Scan a document and save as an Adobe PDF using your iPhone

Most people don't know there is a hidden document scanner on their iPhone. The feature is free and easy to use, and it works directly from the **Notes app**, so there is no need to download anything. The iPhone's built-in scanner automatically crops, sharpens, and flattens an image to produce a high-quality Adobe PDF that is far superior to just taking a photo of a document.

Instructions using the iPhone Notes app:

- 1. Open the **Notes** app on your iPhone and <u>create a new note</u>.
- Tap the Camera icon or Paper Clip icon above your iPhone's keyboard and select "Scan Documents".
- 3. Position the document so it is completely in the camera's view. Your iPhone will automatically detect the edges and capture a scan of the document.
- 4. Once the scan is captured, review it just in case. You can drag the corners to manually adjust the edges if needed.
- 5. If there are multiple pages in your document, turn to the next page and your iPhone's built-in scanner will capture it automatically. When you are finished, tap "Save".
- 6. The scanned document is then inside the note. You can now <u>save the document to your</u> files (or share it as an attachment to an email or text message).