

Instructions - How to create a PDF from an image (iPhone)

1. Launch the Notes app on your iPhone

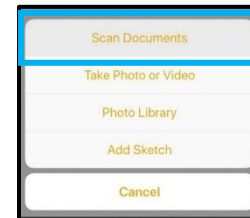


2. Tap the *New Note* button in the lower right.

3. Tap the camera icon.



4. Choose *Scan Documents* from the list that pops up.



5. Line up the document you wish to scan in the view and take a picture.
6. Use the white outline to adjust the outline for the PDF.
7. Tap *Keep Scan* or *Retake* at the bottom of the screen.
 - a. To make a multi-page document, just keep taking scans of additional pages. When you are done, press the *Save* button in the lower hand-right corner. This will show how many pages you have scanned.
8. Tap *Save* when complete.

9. SENDING THE PDF:

- a. Click the share icon to send the new PDF
- b. Send PDF to your email
- c. Download the PDF to the device (desktop or laptop recommended) in which you plan to complete your student's registration.

