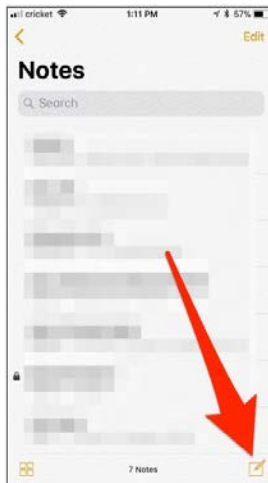
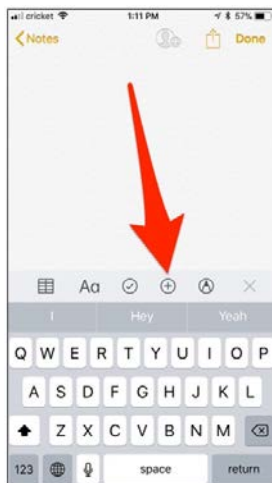


## How to Scan a Document on Your Phone: iPhone

If you're using an iPhone, the best way to scan documents for free is through the **Notes** app on iOS 11 or newer.



To get started, open the Notes app on your iPhone and tap on the New Note button down in the bottom-right corner of the screen.



Next, tap on the plus icon.



Select "Scan Documents" when the pop-up appears.



A camera screen will appear where you'll fit the document within the frame. You'll see a yellow box highlight the document and then it will automatically scan the document for you (no need to tap on the shutter button).



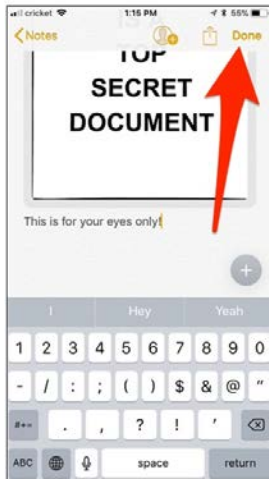
If you want to disable the automatic shutter, just tap on "Auto" in the top-right corner to change it to manual.



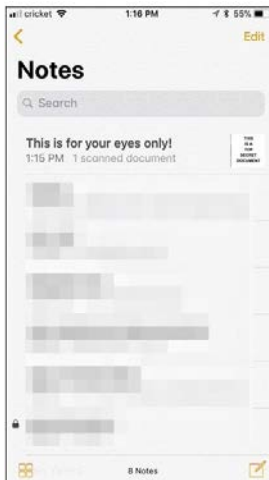
You can also change some other settings, like the color of the document (color, grayscale, or black and white), as well as enable the flash or not.



After you scan your first document, you can continue to scan more documents if you need to. Otherwise, tap on "Save" when you're done.



You'll be taken back to the note where your scanned document will be inserted. From there, you can jot down some notes about the document if you wish. Otherwise, tap "Done" in the top-right corner to save the note. When you go back to the main screen, you'll see the new note in the list, along with a thumbnail of the scanned document.



Share the note with yourself via email so that you can download the file and upload it to your application.

Instructions and pictures from <https://www.howtogeek.com/328470/how-to-scan-documents-with-the-iphone%E2%80%99s-notes-app/>