

HOW TO USE THE DOCUMENT SCANNER ON iPhone AND iPad

IT Tips & Tricks

Apple's document scanner is hidden inside the [Files app](#), and because it supports in-app sharing, you can store the newly scanned document anywhere you want. Here's how.

How to scan a document on iPhone and iPad

The document scanner is tucked away in the Files app on iPhone and iPad. With just a couple of taps, you'll have a solidly scanned document ready to mark up, convert to PDF, and share with another app.

1. Locate the Files app on your phone. That's where you can view all of your iCloud files.
2. With the app open, select the *OneDrive Lifeways* location.
3. Tap the three-dot *More* icon in the upper right of your screen.
4. Select *New Folder*, name your folder *Scans*, and then tap *Done*.
5. From your new *Scans* folder, tap the three-dot *More* button in the upper right of your screen and select *Scan Documents* to activate the camera.
6. Position the document on a surface and hover the phone above it until it's recognized by the Camera app. The document is highlighted in blue. Most often, the app will

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take the photo automatically, but there's also a shutter button in case it doesn't grab your document right away.

7. Tap the *Save* button and your scan goes into the *Scans* folder, where it will be visible everywhere you can access OneDrive. From there, you can tap the document to rename it. Arrange your documents in a stack so they're scanned in order, one after the other.
8. After the camera shoots the first page, the app reads *Ready next scan* along the bottom. Remove the first page so it can capture the second page.
9. Repeat until you finish all scanning.
10. Tap *Save* and all your scanned pages will save to a single document. A badge will indicate how many pages are included.

How to mark up a scanned document on iPhone and iPad

Once you've scanned a document you can mark it up with any of the built-in markup tools in the Files app. With the markup tools, you can highlight, hand write, cut out and move sections (magic rope style), and add a text box, shape, or arrows. You can also add your signature right from within the Notes app.

1. With the [scanned document](#) open, tap the **Markup** button at the bottom of the screen.

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2. Select the **tool** you want to use.
3. Mark up your **document**.
4. Tap **Done** when you are finished.

The scanned document will save all the markup changes you made.

How to send a scanned document to another app on iPhone and iPad

1. With the **scanned document** open, tap the **Share** button in the lower left corner of the screen.
2. Select which **app** you're going to send the document to or share it via.
3. Complete the process of sending or sharing the **document**.