Using iPhone/iPad to Scan Documents

If the iPad or iPhone is updated to at least iOS 11, there is a scanning feature in the Notes app that allows you to scan a document, converting it into a PDF so that it looks like paper and not a photo.
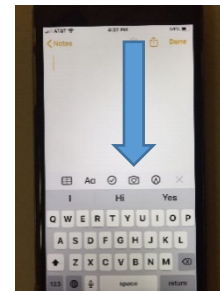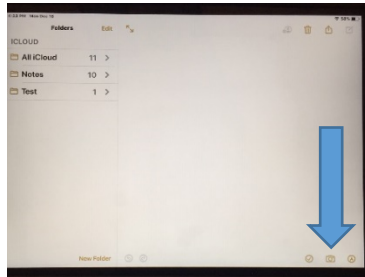
Once you have that scanned document or PDF, you can upload it into another app so that you can annotate responses on the document or store it in Google Drive to share with others or use with another device.

You can scan worksheets, workbook pages, math sheets, graphic organizers, or anything that is in paper format and/or you want to maintain the formatting.

*Scan a document: this is for iPads or iPhones updated to at **least iOS 13**

1. Open Notes app: this app comes with every iPad or iPhone
2. Open a new note

iPad

iPhone

3. Tap on the camera icon: on iPad is in bottom right hand corner of screen and will be under the onscreen keyboard if keyboard is displayed. On iPhone it is on the keyboard
4. Tap on Scan Documents
5. Position the document in the camera view and take picture
6. Adjust the corners of the document if necessary to capture the entire document
7. Tap on Keep Scan
8. If there is more than one page to scan, for example, a packet of pages, you would take a picture of each page. To scan a packet successfully, the pages should all be oriented in the same direction. If one page is in landscape and others are in portrait orientation, then it will be hard to work with them when they are uploaded into another app.
9. When done scanning, tap on Save. This document is now in PDF format. It will remain in Notes until you delete it.

*Send the PDF document to another app so that you can work with it:

1. Tap on the box with the up facing arrow in upper right hand corner
2. Find the app icon you want to use with this PDF and tap on it; the PDF will upload into that app

There are a variety of apps you can use to annotate on PDF's on the iPad. My favorite one is **Notability**, which now allows you to scan within its app (no need to scan with Notes first). In addition to typing or dictating into text boxes to annotate responses, Notability has other features such as making folders to store and organize PDF's, being able to draw or highlight on a PDF, and add audio recordings to PDF's. Free PDF Editing apps include **Adobe Fill & Sign**, which can fulfill most student needs. Adobe Fill & Sign is very basic, and good for

lower functioning or younger students as it is very easy to operate; you can type or dictate into text boxes to annotate responses with one step.

*Send the PDF document to Google Drive so it can be stored there to share with other people or use on another device: you need to be logged into Drive with the same account you are using your iPad with to make this happen. For example, if you are using your iPhone to scan but want to share it with a student or teacher, you will need to upload into your personal Google Drive, and then share to the teacher. You may not be able to share something from your personal Google Drive to a student's school Google Drive due to safety restrictions. If using the student's iPad to scan, you should be able to upload into Drive as log as the student is signed into Drive. Google Drive won't show up in the list of available apps if the student is not signed in.

1. Tap on the box with the up facing arrow in upper right hand corner
2. Find the Drive icon and tap on it; the PDF will upload into Drive

*Open PDF from Google Drive so you can use it: any PDF's that are in Drive can be opened in an app so that you can use it.

1. Open the PDF
2. Tap on the three dots in the upper right hand corner
3. Tap on Open in
4. Find the icon of the app you want to use and tap on it

Kelly Cox/ATAC   kcox@vcoe.org   Apps and features may change with iOS updates.   Updated 3/2020