

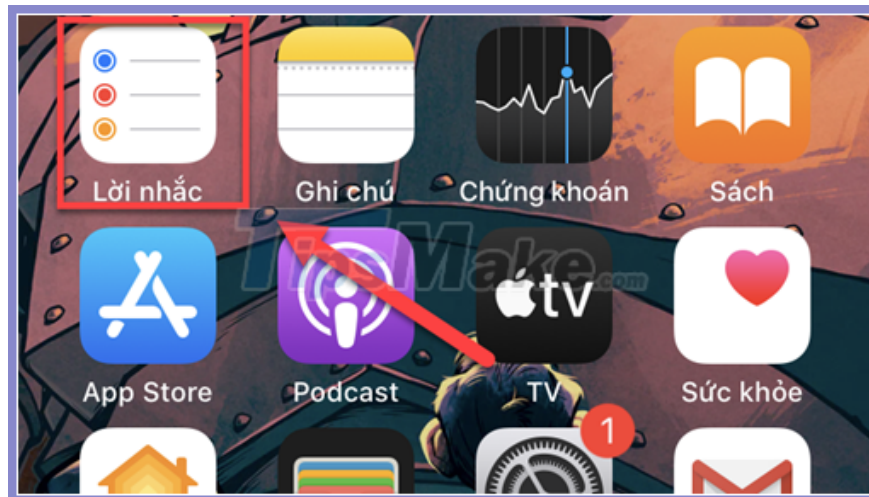
How to scan documents using Notes app on iOS

Your Notes are stored in iCloud so you can easily edit them on any device. Plus, the Scan feature's been added so you can scan a document and add it to the writing page.

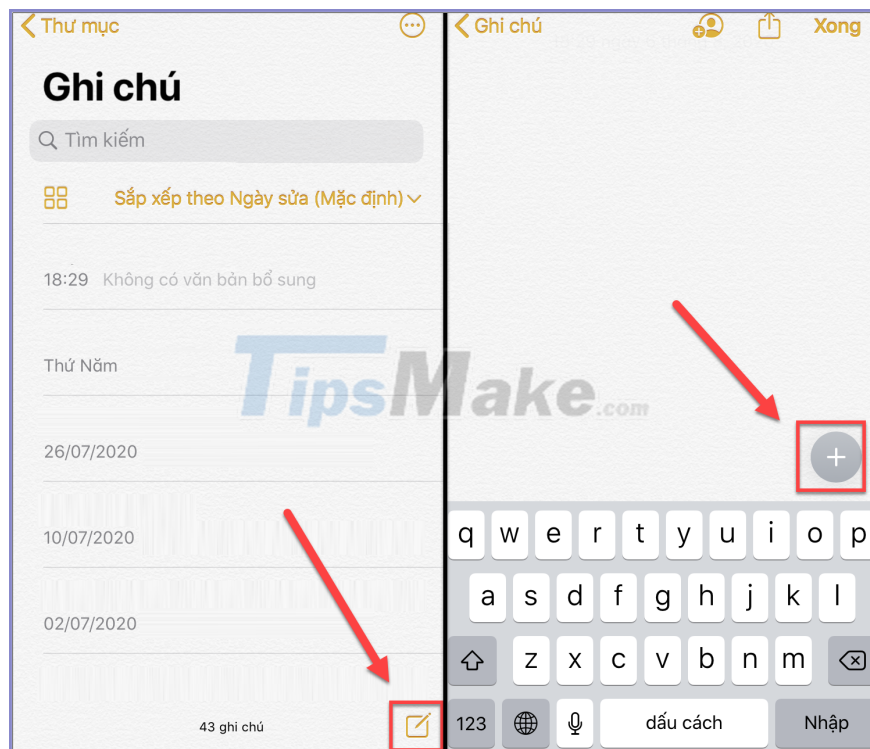
Now, Apple has improved Notes from a simple app to a tool with many new features and conveniences. Your Notes are stored in iCloud so you can easily edit them on any device. Plus, the Scan feature's been added so you can scan a document and add it to the writing page.

