



## KENTUCKY ASSOCIATION OF CONSERVATION DISTRICT EMPLOYEES

### How to Scan a Document and Email with an iPhone

#### District Employees Express Training

December 2024

*This training is brought to you by the KACDE professional development committee. The intent of this short training is to aid in the understanding of different topics for administrators, educators, and technicians alike.*

- 1. Open the Notes app:**
  - a. Locate and open the Notes app on your iPhone.
- 2. Create a New Note:**
  - a. In the bottom-right corner of the screen, tap the Compose icon (a square with a pencil).
- 3. Select the Camera Icon:**
  - a. Tap the Camera icon within the note.
- 4. Choose Scan Document:**
  - a. You'll see several options. If you already have a photo, select Photo Library. Otherwise, choose Scan Documents to begin scanning.
- 5. Scan the Document:**
  - a. Hold your phone above the document. The camera will automatically detect the document and take the picture. If needed, you can manually capture the photo by tapping the shutter button.
  - b. After the scan is captured, tap Keep Scan in the bottom-right corner of the screen.
- 6. Retake If Necessary:**
  - a. If the scan quality isn't to your liking, tap Retake and try again. Once you're satisfied with the scan, tap Keep Scan.
- 7. Save the Scan:**
  - a. After keeping the scan, tap Save in the bottom-right corner to save the document to your note.
- 8. Prepare to Send via Email:**
  - a. Tap the Share icon (a square with an upward arrow) located at the top of the screen.
- 9. Select Email Option:**
  - a. In the share options, tap the Mail icon (the envelope symbol).
- 10. Send the Email:**
  - a. Ensure that the scanned document appears as an attachment in the email draft.
  - b. Type in the recipient's email address and tap Send.