




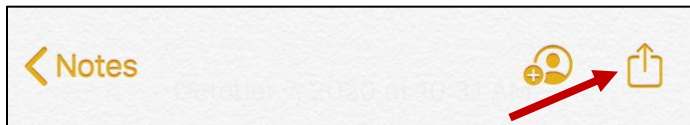
Creating a PDF using an iPhone, iPad, or iPod Touch

You can use the Notes app to scan documents and add signatures on your iPhone, iPad, or iPod touch.



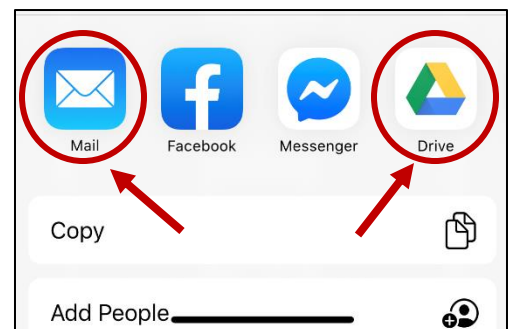
How to Scan a Document:

1. Open **Notes** and select a note or create a new one.
2. Tap the **Camera** button , then tap **Scan Documents** .
3. Place your document in view of the camera.
4. If your device is in Auto mode, your document will automatically scan. If you need to manually capture a scan, tap the Shutter button  or one of the Volume buttons. Then drag the corners to adjust the scan to fit the page, then tap **Keep Scan**.
5. Tap **Save** if you are finished or continue scanning to add additional pages/scans to the PDF document.
6. To send the scan(s) to someone, click the up arrow and choose a program.



7. You can email the PDF directly from your NOTES or upload the PDF to your Google Drive so you can attach it to an assignment in Google Classroom.

***NOTE:** If uploading the PDF to your Google Drive, you must have the Google Drive app installed on your phone.



Click [HERE](#) to watch a VIDEO TUTORIAL.

Click [HERE](#) for ANDROID Phone Instructions.