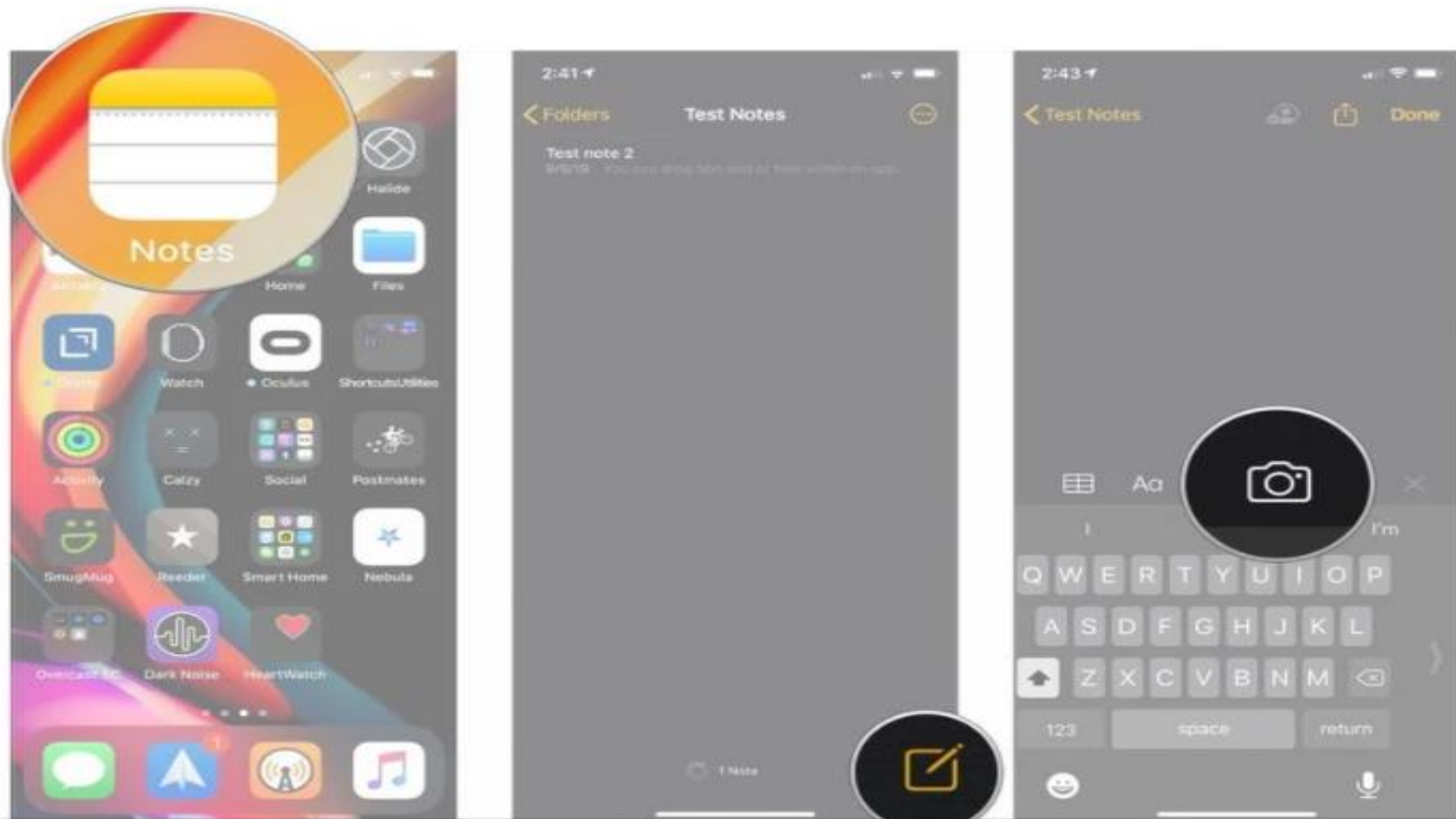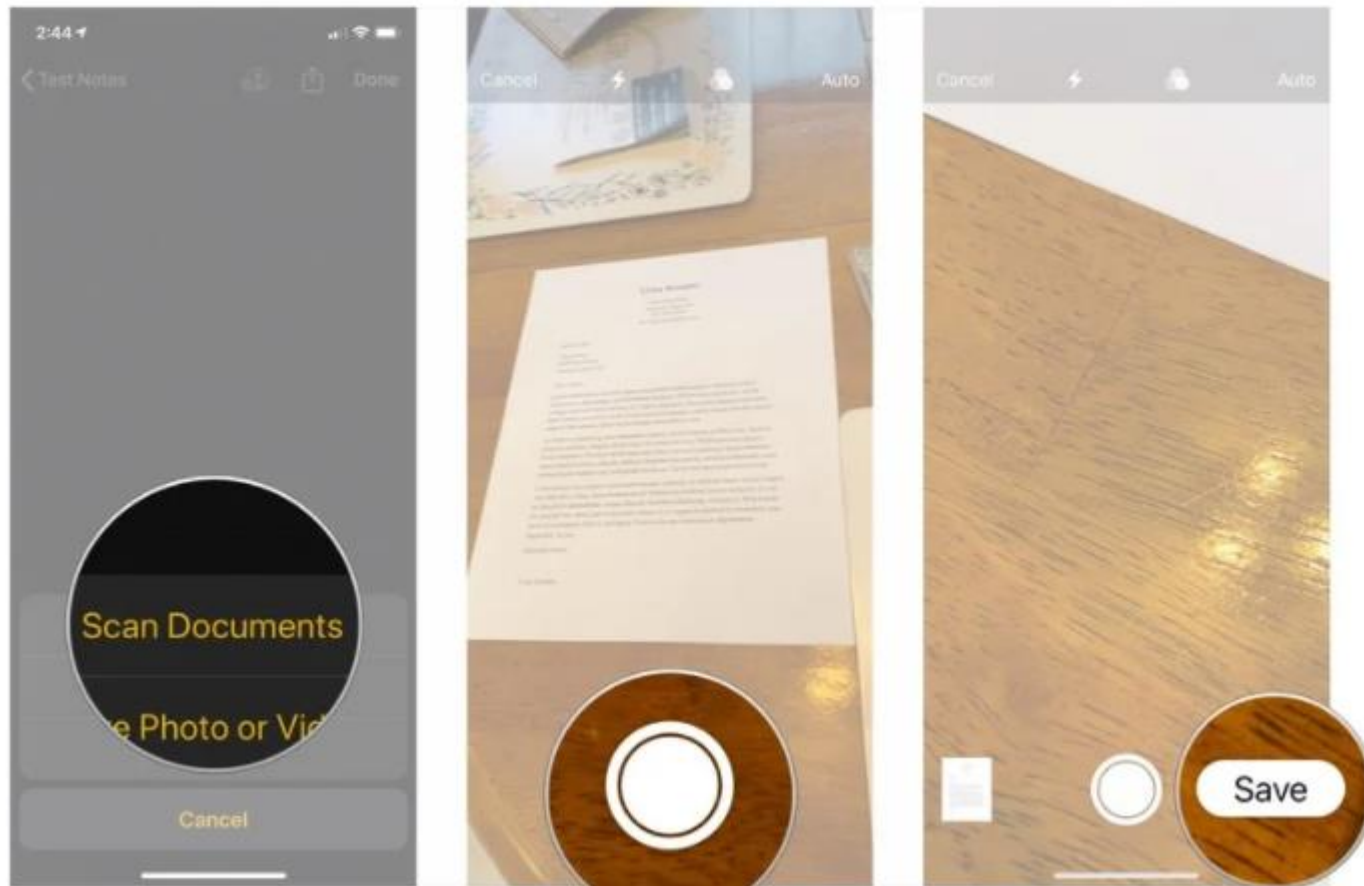1. Open **Notes** on your iPhone or iPad.

