



APPLE

Scan a document

1. Open a note or create a new note.
2. Tap , then tap Scan Documents.
3. Place your document in view of the camera on your device.
4. If your device is in Auto mode, your document will be automatically scanned. If you need to manually capture a scan, tap  or one of the Volume buttons.
5. Drag the corners to adjust the scan to fit the page, then tap Keep Scan.
6. You can add additional scans to the document or tap Save when you're done.

ANDROID

Follow [link](#) for how to scan using an Android device.

You can then email the scanned document through to Grayling Primary School

grayling.ps@edumail.vic.gov.au