




# Scan a document

## How to scan documents on your iPhone, iPad, or iPod touch

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

- Open Notes and select a note or create a new one.
- Tap the Camera button , then tap Scan Documents .
- Place your document in view of the camera.
- 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.

- Tap Save or add additional scans to the document.

