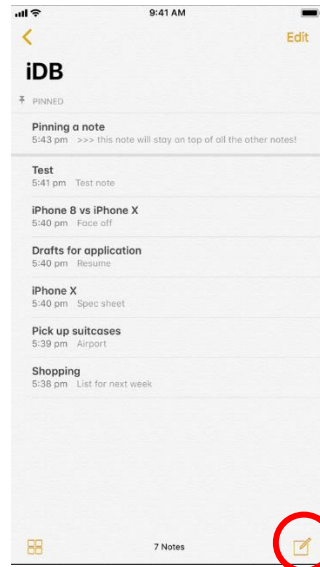


How to Scan a Document Using iPhone

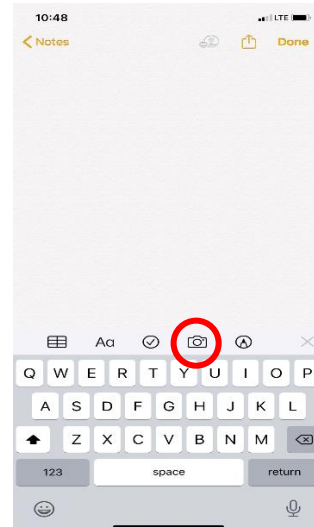
1. Open the Notes app on your iPhone.



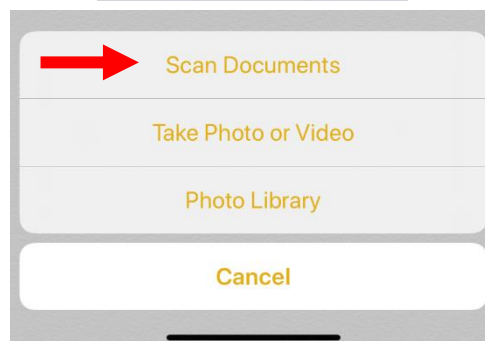
2. Create a new Note by clicking the pen and paper icon in the bottom right-hand corner of the screen. (If your Notes app opens to one of your saved notes, click the "< Notes" link in the top left-hand corner of the screen.)



3. The keyboard will automatically pop up in the new note. Locate the camera icon positioned above the letters "y" and "u." Click the camera icon.



4. Select the option to "Scan Documents."

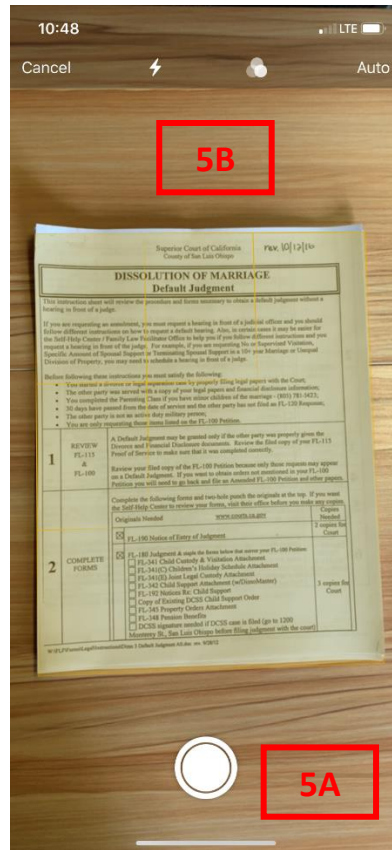


5. Position your document so it is in view. There are two ways to scan your document:

- 5A. Press the camera shutter button to photograph the document. Then, crop the document accordingly and click "Keep Scan."

OR

- 5B. Hold the phone steadily above the document. The camera will highlight the document in yellow and automatically save it.

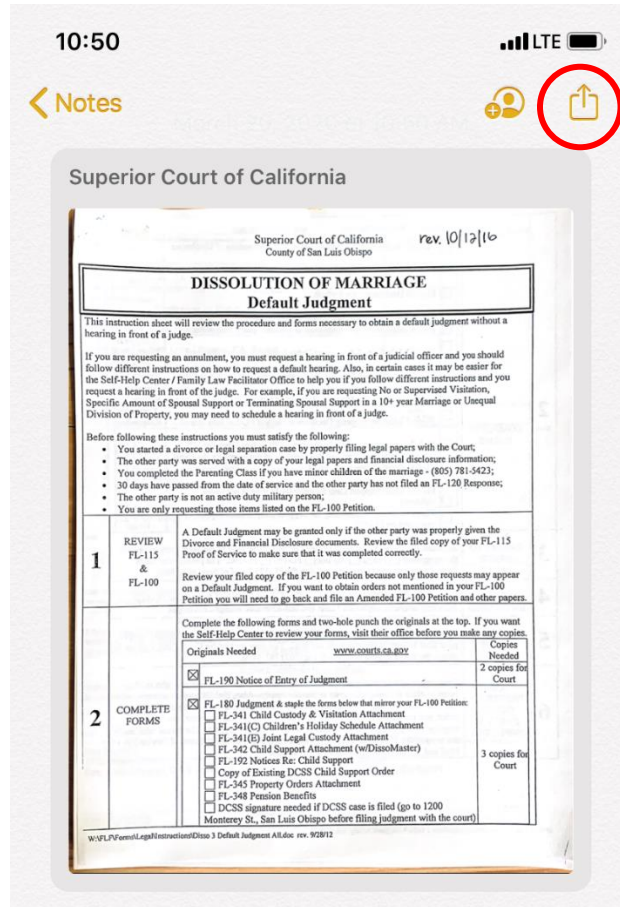


*Repeat step 5 as needed to scan all pages.

6. In the bottom right-hand corner, click "Save (X)." (X) refers to the number of pages you have scanned.



- Click the Share icon in the top right-hand corner. The Share icon looks like a square with an arrow at the top.



- Click the Mail icon and email to finishcase@slo.courts.ca.gov

