

## How to scan a document using Notes on your iPhone or iPad

**1.** Open the Notes App on your device:

Notes

2. Tap the "New Note" icon in the bottom right corner:



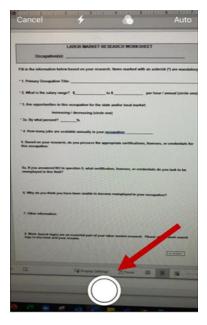
3. Select the camera icon above the keyboard:



4. Select "Scan Documents":



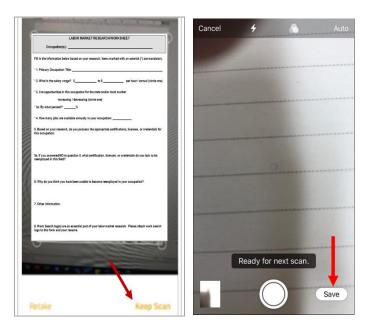
5. Position the document to scan and press the button:





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6. You can retake the scan if your copy is not clear. Once you have a clear scan, select "Keep Scan". On the next page, click "Save"



7. Select the "Upload" icon to upload the document:

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	R MARKET RESEARCH WORK	SHEET	
Occupation(s):			
Fill in the information below based	on your research. Items marked	with any sterisk (*) are mandate	ory.
* 1. Primary Occupation Title:			_
* 2. What is the salary range? \$	to \$	per hour / annual (circle o	ne)
* 3. Are opportunities in this occup	ustion for the state and/or local m	arkat	
	reasing (circle one)		
* 3a. By what percent?%			
* 4. How many jobs are available as	nnually in your occupation:		
5. Based on your research, do you this occupation:	possess the appropriate certifica	itions, licenses, or credentials f	lor
5a. If you answered NO to question reemployed in this field?	n 5, what certification, licenses, or	r credentials do you lack to be	
6: Why do you think you have been	n unable to become reemployed in	n your occupation?	
7. Other information:			
8. Work Search log(s) are an essen logs to this form and your resume.	tial part of your labor market reso	earch. Please attach work sear	ch
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8. Select the mail icon to add the document to an email:

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9. Fill in the email information (To, Subject, and message). Then, send your email.

