



Town of Essex - Information Systems
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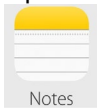
Title: Scan a PDF to email from iPhone/iPad

Created By: Sara Smith

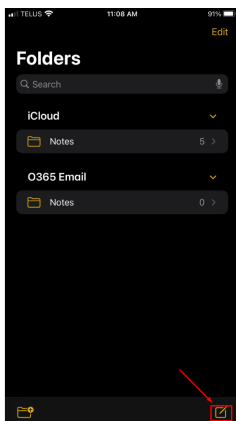
Date: February 2, 2021

The purpose of this document is to guide you through the use of the “Notes” app on the iPhone/iPad to scan a physical paper to a PDF and send by email.

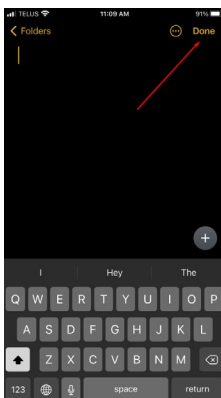
Open the Notes app. This is a native app to the iPhone.



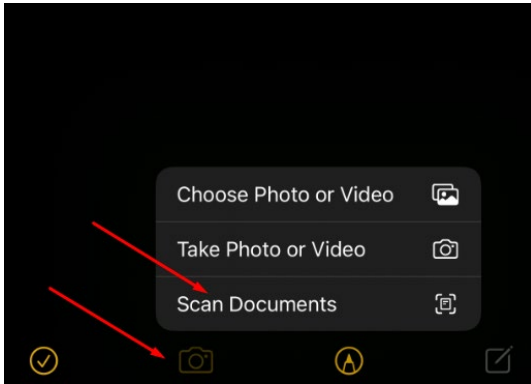
Tap on the pencil and paper icon at the bottom right of the screen.



Tap “Done” (top right corner) to hide the keyboard and reveal the options at the bottom

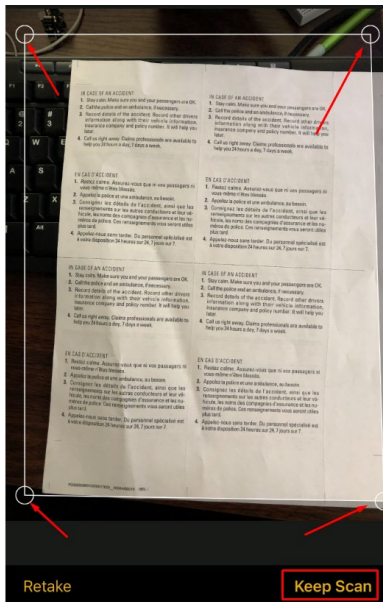


Tap the camera icon and select Scan Documents

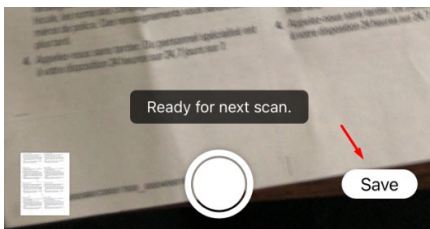


Position the document in the frame as best as possible.

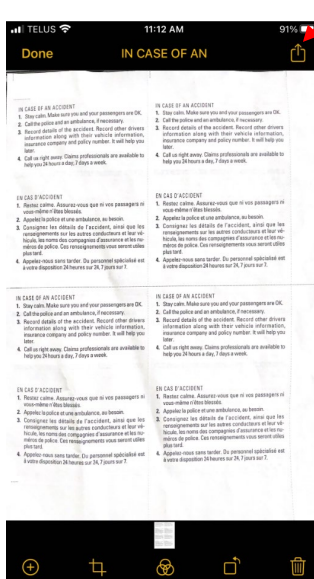
The next page you can adjust the corners to crop the image. Tap Keep Scan.



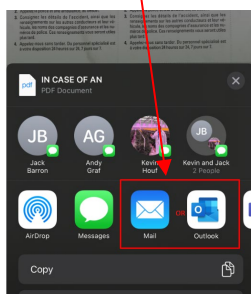
Scan more pages or Save the current page to continue.



Tap the 3 dots at the top right and select Share a Copy. Or, if it's visible, tap the square with the up arrow to open your email app.



Select the Mail app



Email the Scanned PDF to yourself.