## How to scan a document on a desktop computer:

Open the webpage or document you want to print as a pdf document. Press Control + P to bring up your print options. It will bring up a list of printers under "destination". Select "Save as PDF".



## How to scan a document on your iphone:

iPhone users: go to the "notes" icon. Open it and hit the little camera button. It will ask if you want to scan a document. Lay out the pages you want to scan and it will save them all as a PDF file.

You can also download a scanning app, TinyScanner works great!

