Scanning with your smartphone

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

Scan a document

1. Open Notes and select a note or create a new one.

2. Tap the Camera button 📷, then tap Scan Documents ⧉.

3. Place your document in view of the camera.

4. 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.

5. Tap Save or add additional scans to the document.

Learn how to use the Continuity Camera to scan notes from your iPhone or iPad to your Mac.

How to scan a document with your Galaxy smartphone

The latest Galaxy smartphones make it easy to scan and share documents. Here's how to do single-page scans:

1. Open the camera app and position the document in the center of your view. The camera app will automatically detect the document.

2. Tap the scan button.

3. Then tap the thumbnail image to review your scan.

4. Tap the edit icon if you'd like to edit your scan.

5. Editing tools will appear. You can edit, crop and rotate your scan as needed.

6. Then tap Save and zoom in to make sure you got a good scan.

7. Tap the share icon to send the document via email or messenger.