



Using Your iPhone or iPad to scan documents as PDFs through the Notes App

Managing and organizing physical documents can be quite cumbersome. Consider using digital storage for many of your documents. Storing records digitally not only frees up space in your home but also provides a more secure option, as opposed to relying on a traditional accordion folder. The good news is that you don't need a specialized scanner to start the process of moving your documents to the cloud. If you're an iPhone user, Apple has a hidden document scanner within its Notes app. This will also allow you to easily share your tax documents without leaving home!

How to Scan Documents into the Notes App:

1. Open the Notes app on your iPhone and create a new note by tapping the compose icon.
2. Within the new note, tap the camera icon on the toolbar and select "Scan Documents."
3. Your camera activates, prompting you to position the document. Hover your phone over it, allowing the camera to identify and capture sections. For multiple pages, repeat the process.
4. After scanning, preview your scans by tapping the thumbnail. Adjustments like cropping, rotation, or filters can be applied. Tap "Save" when satisfied.
5. To access the PDF of your scan, sync your Notes app to iCloud storage. You can find the PDF on the web or share it directly from the app.

Sharing Scanned Documents:

1. In the Notes app, select the note(s) with the scanned document.
2. Tap directly on the scanned document image, opening the editing screen.
3. Tap the share icon in the top right-hand corner to access sharing options. Choose a contact to send the PDF.

Best regards,

A handwritten signature in black ink, appearing to read 'Himmelwright Huguley & Boles, LLC'.

Himmelwright, Huguley & Boles, LLC