

Scan documents and e-mail as an attached PDF using your iPhone!

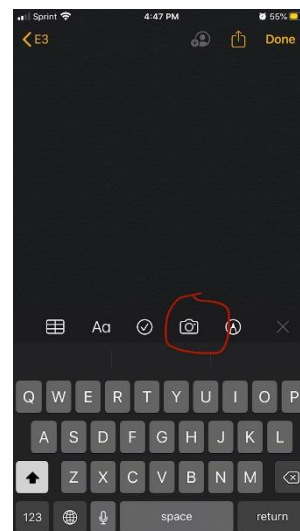
1) Open the 'notes' app.

2) Choose a folder, or make a new one!

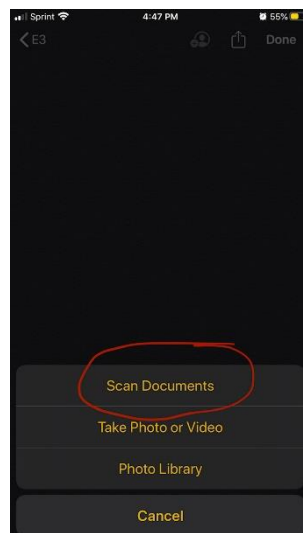
3) Once in the folder, tap on the pencil and pad icon on the right to create a new note.



4) Once in the note, tap on the camera icon.

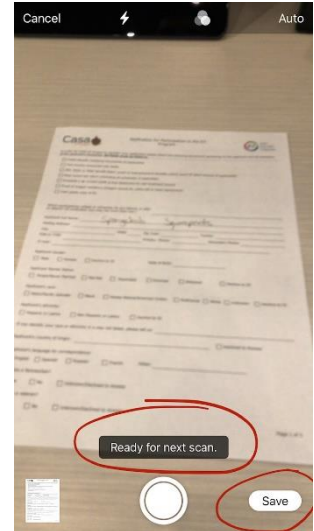


5) Tap on 'scan documents'.



Scan documents and e-mail as an attached PDF using your iPhone!

- 6) Lay your document on a flat surface, in a room with good lighting.
- 7) Hover your phone above the document as squarely as possible.
 - a. When the camera finds the document, you will see a yellow rectangle and it will scan automatically at its preferred angle.
- 8) After scanning, it will return back to the camera - scan multiple documents in a row to make one entire document.
- 9) Once you are done scanning all documents, hit 'save'.

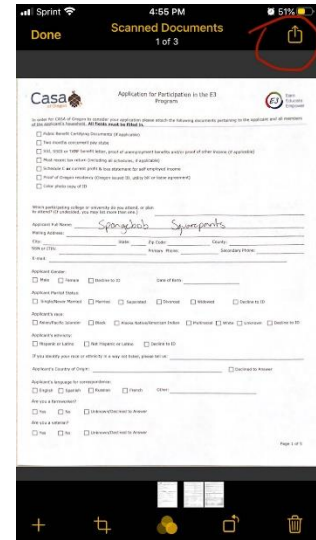


- 10) After locating the scan in notes, tap on the document for a list of options, including cropping and rotating.

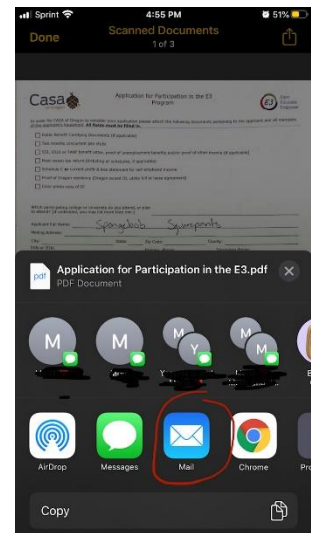


Scan documents and e-mail as an attached PDF using your iPhone!

11) Once edited, select square/up arrow icon at the top right, this opens sending options.



12) Tap on the envelope icon to open with iOS email.
a. If you use a different app for email, chose that one instead.

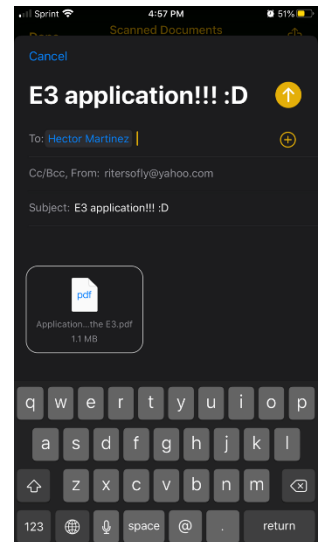


13) Once the email is open, add the address you are sending to, a short message, and a subject line.

Scan documents and e-mail as an attached PDF using your iPhone!

14) When completed hit the up arrow icon to send.

15) If prompted, choose 'large' file option: the normal size is sometimes too big to send, and the 'small' and 'medium' sizes can be unreadable.



16) That's it! The documents get sent as a .pdf attachment.