





## How to Scan, Sign & Email Documents using the Notes App

Step 1: Open your Notes App.

Step 2: Open a new or existing Note.

Step 3: Tap  icon, then tap Scan Documents.

Step 4: Place your document in view of the camera on your device.


Step 5: 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.

Step 6: Drag the corners to adjust the scan to fit the page, then tap Keep Scan.

Step 7: You can add additional scans to the document or tap Save when you're done.

### How to Sign a document in Notes

1. Tap the document in the note.

2. Tap  then tap Markup.


3. To add your signature, tap , then tap  Signature

4. To manually sign the document, select a tool to use, then sign with your finger.

5. Tap Done.

### How to email your document from Notes

1. Tap the document in the note.

2. Tap , then tap .

3. Enter your To: information and Subject: information

4. Click Arrow to Send.