Scan documents using Notes application

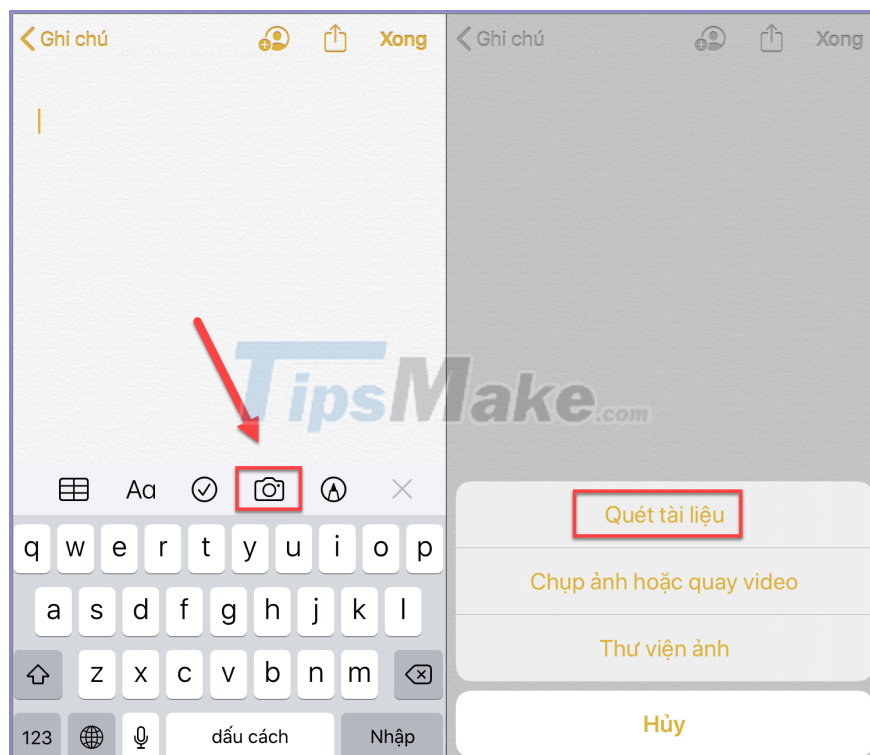
Step 1: Open the Notes app on your iPhone or iPad.



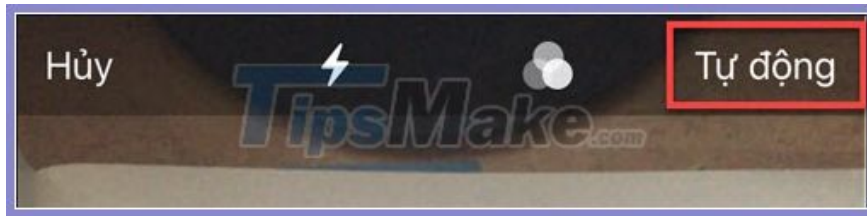
Click the Notes icon in the lower right corner to create a new note. While composing notes, to scan documents, you click on the **plus** icon .



Step 2: Select the **camera** icon in the toolbar >> **Scan document** .

