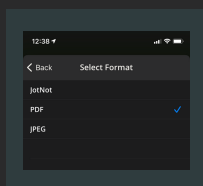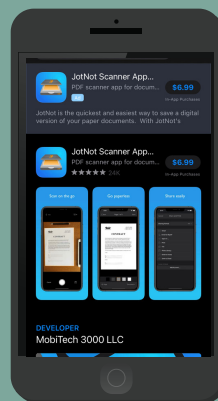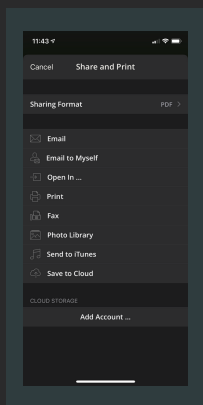# Share or store your scan

1 Select **Share** in the bottom right to share or store your document.

2 Choose **Select Format.**

Note: JotNot's default file format is PDF, but you can also opt for a JotNot document or JPEG:

3 Select a destination or method of sharing your file.

Go paperless today with JotNot Pro!

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JotNot Pro

For iPhone and iPad

How to scan, edit, share, and store your documents

MobiTech3000 LLC

JotNot Pro lets you scan, combine, and share the documents that matter to you.

With JotNot Pro, you can:

- **transform color documents into black and white.**
- **adjust the perspective, sharpness, and contrast of any scanned document to make the text vivid and legible.**
- **crop a document into any shape or size.**

Scan your document

1. Launch JotNot Pro.

2. Select **Scan**.

3. Place the document under your phone or tablet's camera.

   Note: A yellow square may appear that helps you target your screen capture.
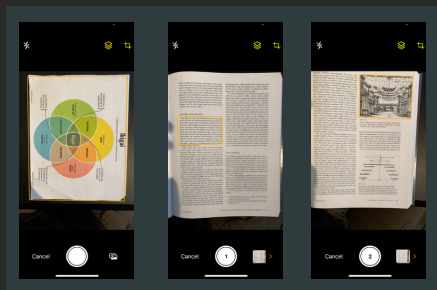

4. Select the white button to snap a photo of your document. Select **Back** to recapture if the image is not showing up correctly.

5. Jump to the next section in this brochure, **"Resize your scan,"** if you are done scanning and wish to enhance the scans. If you have more pages to add, proceed to Step 6.

6. Select **+Page** to continue scanning.

7. Select **Save** once you have captured all the pages in your document.

   *Note: If you do not wish to resize or enhance your scans, proceed to Step 8, otherwise refer to the next procedure, **"Resize your scan."***

8. Select the default filename on top— **"JotNot_TODAY'S_DATE"** — to rename your file.

9. Select **Done.**
   Then, proceed to the next section, **"Share or store your scan."**

Resize your scan

1. Select the scanned document you would like to resize.

2. Select **Enhance** to adjust the parameters of the document.

   - If the image is appearing correctly, **skip to Step 4.**
   - If the image is not appearing correctly, select **Back** to adjust the photo's size.

3. Adjust each corner of the image by independently selecting and dragging them to create any desired shape.
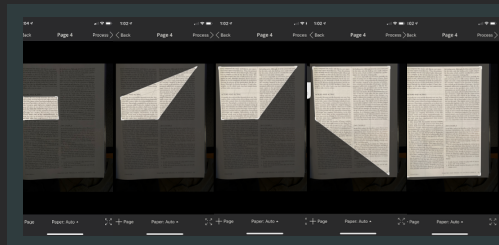
   Note: You may also widen the document image to the edges of the photo and adjust from there by selecting the expand symbol, located lower right.
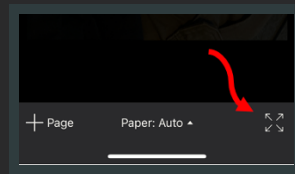

4. Change your paper size by selecting the **Paper: Auto** option at the center bottom.

   Note: Options include Letter, A4, Legal, and Business Card. JotNot defaults to Letter size.

5. Select **Process** in the upper right to preview the final image.

6. Select **Save** if you are done adjusting your image. Then, proceed to the next section, **"Enhance and save your scan,"** to modify color filters.

Enhance and save your scan

1. Select **Process** to adjust the color of your final product.

   Tip: If your document isn't responding well to the enhancements, try retaking the photo in brighter light.

2. Adjust the type of document by selecting the **Enhancement Option** menu, located bottom right. This menu shows your filter options.
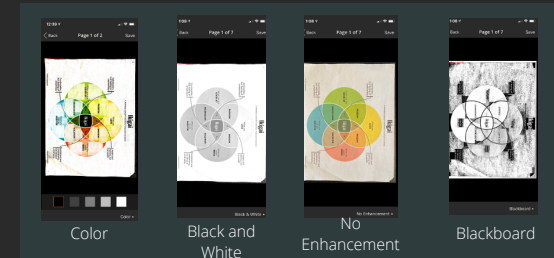
   *Note: Within the **Color** setting, you will have five separate filter options, represented by the five color squares at the bottom of your screen. Each option will show different gradations of the shadows captured in the scan.*
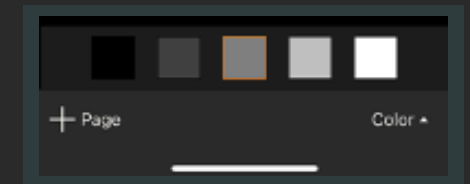
3. Select **Save** to finalize your photo. You will see a preview screen showing the arrangement of all your document images.

   *Note: Select **Edit** if you wish to rearrange the order of pages by dragging and dropping. Select **Done** when finished.*

4. Select **Pages** to return to the preview of all the document images. Make any other adjustments needed.

5. Select the default filename — **"JotNot_TODAY'S_DATE"** — to rename the file.

6. Select **Done.**