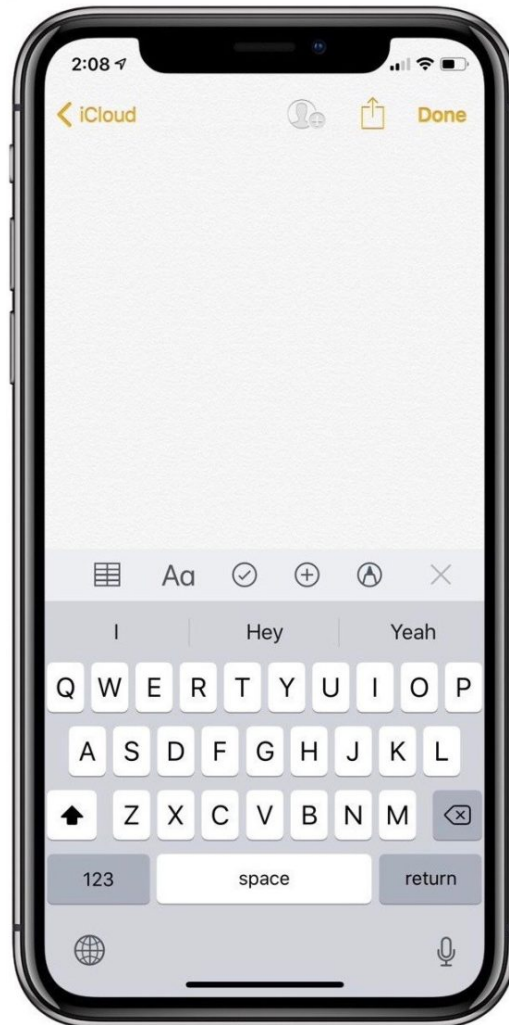


How to Scan Documents as a PDF on Your iPhone



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Introduction

This manual is a step-by-step tutorial instructing how to scan documents as a PDF (Portable Document Format) using just an iPhone. You will need only an iPhone up to date with at least iOS 11. For this tutorial, you will be using the built-in Notes app on the iPhone. You will not need to download any external apps. This tutorial is for all iPhone users who wish to learn how to scan documents on the go. By carefully reading and following these procedures, you will be able to compile photos into a PDF document using just the Notes app on your iPhone.

Step 1. Setting Up a New Note

- a. **Locate** and **open** the Notes app on the home screen of your iPhone.
- b. Once you have opened the Notes app, select the icon on the bottom right corner to **create** a new note (see **Figure 1**).
 - i. A blank note page and keyboard will appear on the screen.
- c. If the keyboard does not appear, **tap** anywhere on the blank note page.

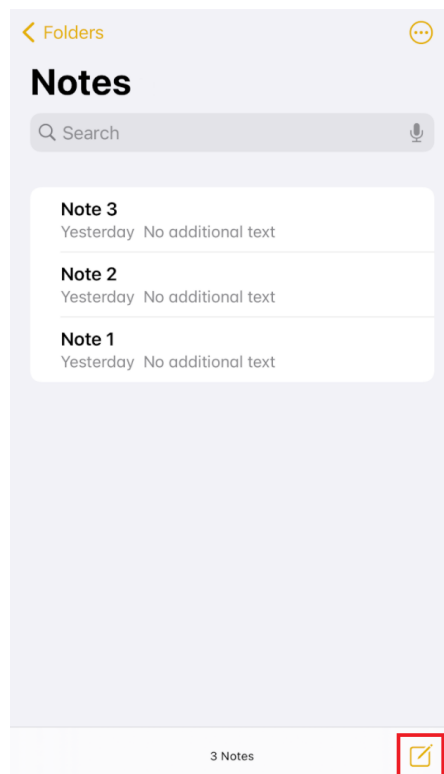


Figure 1. Create a new note.

Step 2. Preparing the Camera

- a. A bar of icons will be located just above the keyboard. **Select** the camera icon. It is the fourth icon from the left and the third icon from the right.
 - i. A small window will stem from the camera icon (see **Figure 2**).
- b. **Select** the third option, “Scan Documents.”

