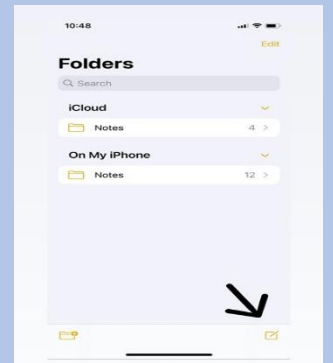


Scanning Documents on iPhone through the Notes app

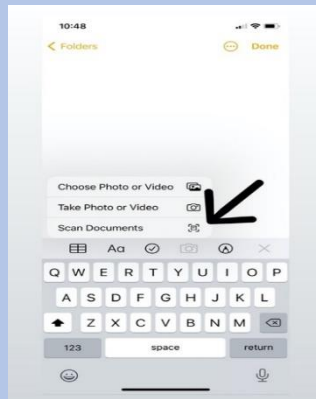
1. Open the Notes app on your iPhone.



2. Click the paper and pen icon in the bottom right-hand corner to create a new note.



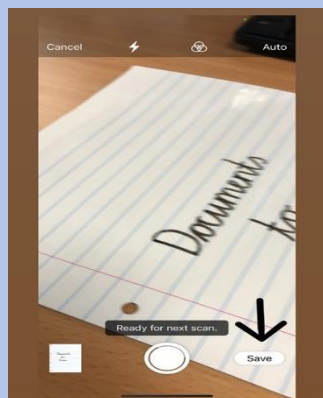
3. Above the keyboard, click the camera icon, then click "scan documents"



4. Make sure the yellow rectangle lines up with the lines of your document. Take a photo.



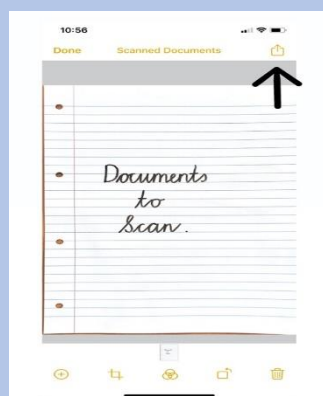
5. The document will save in the bottom left-hand corner. You can click on this to adjust your document. Once you are happy, click save.



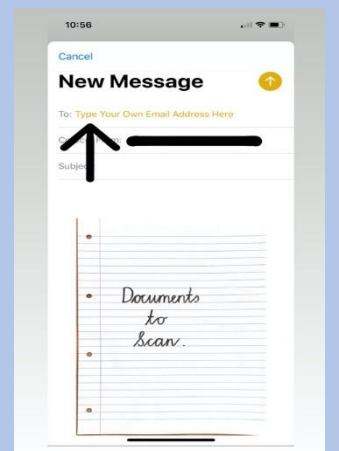
6. Once saved, click on the document itself.



7. Click the share button in the top right-hand corner.



8. Tap the Mail app and start a New Message. Type in your own email address and send the document to yourself.



You can then open your email on your laptop/pc and download the document to a specific folder. You will then be able to upload your document by navigating to that folder.