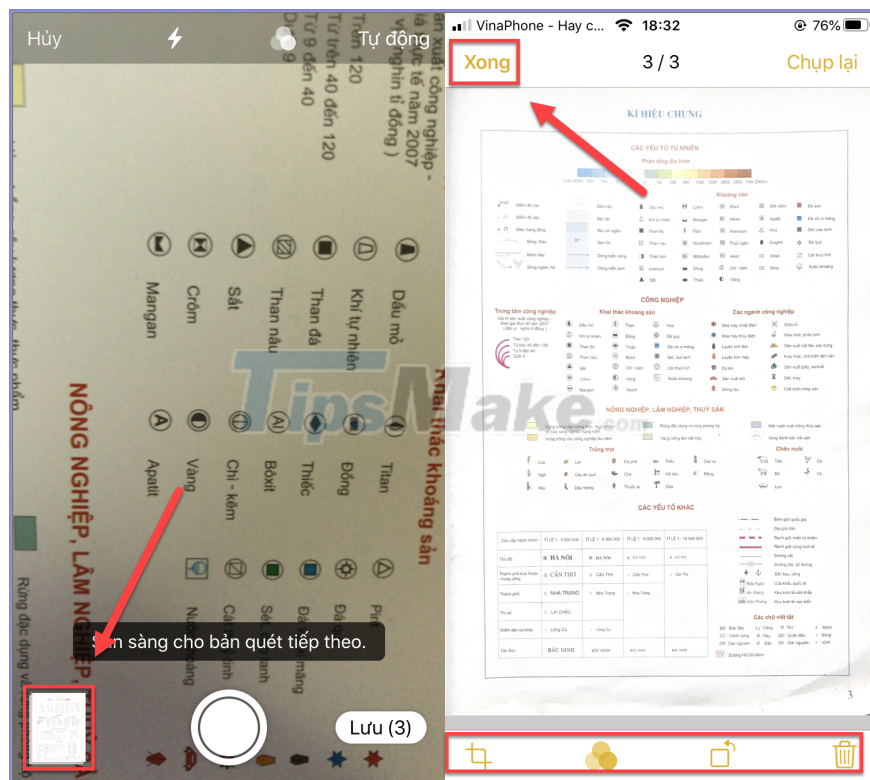


Step 3: When the camera opens, bring up the screen on the document. Once your document page is recognized, the camera will automatically capture it. You can disable this feature by pressing **Automatic** in the top right corner. From there you will be able to take a selfie using either the Shutter button or the volume button.



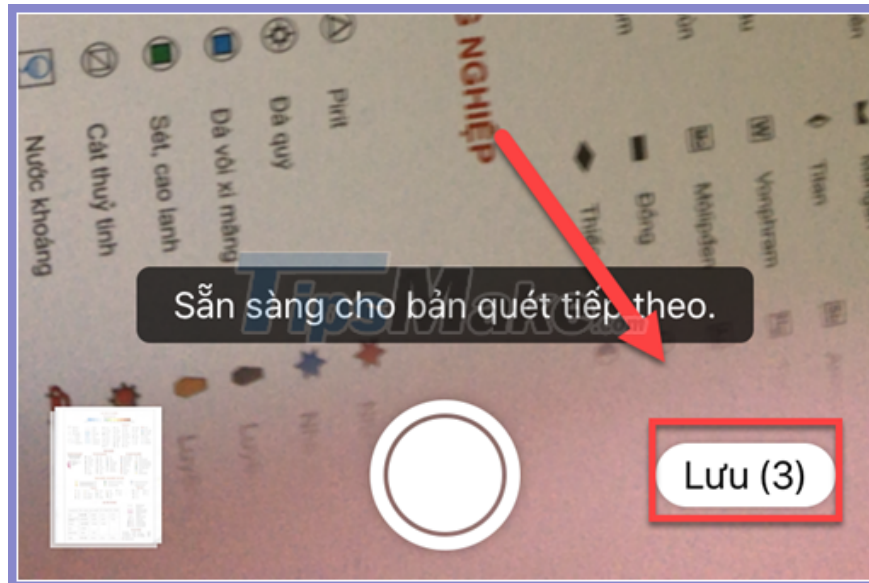
Step 4: You can take multiple pages continuously, just turn the document to the page and take the photo, the photo will automatically save to the temporary gallery. When you have taken enough, you click on **the thumbnail** in the lower left corner to review the photos.

At this screen you can perform basic editing steps such as rotate, flip, crop and add color filters.



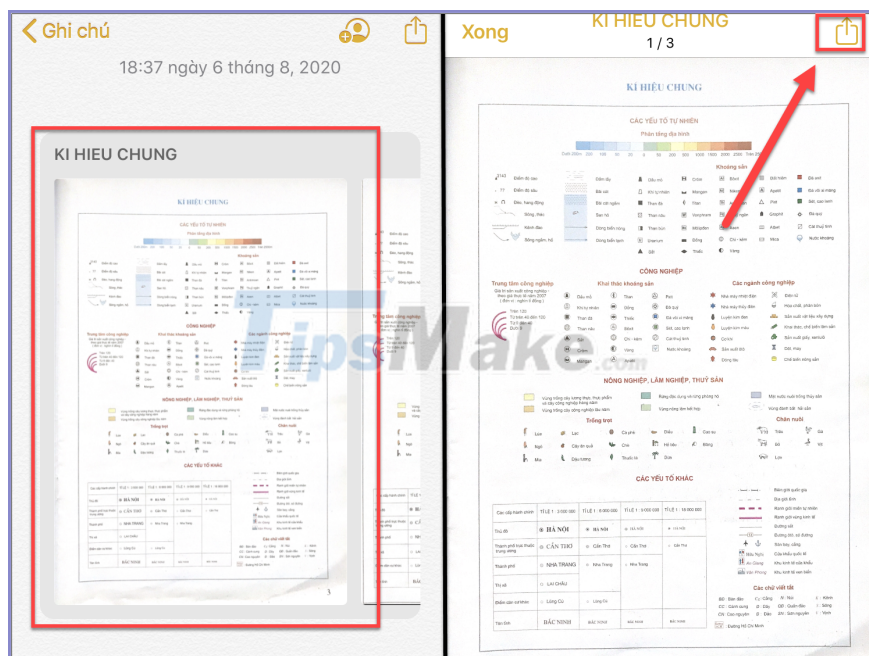
When you're satisfied, tap **Done** .

