



[Video Instructions Here](#)

## SCAN A DOCUMENT

1. Open the Dropbox app on your iOS device.
2. Tap "+" (plus).
3. Choose **Scan Document**.
  - Take a picture of content you want to transform into a document.
  - Or, select an existing image in your Camera Roll.
4. If you choose to take a picture, point your camera at the object you want to scan. A border outlines the shape you're scanning. Make sure:
  - Your document is not crumpled
  - There is no glare on what you're photographing
  - You hold your device directly above what you're photographing
  - To include only what you want to scan
5. If needed, you can scan more pages. Or, you can move on to editing your doc. (Instructions on scanning more pages and editing docs follow.)





## EDIT AND ARRANGE YOUR SCAN

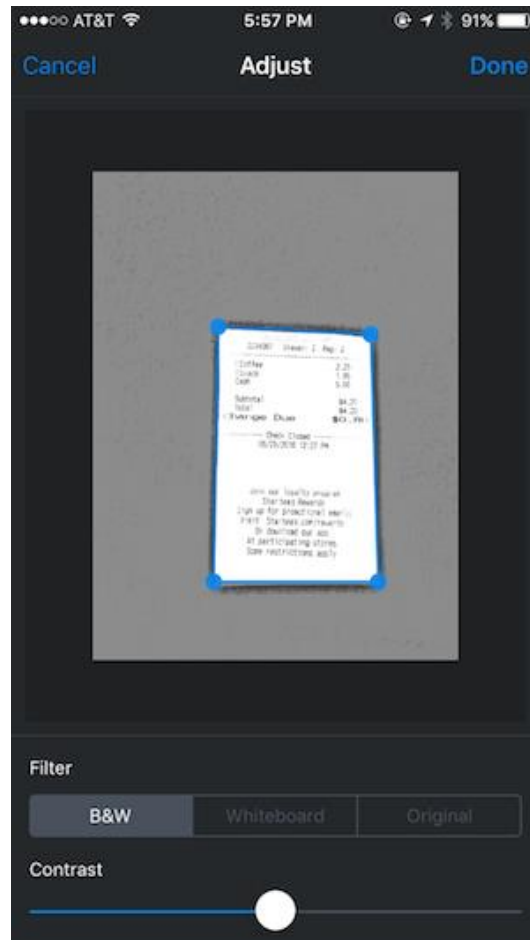
After scanning a doc, the next screen is the **Edit** view. The icons on the bottom of this view represent the actions you can take to edit your scan.



You can also tap **Arrange** (beside **Edit**) to reorder the pages of your scan. In the **Arrange** view, long press a page to drag and reorder it.



## ADJUST YOUR SCAN



1. From the Edit screen, tap the icon with the three sliders at the bottom of the screen.
2. Edit the area of your scanned document by moving the blue dots on each corner of the scan.
3. Under Filter, decide what format you want the scan in.
4. If desired, use the slider to adjust the contrast (this option is only available for some filters).
5. When you're satisfied with your edits, tap Done.



## SAVE YOUR SCAN

1. From the Edit screen, tap Next to enter the Settings view.
2. Name your file and decide on a file type.
3. Use the slider to select an image quality and size for the scan.
4. Decide where to save your document.

Carrier 4:58 PM

< Back Save Settings Save

File name 2018-03-2...6.58.40.pdf >

File type PDF PNG

SAVE QUALITY

Smallest Size Highest Quality

SAVE LOCATION

Dropbox Only you ✓

Choose a Different Folder...