

Scan to a PDF on your iPhone

How to use Notes on your iPhone to scan a document

1. Open Notes on your iPhone.
2. Tap the new note icon in the bottom right corner of the screen (it looks like a little box with a pencil).
3. Tap on the camera icon at the bottom of the screen. If you don't see the camera icon, go to step 4.
4. Select *Scan Documents*.
5. Center the first page in your viewing window.
6. Tap the snap-picture button (round circle at the bottom of the screen).
7. Tap on *Keep Scan or Retake*.
8. After tapping *Keep Scan*, repeat steps 5 through 7 for the next page.
9. Continue until you have taken a picture of each page. Then tap *Save*.
10. Warning: your document is not a PDF yet.

How to save a scanned document on your iPhone as PDF

1. Get the iBooks app (free from Apple) from the App Store for iOS if you have not done so already.
2. Open the saved scanned document in Notes that you want to save as a PDF, then tap the *Share* button (it looks like a little box with an arrow flying out the top).
3. Choose "Copy to Books" from the sharing options.
4. Your document is now saved in the Books folder as a PDF. Warning: only the copy of your document in the Books folder is a PDF.