2. Create a **new note** or tap on an existing one to add a document to it.

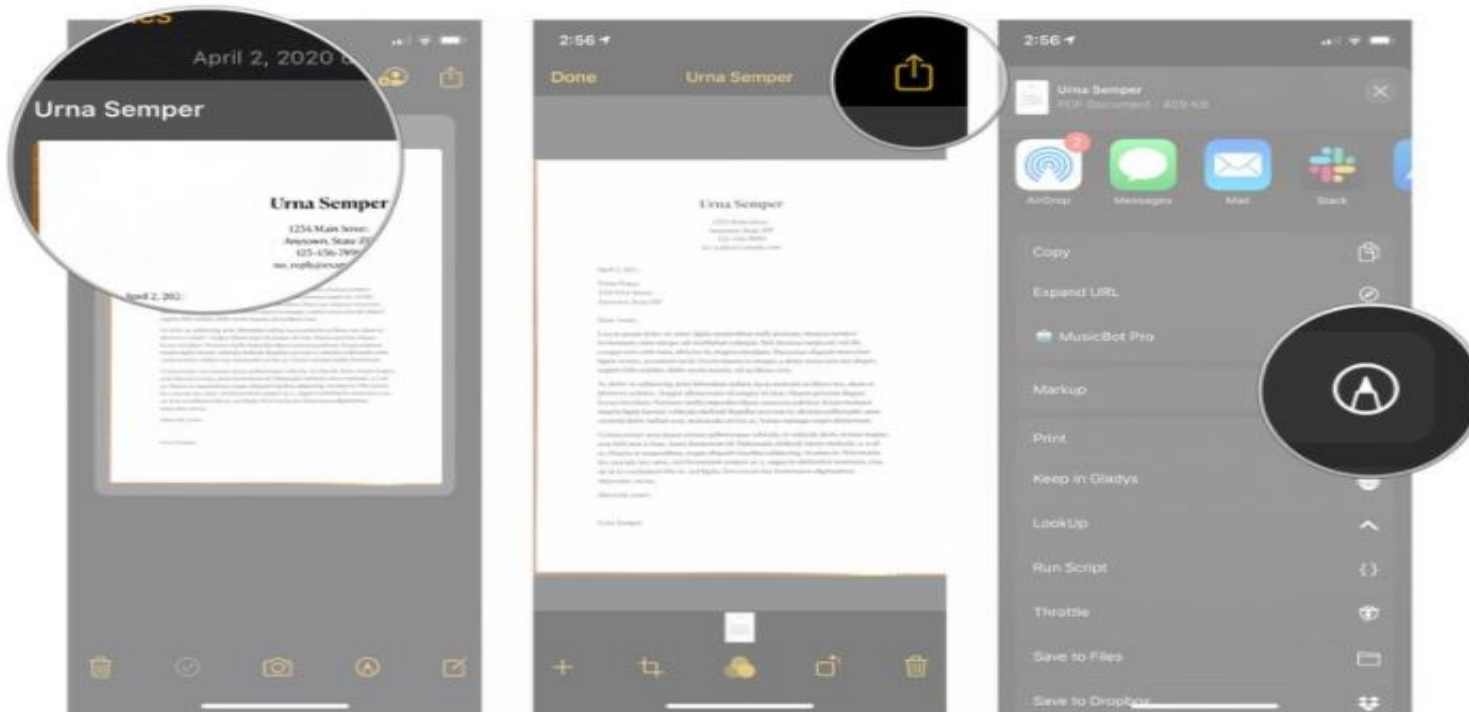3. Tap the **camera button** at the bottom of the screen or above the keyboard.

4. Tap **Scan Documents**.

5. Line up the **document** you want to scan.

6. Tap the **shutter button** if the scanner doesn't automatically scan the document. Repeat this step for every document you want to scan.

7. Tap **Save** after you've scanned all of the necessary pages. The button will have a count of how many pages you scanned.
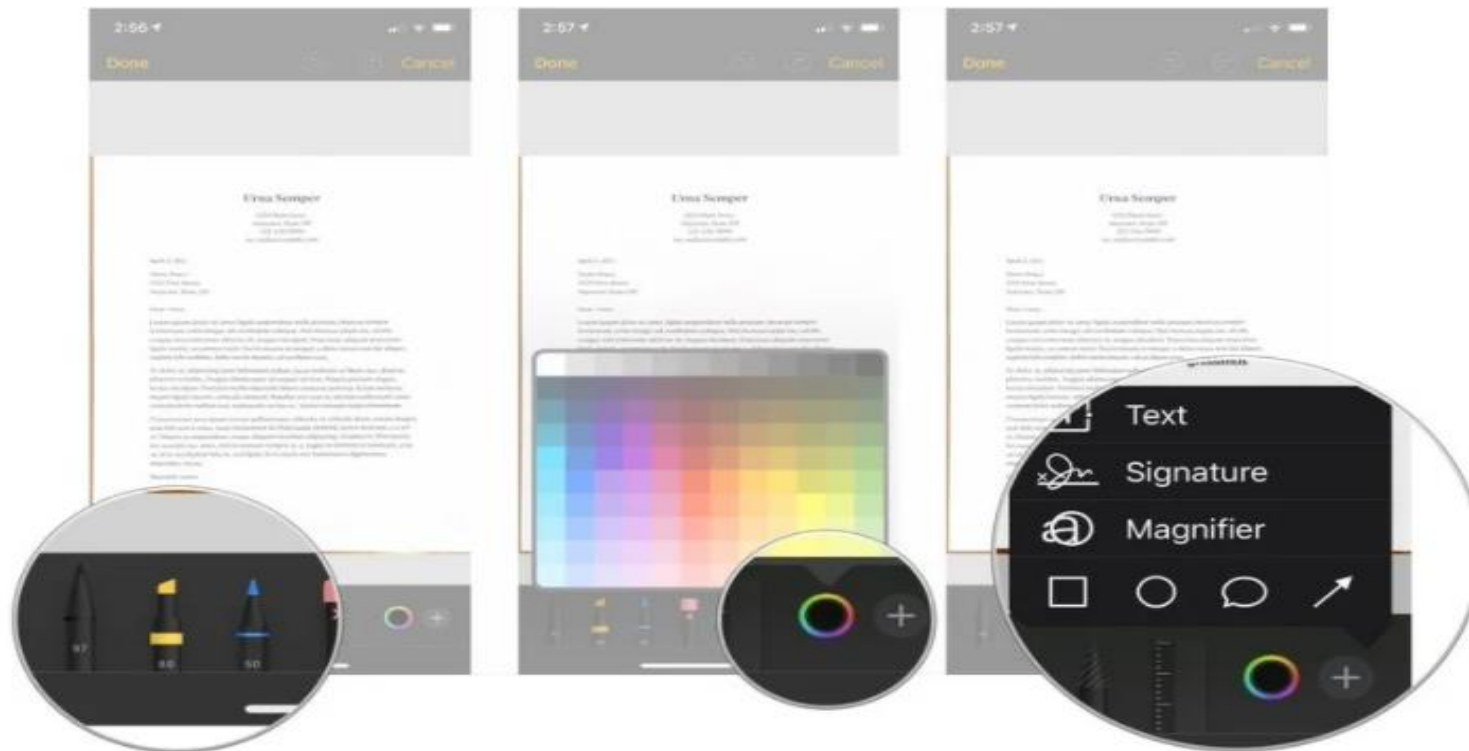
Once you've scanned a document, you can mark it up with any of the built-in markup tools in the Notes app. With the markup tools, you can highlight, handwrite, cut out and move sections (magic rope style), and add a text box, shape, or arrows. You can also add your signature right from within the Notes app.