Step 5: Go back to the camera, choose **Save** .



You'll see the document added to the Notes page in a header (taken from the first line in the document). You can click on the title to double name it whatever you want.

Alternatively, you can open the document and tap Share in the top right corner to share it with others. From here there are also other features like marking up, printing, copying, and saving the document to File.

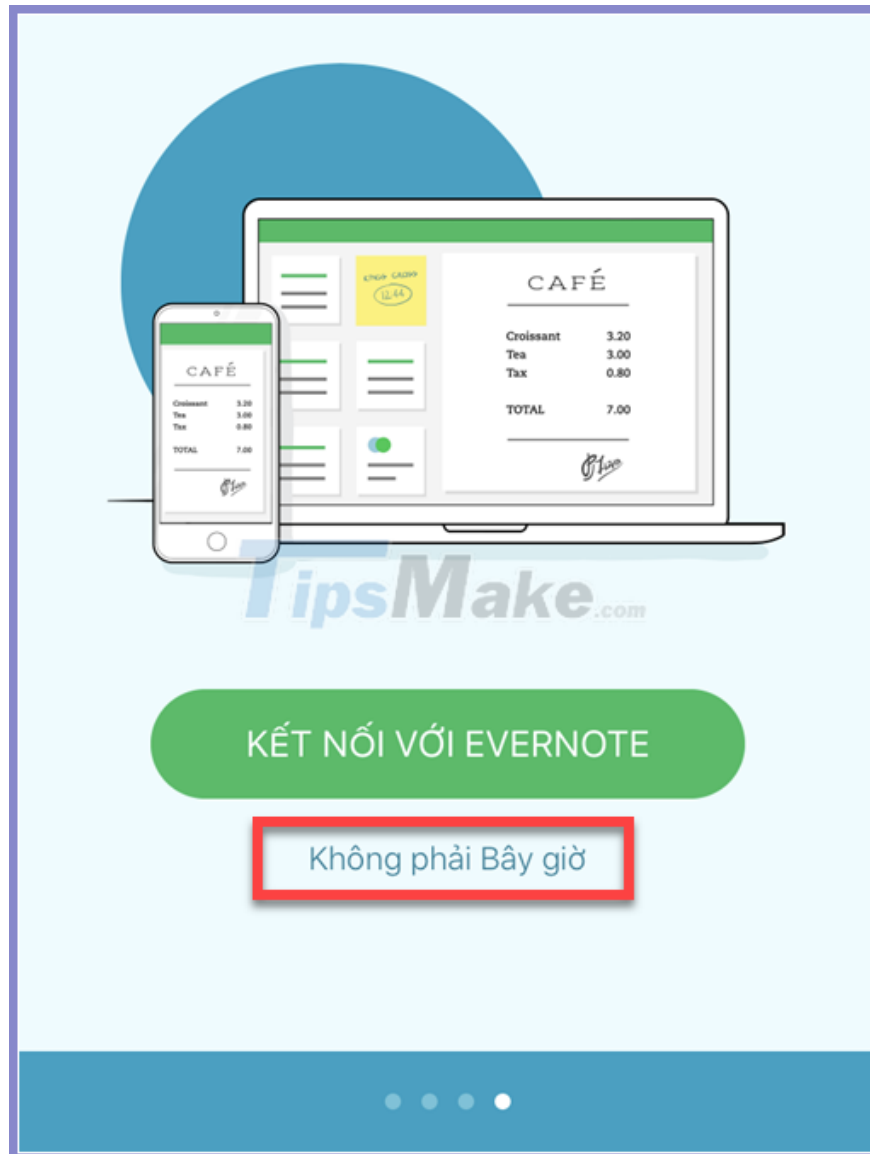


Scan documents using the Evernote Scannable application

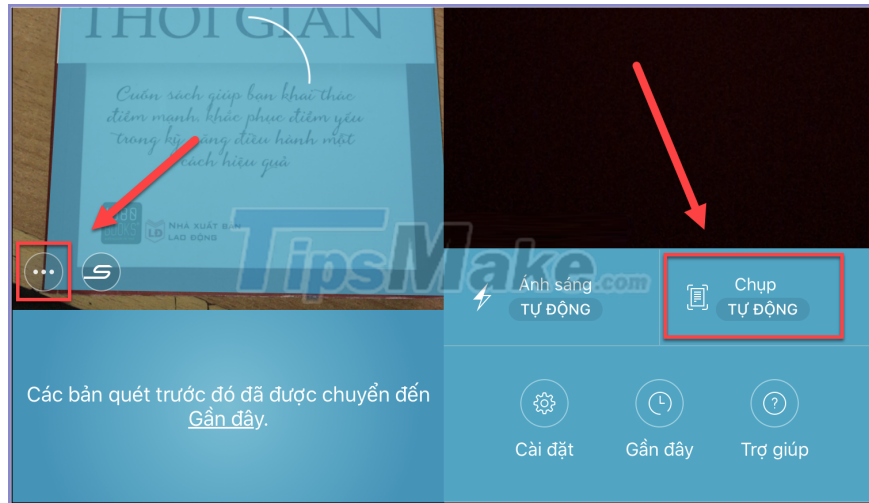
In addition to the Notes app, you can also use a third-party app to scan documents, the Evernote Scannable for example.

Step 1: Download Evernote Scannable [here](#).

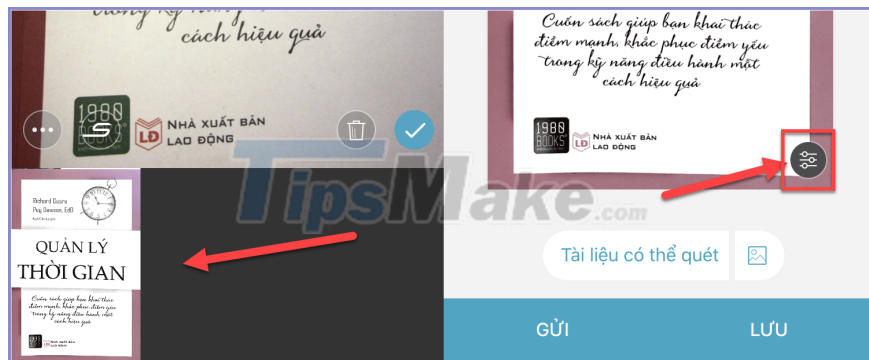
