How to scan documents on your iPhone or iPad

Why scan documents on your iPhone?

Scanning on an iPhone creates a clear **multi-page PDF**, which is the required format for official documents. Taking photos gives you separate **JPG files**, which look less clear and aren't accepted for official use.

To Scan Documents Directly in the Files App

1. **Open the Files App**

2. Tap the **More Options (···)** button (top right)

3. Tap **Scan Documents**

4. **Capture the Scan**   Position the pages. The camera should auto-detect the page, if not, tap the **Shutter** button to manually capture

5. **Adjust If Needed**   Crop, adjust, rotate, or select filter to change color/B&W using the icons at the bottom

6. Tap the **<** button in the top left corner, then the ✓ in the upper right corner

Choose Where to Save Your Scan

7. Navigate to a folder such as iCloud Drive, On My iPhone or shared folders and tap **<u>SAVE</u>**

To Manage the File

8. Tap and hold your PDF to:

Share, Move, Email, Rename, etc.

Tips for Best Results

- Use a flat, well-lit surface
- Avoid shadows over the paper
- Hold your phone steady
- For multiple pages, continue scanning until all pages are captured