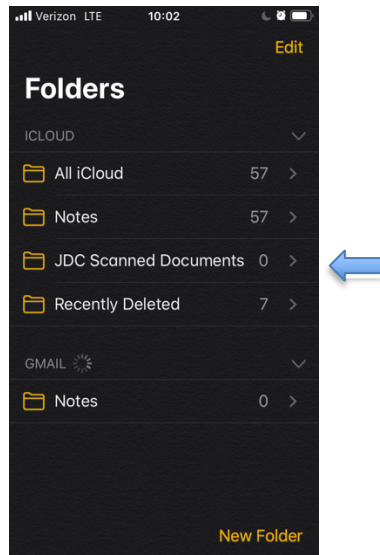
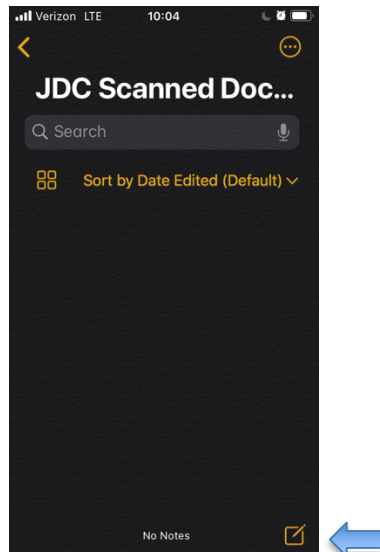


Scanning in the Notes App on an iPhone

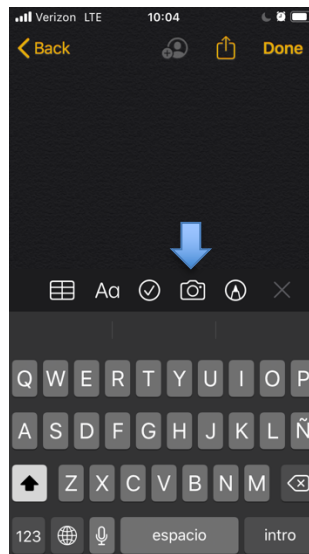
1. On the home screen of your iPhone, find the Notes app. Click to open.
2. You will see the word “Folders” at the top of the screen. Click the name of the folder where you want to save the scans (this can be any folder).



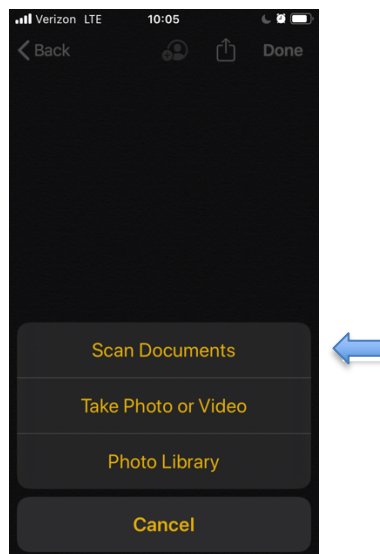
3. A screen will appear with the folder name at the top. In the bottom right hand corner is a picture of a pencil and paper. Click on it.



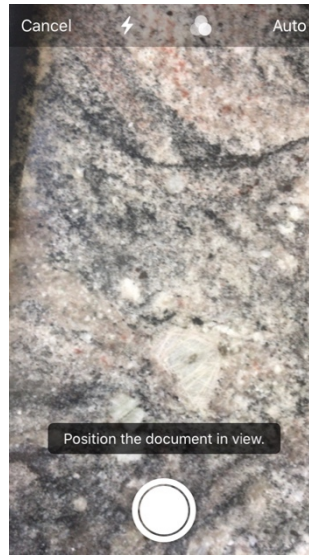
4. Your keyboard will open, and you will see a row of icons above the keyboard. One of these icons is a camera. Click the camera.



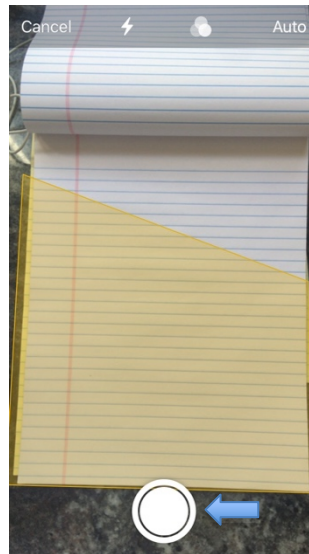
5. A list of options will appear at the bottom of the screen. The first option is “Scan Documents”. Click this option.



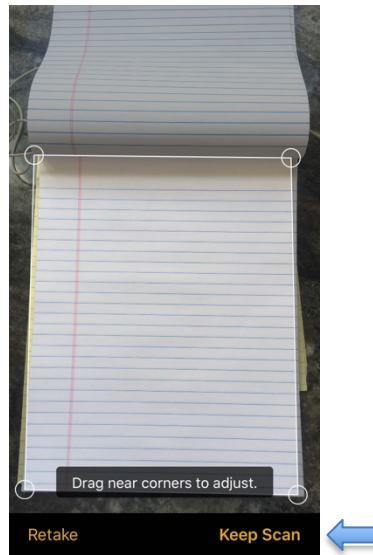
6. You will now see your camera screen and the words “Position the document in view”.



