# How To Scan Documents on your iPhone

Below are instructions for iPhone users who aren’t tech savvy and weren’t under the impression that you can use your iPhone as a document scanner. This information is important because, your iPhone can be used for several things that a printer would do on its own, your iPhone scanning document is for conveniency and can save time from working a printer. It’s evident for people who aren’t tech savvy to become aware of what they have just by owning an iPhone. These instructions will provide a step-by-step dialogue on how to scan a document with an iPhone.

EQUIPMENT

When scanning a document with your iPhone you will need:

* iPhone
* IOS 12 or later
* Wi-Fi turned on
* Bluetooth turned on

SAFTEY INFORMATION

If you are scanning your document into your Notes app, everything will be encrypted there will be no privacy issues,(iCloud is encrypted). If you are scanning into a third-party application and not scanning into your Notes application, be mindful that it is not private. Take pride into what you are scanning into the application. Having an Antivirus (such as MacAfee, and Norton etc. ) on your iPhone would be recommended if you are using a third-party application.

PREPARING YOUR iPHONE TO SCAN THE DOUCUMENT

Step 1:

* Locate the “Notes” application.
* Tap the “Notes” application on your iPhone.

Go to your home screen, drag your finger downwards on the phone screen. Type in “Notes” in the area that says “Search” and tap “Notes” and wait for the initiation of the application.

A screenshot of a phone

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Figure A

Step 2:

* Prepare your iPhone to compose a new note.

Once the “Notes” application opens, tap the compose button A yellow pen in a square

Description automatically generated on the bottom right of your screen.

A screenshot of a phone

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Figure B

Step 3:

* A black camera with a yellow dot

  Description automatically generatedPrepare your iPhone to scan the document of your choice.
* Tap the camera icon.

By tapping on the camera icon this will initae your IPhone to switch to your camera to begin the scanning process

A screen shot of a phone

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Figure C

Step 4:

* After you tapped the camera icon you will notice that there are three options heading that you can chose from:
* Choose Photo or Video
* Scan Documents
* Take Photo or Video and Scan Text

In this case “Scan Documents” is the recommended heading to select.

A screenshot of a phone

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Figure D

Step 5:

* Prepare to officially scan the document of your choice.
* Place your document in the view of the camera.
* There are two ways for you to scan your document:
* If your iPhone is in Auto Mode, your document will automatically scan.
* If it is not in Auto Mode, you will need to tap the Shutter button A grey circle with black background

  Description automatically generated. Then drag the corners to adjust the scan to capute the entire document, and then select “Keep Scan” .

A screen shot of a cell phone

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Figure E

Step 6:

You have now successfully scanned a document with your iPhone and the scan of the document will paste into you’re the note you create from Step 2.

A screenshot of a phone

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Figure D

Conclusion

Troubleshoot Information:

* If you are having issues with scanning a document, please ensure that:
* You have the latest IOS software installed on your iPhone.
* You are logged into your iCloud account.

If you have further technical issues, you can always refer to apple.com (Apple Support) , and chat with a tech about your issues a

Link:

<https://support.apple.com/>

# Works Cited

*Apple*. (n.d.). Retrieved May 2024 , from How to scan documents on your iPhone or iPad: https://support.apple.com/en-us/108963