1. Tap the **scanned document** in your note.

2. Tap the **share button** in the upper-right corner.

3. Tap **Markup**.

Source: iMore

4. Tap on the **tool** you'd like to use.

5. Tap the **color picker** if you'd like to change the color that your chosen tool will use.

6. Tap + if you want to add a **text box**, **signature**, **magnifier**, or **shape** to your document.

7. Mark up your **document**.

8. Tap **Done** when you're finished.

9. Tap **Done** to return to your note.

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

How to save a scanned document as a PDF

While you were previously required to turn your scanned documents into PDFs manually, now, the Notes app does that automatically. But you will need to save your scanned document to someplace like the Files app. Here's how to do that.
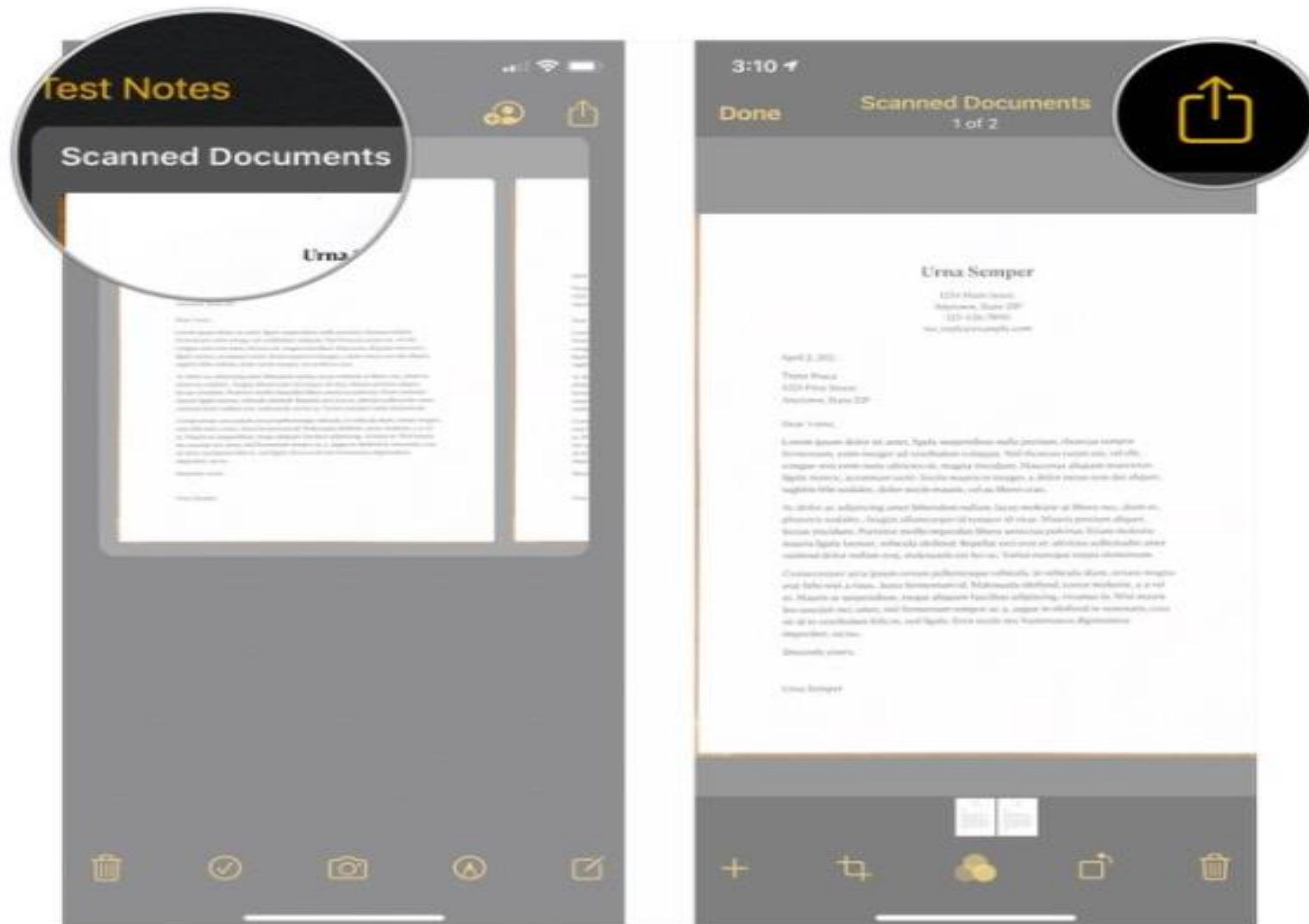
1. Tap your **scanned document**.