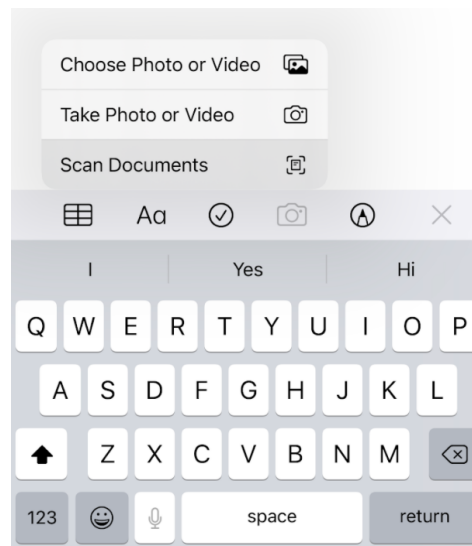
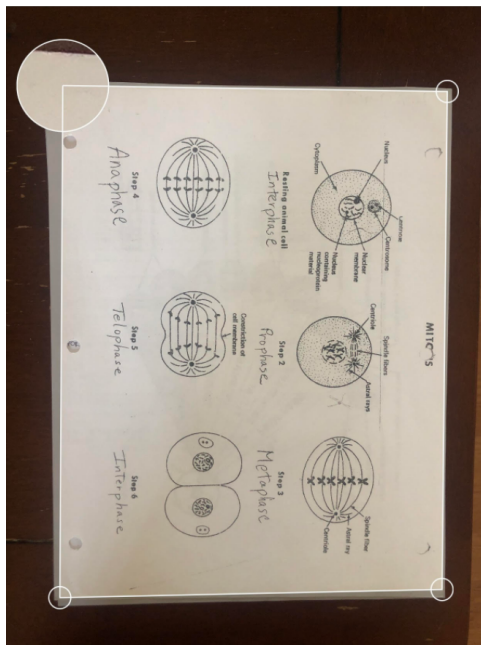


Figure 2. Select “Scan Documents.”

Step 3. Taking the Photo.

- Position** the page in view so that the entire page is visible.
- Take** a photo of the page.
- Crop** the photo by dragging the circles (in each of the four corners) to the edges of the page. The lines should align with the frame of the document (see **Figure 3**).
- Select** “Keep Scan” in the bottom right corner to take the next photo.
- You may **repeat** steps 3a-3d until you have scanned all the pages you wish to include in one PDF document.
- Once you finish cropping your last page, **select** “Keep Scan.” When the camera screen appears again, **select** “Save” in the bottom right corner (see **Figure 4**).



Retake

Keep Scan

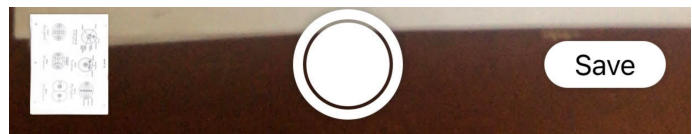


Figure 4. Save the photo(s).

Figure 3. Crop the document.

Step 4. Editing and Retouching

- a. **Tap** the document to enlarge the view (see **Figure 5**).
- b. **Tap** the centermost text on the top panel to rename your document.
 - i. A text box will appear where you may type the new name (see **Figure 6**). Click save when you are finished.

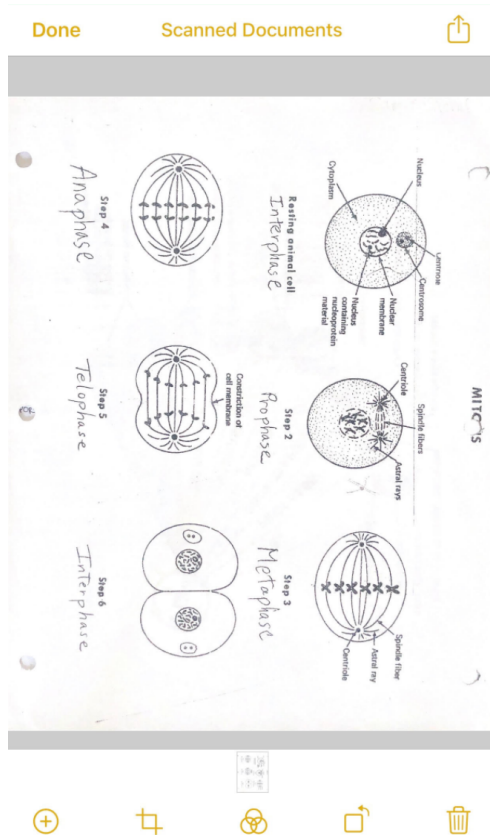


Figure 5. Enlarge the view of the document.

