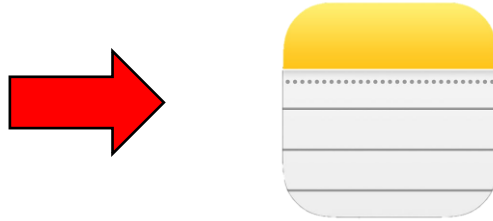
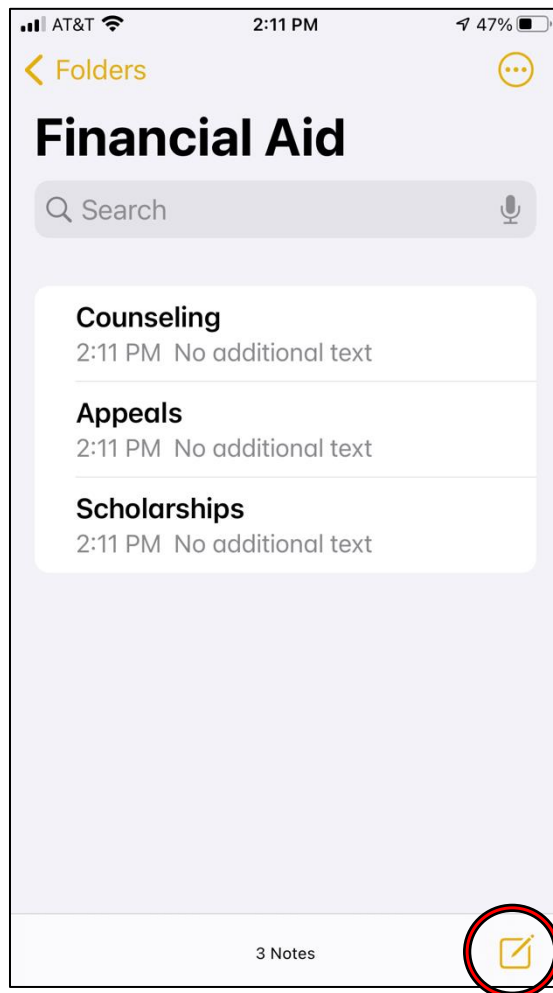


Scanning Documents to PDF: iPhone Users

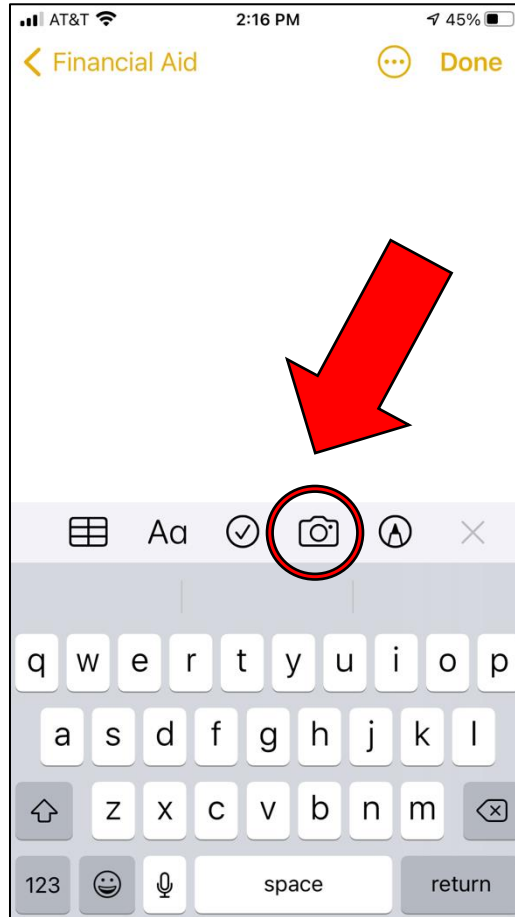
Step 1: Open the Notes app on your iPhone.



Step 2: Tap on the “New Note” button in the bottom-right corner of your screen.



