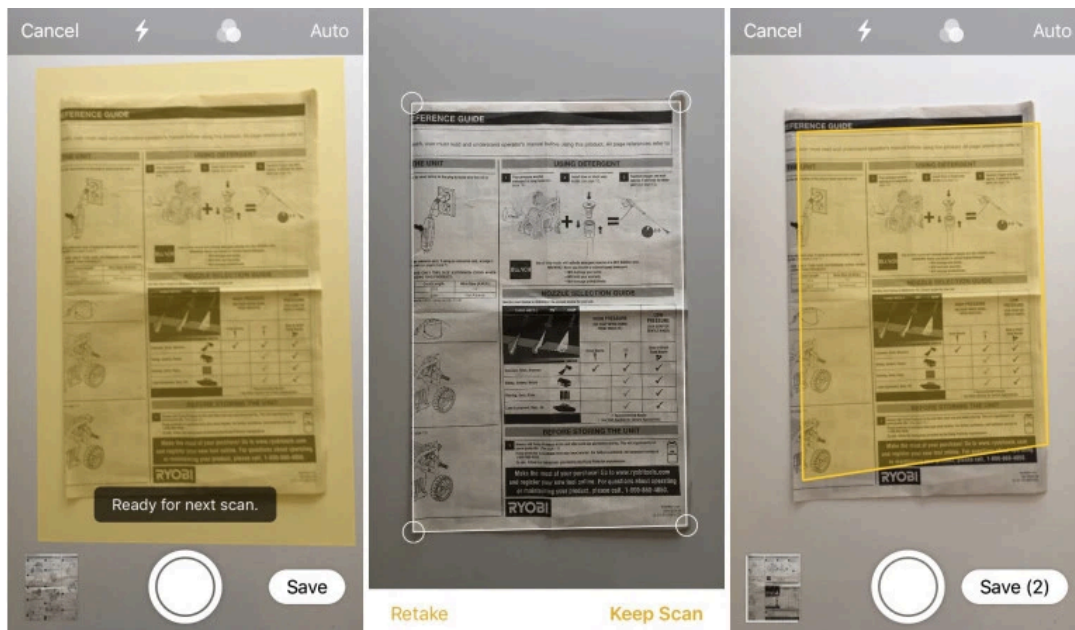
4) If your device is in **Auto mode**, your document will be automatically scanned. If you need to manually capture a scan, tap 



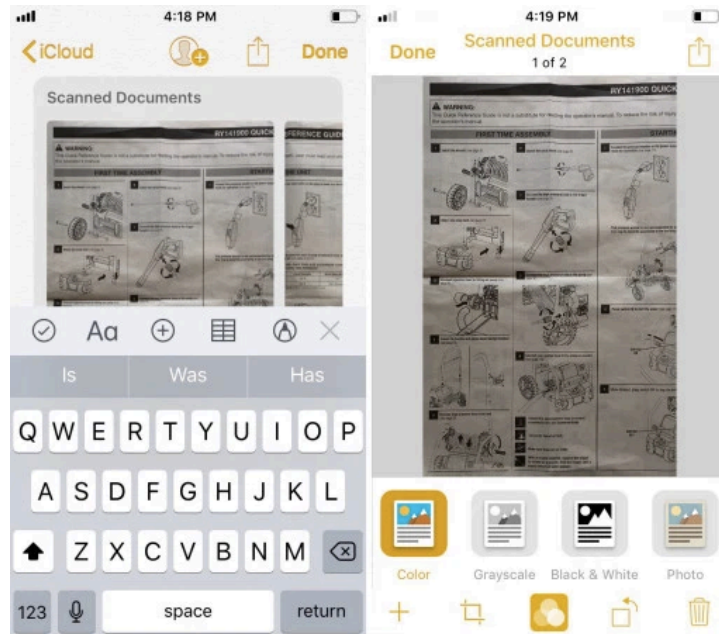
5) Drag the corners to adjust the scan to fit the page, then tap **Keep Scan**.




6) You can add additional scans/pages to the document or tap **Save** when you're done.



- 7) You can also edit your documents after you've scanned them. Tap on your scanned docs to bring up the editing toolbar to change the filter, rotate, and crop.



- 8) Tapping the **share button**  from within the scanned docs will allow you to markup, print, copy, and share.

NOTE: If you have the Canvas App on your phone, you can share directly to the Assignment in Canvas

