Five Things in Notes for iOS
Cove Apple Club — February 13, 2019

1. Scan documents into Notes

You can scan a document (receipt, letter, contract, etc.,) into a note.

1. Create a new note, and optionally, enter some text or other content into the note.

2. Tap the $\oplus$ icon in the toolbar, then tap "Scan Documents"

3. Place your document on a flat surface, preferably with a dark, contrasting background.

4. In the camera view on the screen, move your iPhone to fit the document into the view as guided on the screen.

5. When the document is properly positioned and in focus, the document will be scanned automatically.

6. Tap Save if you're done, or return to Step 3 to scan additional items.

2. Export a scanned document as a PDF

Documents scanned in Notes are saved as PDF files. You can easily export these documents to any destination supported in the iOS Share Sheet.

1. In a Note with a scanned document, tap on the document to open it in a new view.

2. At the top of the screen, tap on the Share icon.

3. Choose a destination from the top row of the Share Sheet, or choose one of the additional functions from the bottom row of the Share Sheet: Print, Copy, Create PDF or Markup.

3. Show note contents grouped by type

If you have many notes, you might have trouble finding a note you want in the list view. You can view your notes grouped by the kind of items they contain; for example, you can see all notes with photos or videos, all notes with website bookmarks, etc.

1. In list view, tap the small squares icon at the bottom left of the screen

2. View your notes grouped by attachment type or note contents

4. Make folders to save notes in groups

Creating folders in Notes can help you organize your notes by project, trip, category, year, etc.

1. In Notes list view, tap the **<** in the top left of the screen

2. At the bottom of the screen, tap New Folder, then enter a name for the new folder and tap Create. Your new folder is created.

5. Quickly move notes into folders

Now that you have a folder created, you can quickly move one or many notes into that folder.

1. In Notes list view, tap Edit at the top right of the screen

2. Select the notes you want to move by tapping on the ○, then tap Move To…

3. Select the folder you want to move the notes to, then tap the name of the folder you want to move them to, or tap New Folder to create and name a new folder and move the selected items to the new folder.

6. BONUS ITEM! Sign a document

You can use your iPhone or iPad, your finger, and Notes to sign documents on the go.

1. In Notes, tap the note with the PDF document you want to sign

2. With the PDF document displayed in the note, tap the Markup icon at the top right of the screen.

3. Tap the ⊕ icon at the bottom right of the Markup toolbar, then tap Signature

4. With your finger, sign your name on the screen, then tap Done. Tap Clear if you want to erase your signature and start again.

5. Your signature will be placed on the document. Use your finger to drag the signature into place, and tap and drag the resizing handles to make the signature bigger or smaller.

6. Tap Done at the top left to save your signed document.