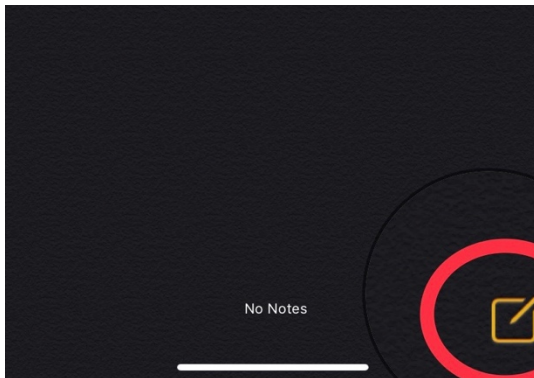
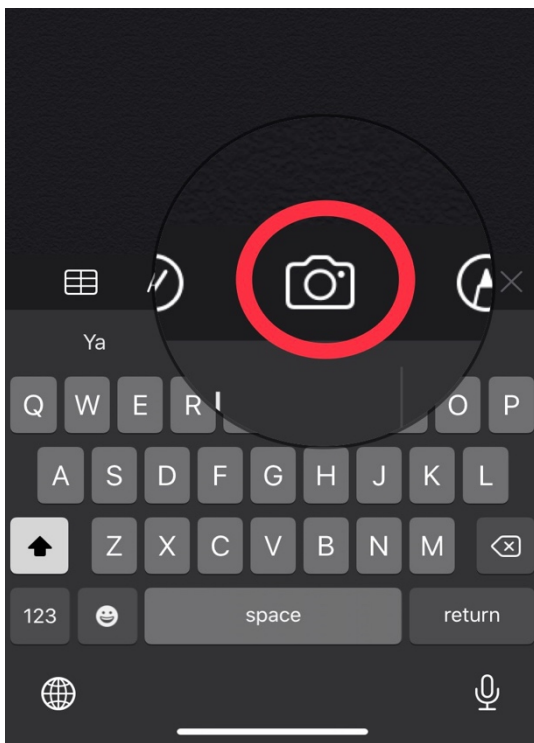


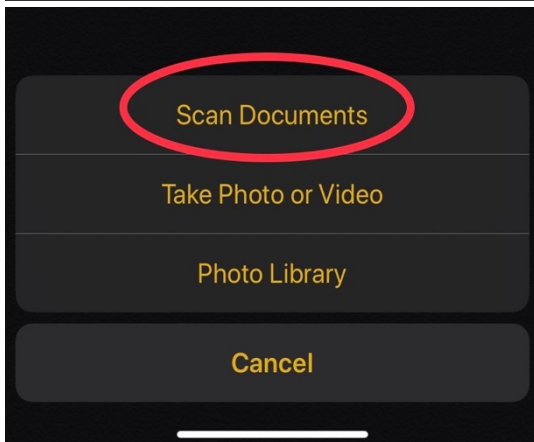
Scanning a Document



1. and press the icon highlighted in the image.



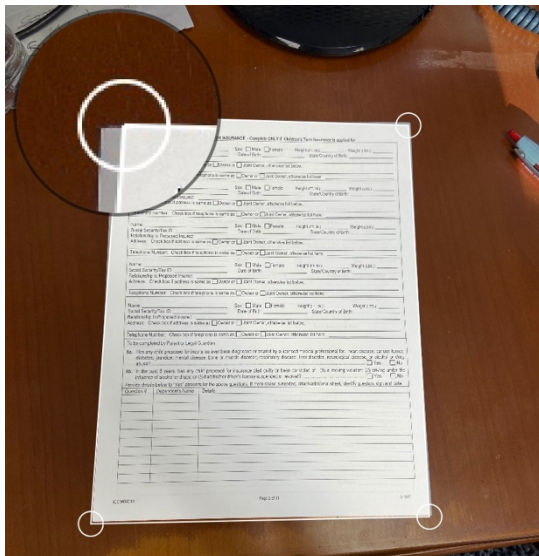
2. Click on the new note you have just created and press the camera icon as shown in the image.



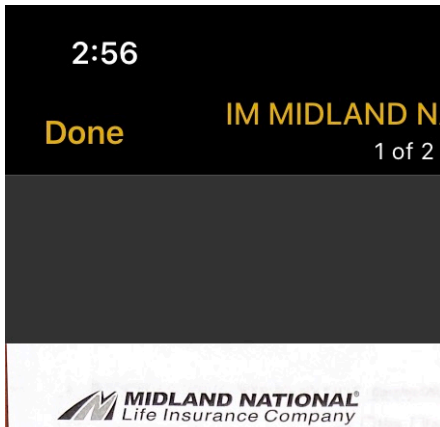
3. Press the "Scan Documents" button to create a digital scan of your documents.



