ARGOS
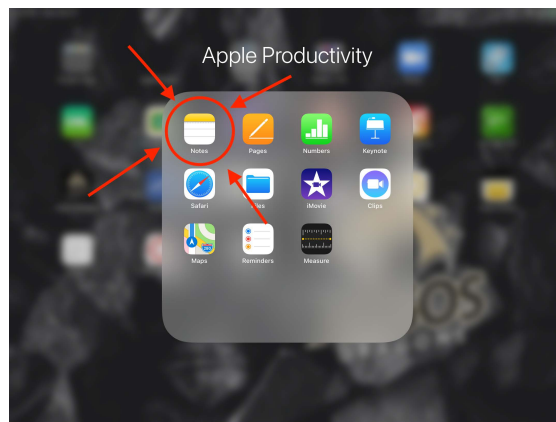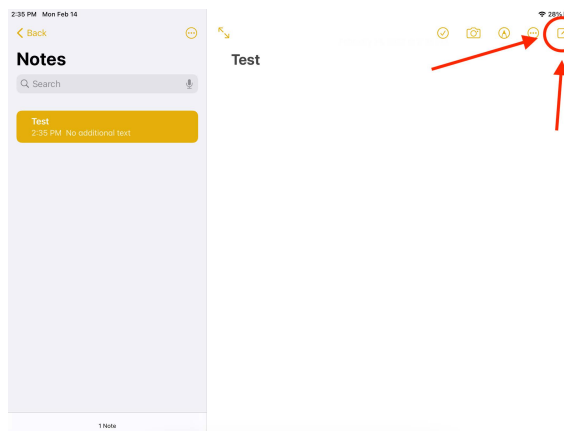## Technology Department
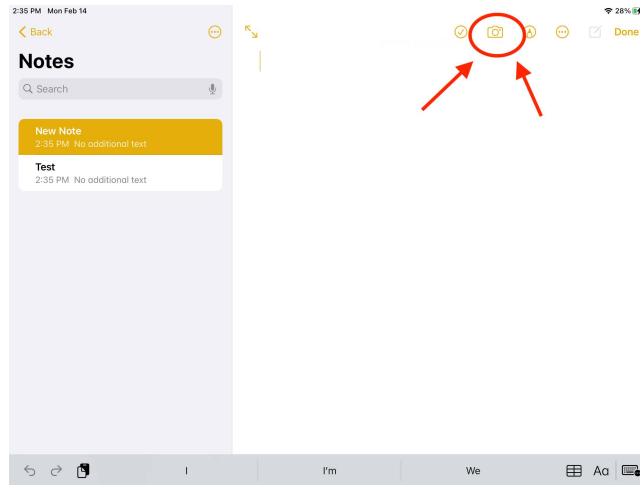
Scan Document as PDF on Student iPad

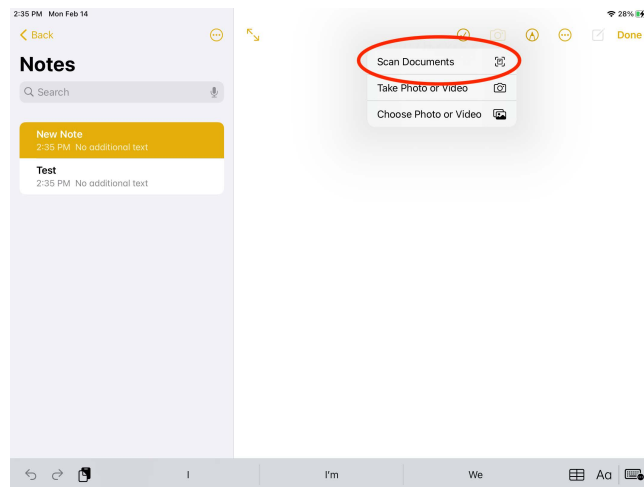1. In the Apple Productivity folder, Open Notes

If you need to open a new note, click the pencil/paper icon in the top right corner

2. Click on the Camera icon in the top right corner
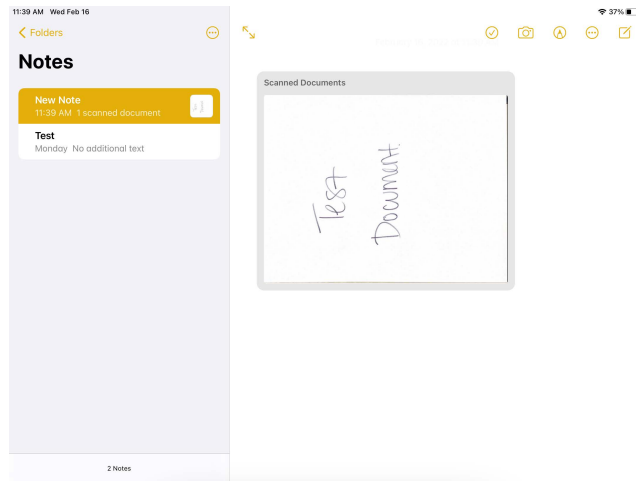

3. Choose the scan documents option

Once the camera opens, take a picture of the document or worksheet.

4. Click Save once you've taken the photo of your document

The document will then automatically save in your notes as a pdf where it can be accessed. Students have the ability to mark-up the pdf.