2. Tap the **share button** in the upper-right corner.

3. Tap that **app** that you want to use to save your PDF and follow that app's procedure for saving a file.
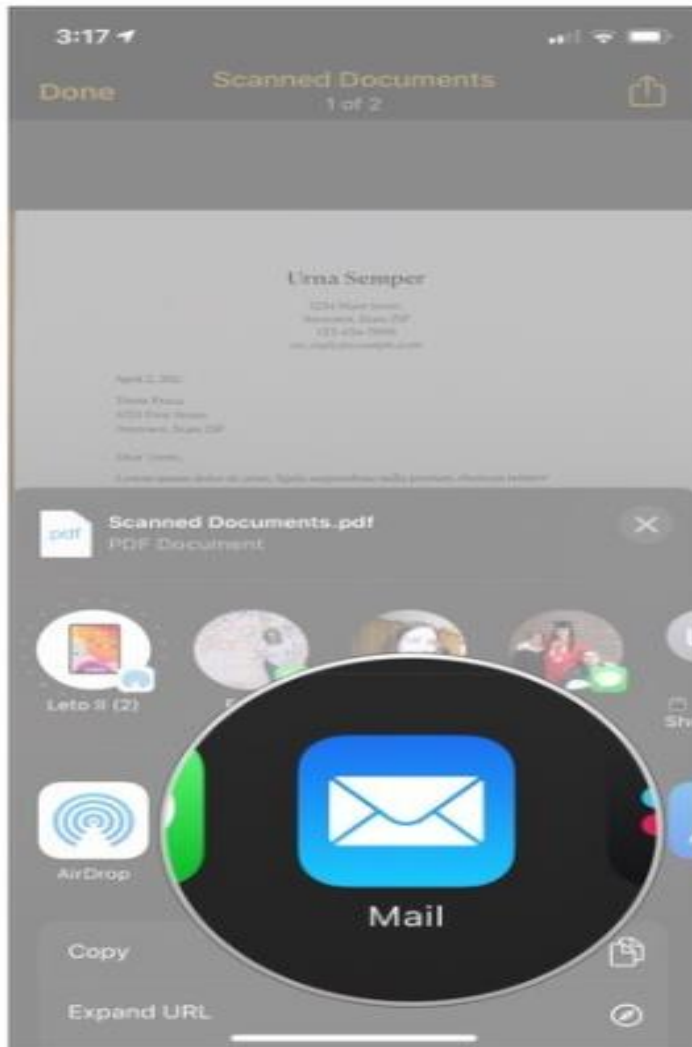

Source: iMore

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

1. Tap your **scanned document**.

2. Tap the **share button** in the upper-right corner.

3. Tap on the **app** to which you want to share the note.

4. Share your **PDF**.

Source: iMore