Scan Documents with the Notes iOS App

Need a scanner while in school or @ home? The iCloud Notes app on an iPhone will let you scan multiple pages into one PDF file. For the required documents of skyward registration you should scan each document separately.

Of course, there are many other apps like OfficeLens, Genius, Kami, JotNot, AdobeScan, PDF Candy, etc, but many do not realize they already have this feature with their built-in Notes apps.

Step-by-Step Instructions to Scan
 1. Find your Notes app.
 2. Start a new note.
 3. Find the camera icon and tap.
 4. Choose Scan Documents.
 5. Take picture(s) of paper documents.
     If you have text, you will have an option to drag near corners to adjust.
 6. Either keep scanning documents or Save.
 7. Tap the send icon.
 8. Select your option for delivery (email or text the PDF). Once you email the document to yourself you will want to open the documents and save them with a name that identifies what the file is in a location that you can find them.
9. Next you will be able to click within skyward to upload the required documents.
10. Please email me if you need help. haleyk@warrenschools.com

One Extra Notes App Feature

You can also sign documents inside the Notes app.
 1. Tap the document in the note.
 2. Tap the Share icon, then tap Markup.
 3. To add your signature, tap +, then tap Signature. To manually sign your document, select a tool to use, then sign
 4. with your finger or an Apple Pencil.
 5. Tap Done.