Step 2: Open the app, you'll be asked if you want to connect to Evernote? If you've never created an Evernote account, choose **Not Now** .



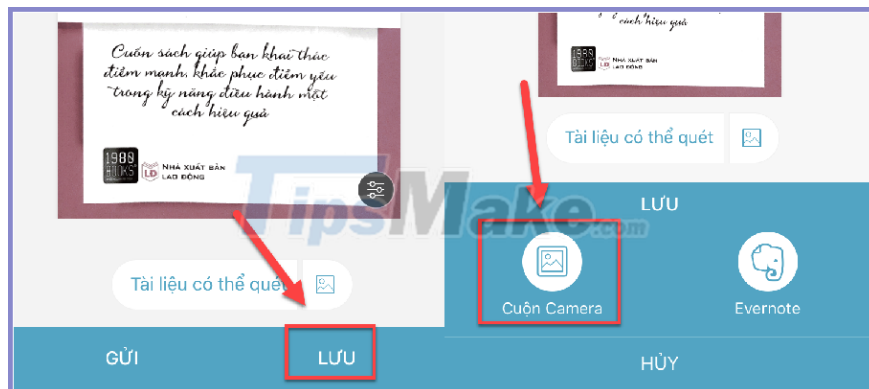
Step 3: When taken to the camera, do the same as above, just place the document in front of the lens and the app will automatically capture it. If you do not want to take a selfie of your own accord, choose the **three-dot** icon and set the capture **manually** .



Step 4: When taking a photo, open the photo and click on the **Customize** icon to rotate and crop the picture as you like.



Step 5: Once done, choose **Save >> Camera Roll** .



And those are two methods for you to scan documents on iOS to get clear images, serving well for your work.

Good luck!

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