4. Position your camera to fit the document in the frame. Either manually take the picture by pressing the circle on the bottom of your screen or line up the document with no shadows/ other papers near it so your phone can take the picture for you

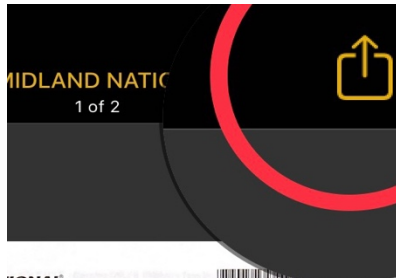


5. Use the small circles on you page and drag it to the corners of your document to get the entire document without and of the things in the background.

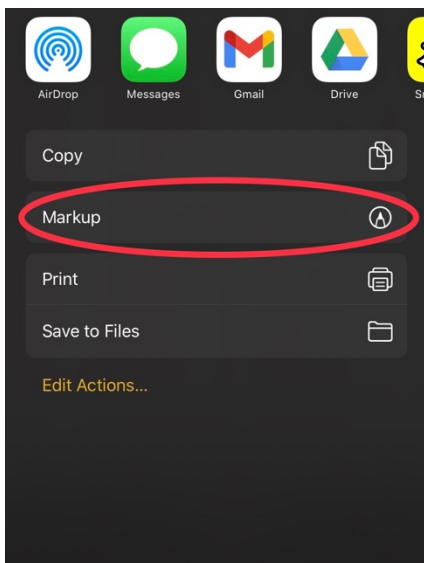


6. Press save/done to save the pdf of the document into your Notes app

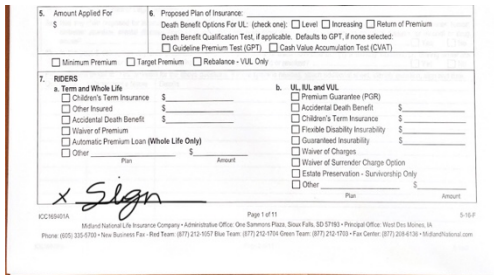
Signing Documents



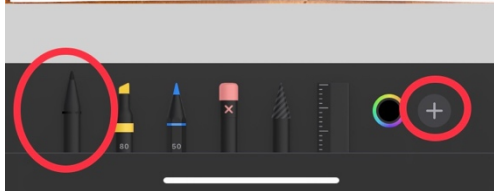
7. To markup/sign a scanned document hit the outgoing box icon

A scanned document titled 'MIDLAND NATIONAL' and 'INDIVIDUAL LIFE INSURANCE APPLICATION (Print and Use Black Ink)'. The form includes fields for name, date of birth, and marital status. A barcode is visible at the top of the form.

8. Scroll down to where it says "Markup" and click on the button



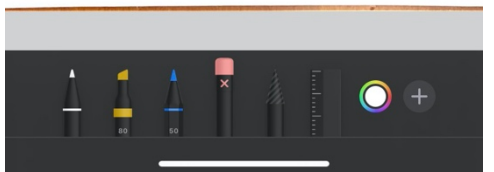
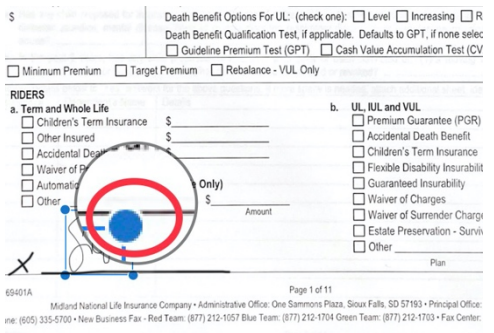
9. To set a signature for multiple uses press the “+” on the bottom and press signature to create your own signature buy signing next to the “X” with a Stylis or your finger and press done after



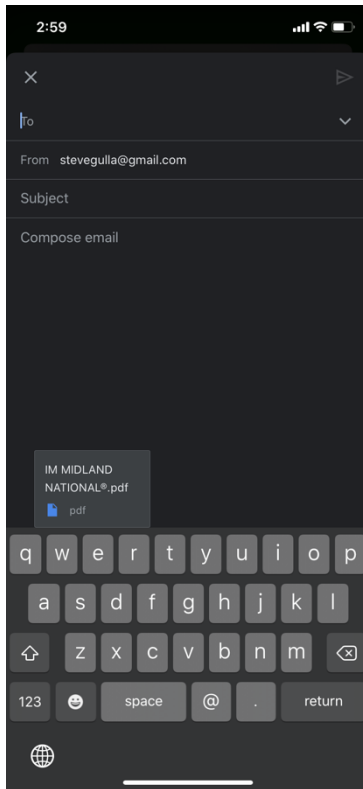
10. Another option is to use the pen at the bottom of the screen to sign the papers either with a Stylis or your fingers and press done to save the edit you made



11. Use the blue circles to change the size of your signature to fit and simply press on the inside of the box with your sign to move it to the correct location, press done when you're ready



Emailing Documents



12. Click the outgoing box icon again and press “Mail/Gmail/Outlook” or whichever app you use to email a you will notice that a pdf is attached to the email draft from there enter your recipients’ email, Subject, and message and send