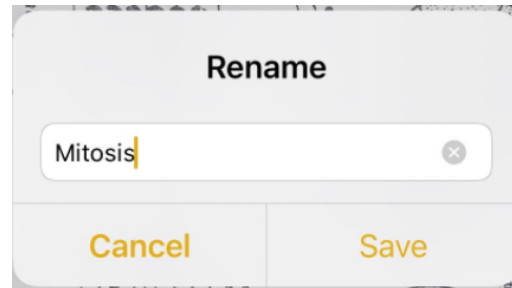








Figure 6. Rename the document.

- c. If you have more than one page, you may rearrange the page order by **dragging** and **dropping** the mini view of the pages on the panel above the icon row.
- d. You may **add** new pages by clicking the bottom leftmost icon and repeating Step 3. 
- e. You may **crop** and **skew** the page if needed by selecting the second leftmost icon. 

- f. You may **edit** the color, saturation, and brightness by selecting the middle icon. 
- g. You may **rotate** the page by selecting the second rightmost icon. 
- h. You may **delete** the page by selecting the rightmost icon. 
 - i. If you choose this option, a window will appear asking for confirmation. **Select** “Delete Scan” if you wish to proceed, or **select** “Cancel” if you do not.

Step 5. Exporting the PDF Document

- a. **Select** the icon located on the top right corner of the screen. 
- b. **Swipe up** on the window to reveal more export options (see **Figure 7**).

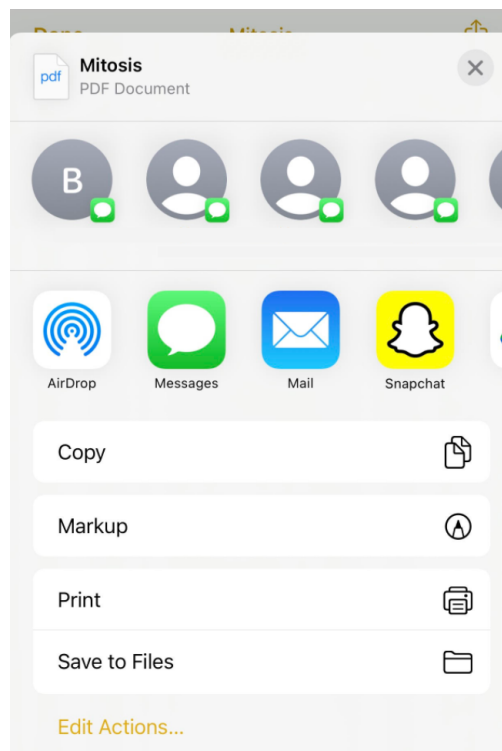


Figure 7. All export options are displayed.

- c. You may **export** the newly created PDF document to various apps. For example, you may send the PDF document as a text message by selecting the Messages app or send it as an email by selecting the Mail app.
- d. If you want to upload the file to the Internet or an external drive through another app, **select** Save to Files at the bottom.
- e. **Select** a folder to save your PDF document (see **Figure 8**).
- f. **Select** “Save” at the top right corner to save the PDF document in the folder of your choice.
 - i. If you need to access or upload it later, you can always **find** the PDF document in the Files app, within the folder you saved it in.

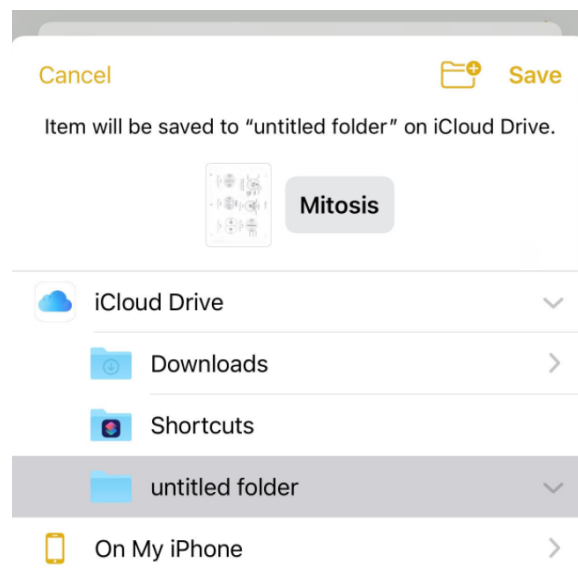


Figure 8. Save the document to a folder.

Conclusion

Congratulations! You have reached the end of this tutorial. If you have followed along with the steps correctly, you should have a newly created PDF document with the photos you took. Now that you know how to make a PDF document on your iPhone, you won't need to rely on a physical Scanner or third-party apps to scan photos or documents. You may utilize this knowledge in your educational career, profession, or even your daily life. Hopefully, this manual was instructive and helps you in the future.