

Using iPhone/iPad to Scan Documents



There is a scanning feature in the Notes app that allows you to scan a document, converting it into a PDF so that it looks like paper and not a photo. You don't need a separate app to scan!

Once you have that scanned document or PDF, you can upload it into another app so that you can annotate responses on the document, email it to someone, or store it in Google Drive to share with others or use with another device.

You can scan worksheets, workbook pages, math sheets, graphic organizers, or anything that is in paper format and/or you want to maintain the formatting.

***Scan a document:** Open Notes app: this app comes with every iPad or iPhone

1. Open a new note by tapping on the square with a pencil sticking out of it; it may be at the top right corner on the iPad or the bottom left corner of the iPhone
2. Tap on the camera icon: on iPad this may be in the top right corner. On iPhone it is on the keyboard.
3. Tap on Scan Documents
4. Position the document in the camera view and take picture
5. Adjust the corners of the document if needed to capture the entire document
6. Tap on Keep Scan
7. If there is more than one page to scan, for example, a packet of pages, you would take a picture of each page. To scan a packet successfully, the pages should all be oriented in the same direction. If one page is in landscape and others are in portrait orientation, then it will be hard to work with them when they are uploaded as one document into another app.
8. When done scanning, tap on Save. This document is now in PDF format. It will remain in Notes until you delete it.

***Send the PDF document to another app so that you can work with it:**

1. Tap on the three dots in the upper right corner, tap on send a copy
2. Find the app icon you want to use with this PDF and tap on it; the PDF will upload into that app. You can email it, message it, or upload it into another app for use.

There are a variety of apps you can use to annotate on PDF's on the iPad or iPhone. My favorite one is **Notability**, which now allows you to scan within its app (no need to scan with Notes first). In addition to typing or dictating into text boxes to annotate responses, Notability has other features such as making folders to store and organize PDF's, being able to draw or highlight on a PDF, and add audio recordings to PDF's.