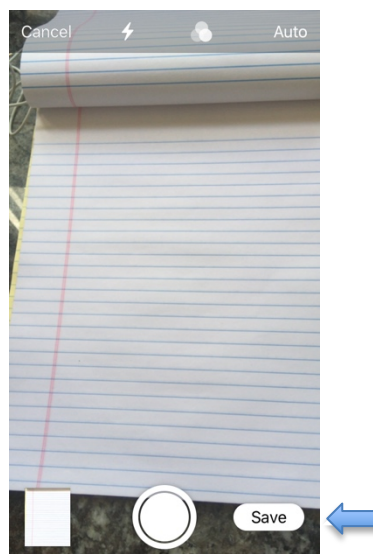
7. Place the first page of the document you want to scan on a flat surface. Hold your iPhone above the document and **make sure you can see the entire page** on your phone screen. When you can see the **entire page**, click the white circle to take the scan (just like you would take a picture).



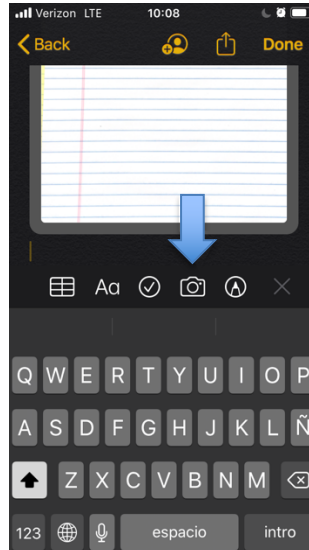
8. You will now see a picture of the page on your screen. The edges of the page will be outlined, with circles at each corner of the page. You can adjust the size and shape of the scanned image by dragging the circles. This is helpful if part of the page got cut off in the picture, or if the picture includes background surfaces that are not part of the document. Once you have adjusted the borders of the scan so that it includes the **entire page**, click “Keep Scan” on the bottom right hand side of the screen. If you want to retake the picture, instead of clicking “Keep Scan”, click “Retake” on the bottom left of the screen to take a new scan.



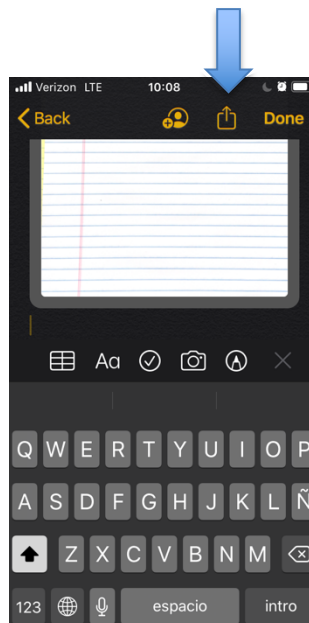
9. After you click “Keep Scan” you will see a miniature picture of your saved page on the bottom left hand side of the screen. The main screen is still your camera. Repeat steps 8-10 to take scans of **ALL pages** of your document. Once you have taken scans of each page, on the bottom right hand side of the screen, click the word “Save”. If you have scanned more than 1 page, this will say “Save (#)”. The # will correspond to the number of pages in your scanned document.



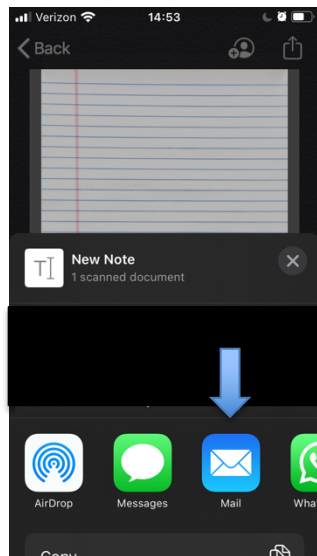
10. After you click “Save” you will see a picture of the first page of your scanned document. Your keyboard and the row of icons from step 6 will also appear. To scan a second document, repeat steps 6-11, starting by clicking the camera icon.



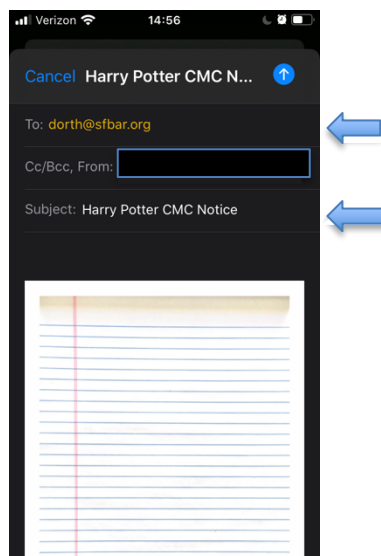
11. Once you have scanned **all pages of each of your documents**, you need to email them to JDC. At the top of the screen on the right-hand side is an icon shaped like a yellow square with an arrow pointing up. Click this icon.



12. You will see several options appear at the bottom of your screen. One of these options will be the “Mail” icon, which looks like a white envelope in a blue square. Click the “Mail” icon.



13. A screen will appear with the draft of a new email. In the space next to the word “To”, type the following email address: dorth@sfbar.org. In the space next to the word “Subject” type your name and the name of your document(s). For example: “Harry Potter CMC Notice”. Your scanned document(s) will appear in the body of the email, below the subject line.



14. To send the scanned document(s), click the arrow icon in the upper right-hand corner of the screen.