Step 3: Tap the camera icon above the keyboard. If your iPhone is running an older version, you will select the plus sign icon instead.



Step 4: Select “Scan Documents” when the menu appears towards the bottom.

Step 5: The camera screen will now open. Fit the document within the frame.

Some tips for a good scan:

- 1) Use a contrasting background. If you are scanning a white document, a contrasting background would be a darker background.
- 2) Try to get a straight over shot. This will result in a better scan.
- 3) Be patient and take more than one shot if you need to in order to get all parts of the document!

Step 6: A yellow box will highlight your document and will scan the document. You do not have to tap the shutter button to capture the scan.

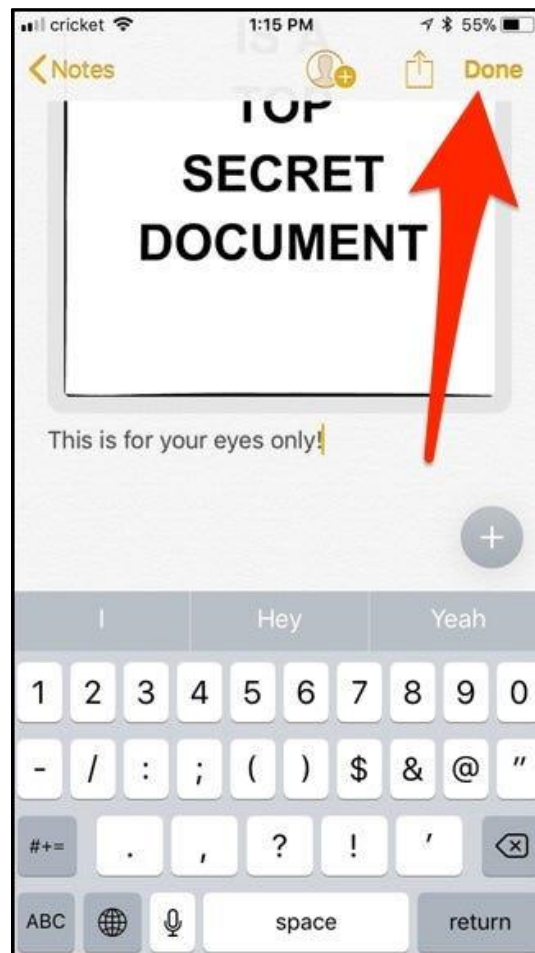


Step 7: After you scan your document, you can scan more documents if you need to, and they will all add to the same note.

Step 8: When you are done scanning all of your document, tap “Save” in the bottom-right corner of the screen.



Step 9: The screen will go back to the note where your scans will be inserted. Tap “Done” in the top-right corner to save the note.

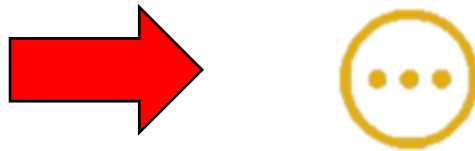


Step 10: You can return to the main screen of your list of notes and your new note can be seen.

