How to scan a document on iPhone and iPad

1. Open **Notes** on your iPhone or iPad.
2. Create a **new note** or tap on an existing one to add a document to it.
3. Tap the **camera button** at the bottom of the screen or above the keyboard.

4. Tap **Scan Documents**.
5. Line up the **document** you want to scan.
6. Tap the **shutter button** if the scanner does not automatically scan the document. Repeat this step for every document you want to scan.
7. Tap **Save** after you have scanned all of the necessary pages. The button will have a count of how many pages you scanned.