




# How to Scan Documents on your iPhone or iPad

**This article will show how to scan documents on your iPhone or iPad.**

1. Open "Notes".
2. Select a note or create a new one.
3. Click the "Camera" button 
4. Click "Scan Documents" 
5. Place your document in the view of the camera.
6. If you are in Auto mode, it will automatically scan. If you would like to manually capture, click the "Shutter" button  or one of the Volume buttons. Then drag the corners to adjust the scan to fit the page, then click "Keep Scan".



7. Click "Save" or add more documents.

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