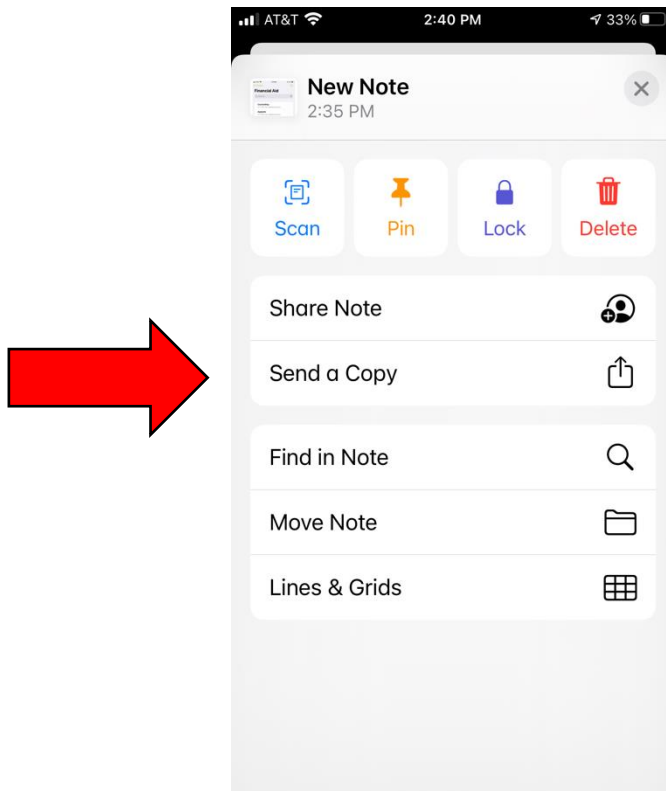
Emailing the PDF from Notes App

Step 11: Open the note containing the scanned documents that you wish to send.

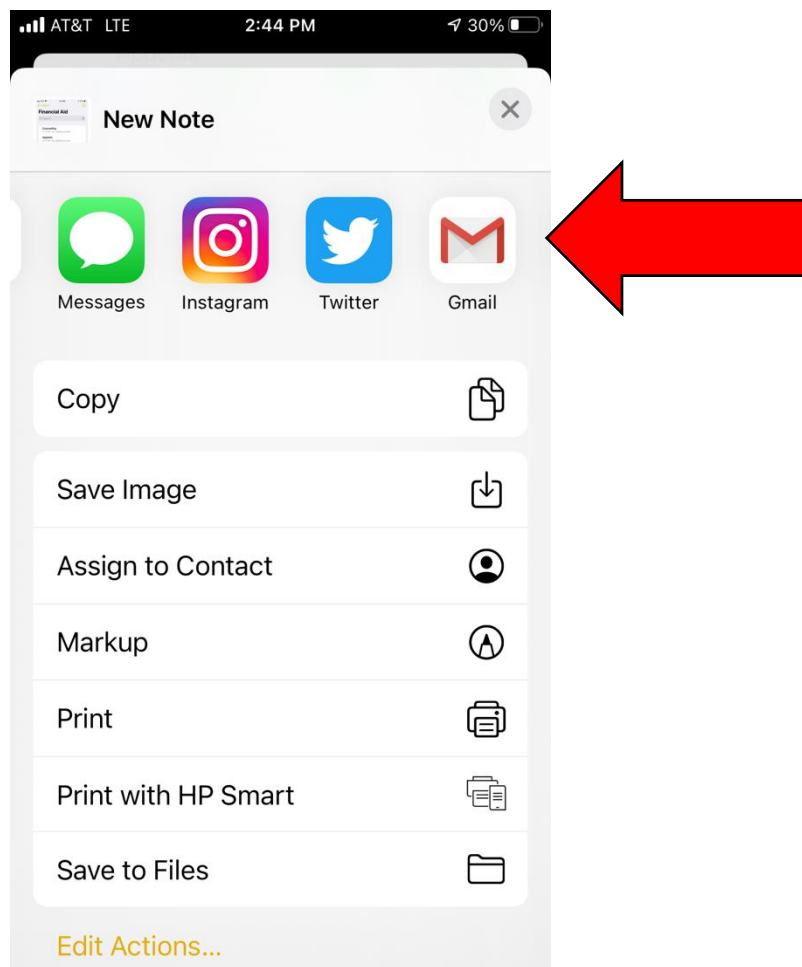
Step 12: On the note, select the three-dot icon at the top-right corner of the screen.



Step 13: Select the “Send a Copy” option on the menu.



Step 14: Select Gmail from the options listed for sharing, be sure you are signed into your **Southeastern Webmail Account.**



Step 15: Gmail will open a new message containing the note that you wish to send.

Step 16: Fill out all of the necessary information (email to: fadocs@southeastern.edu) within your email and tap send!