Twitter Thread by Marius Hauken

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Forget the computer!

9 things the Files app on your iPhone can do better:

Scan documents

Create pdfs from physical paper by clicking on the three dots in the top right corner of your Files app and click "scan documents."

You can then scan documents with your camera and save them as a pdf.

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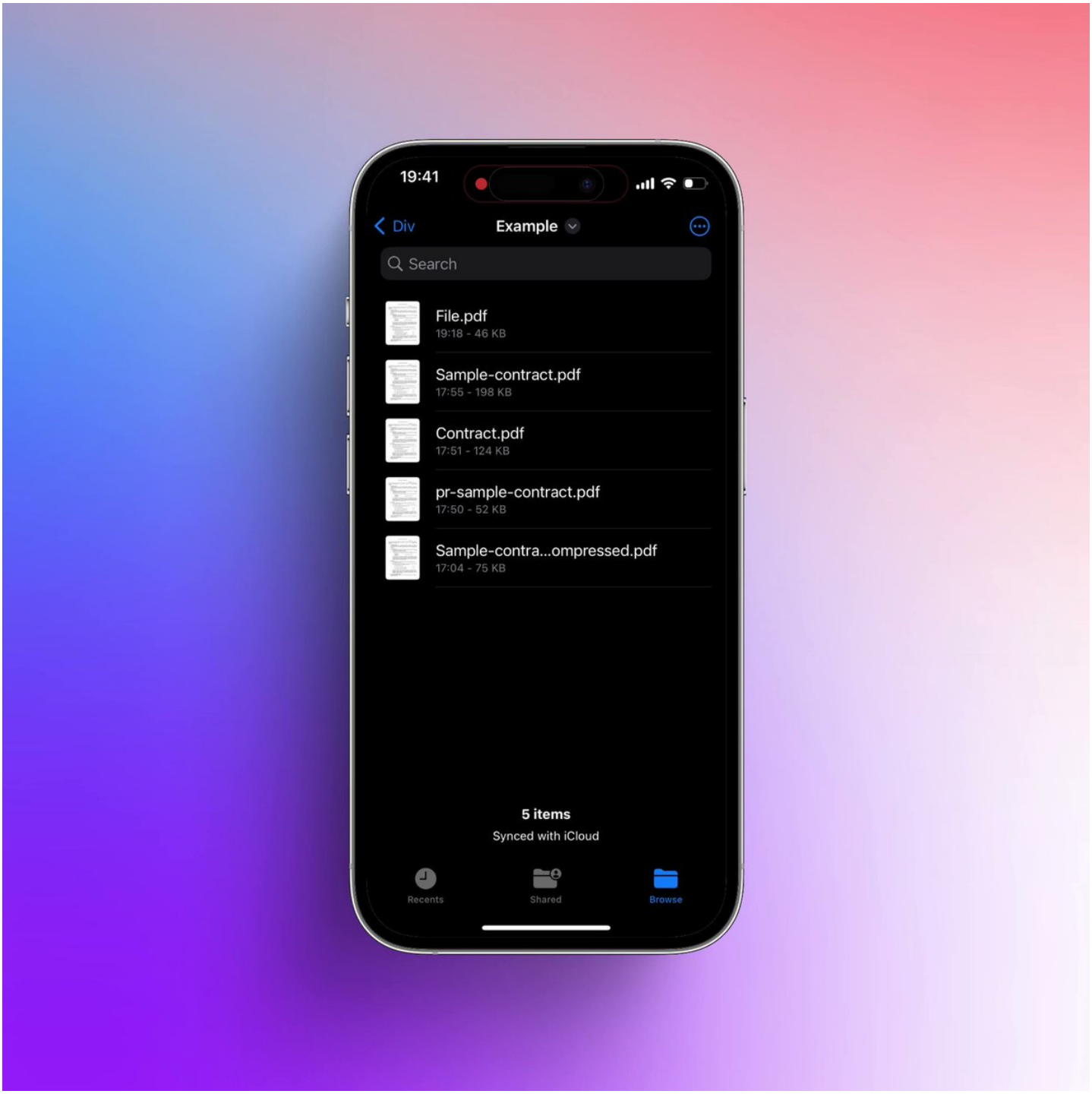
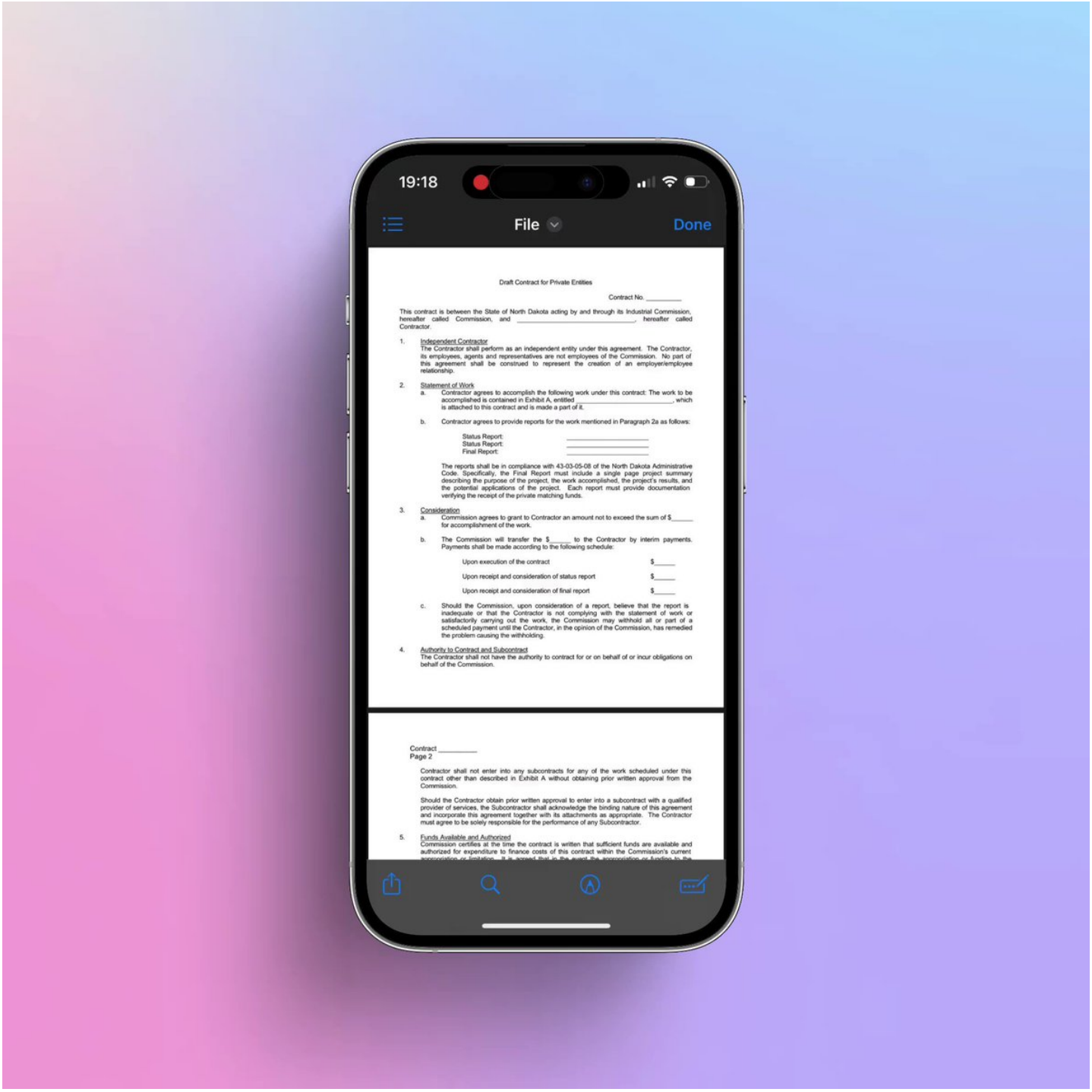


Delete pages from pdfs

Have you gotten a pdf-file where you don’t need every page? Remove certain pages by opening the pdf in Files. Click in the top left corner where it says "1 of X".

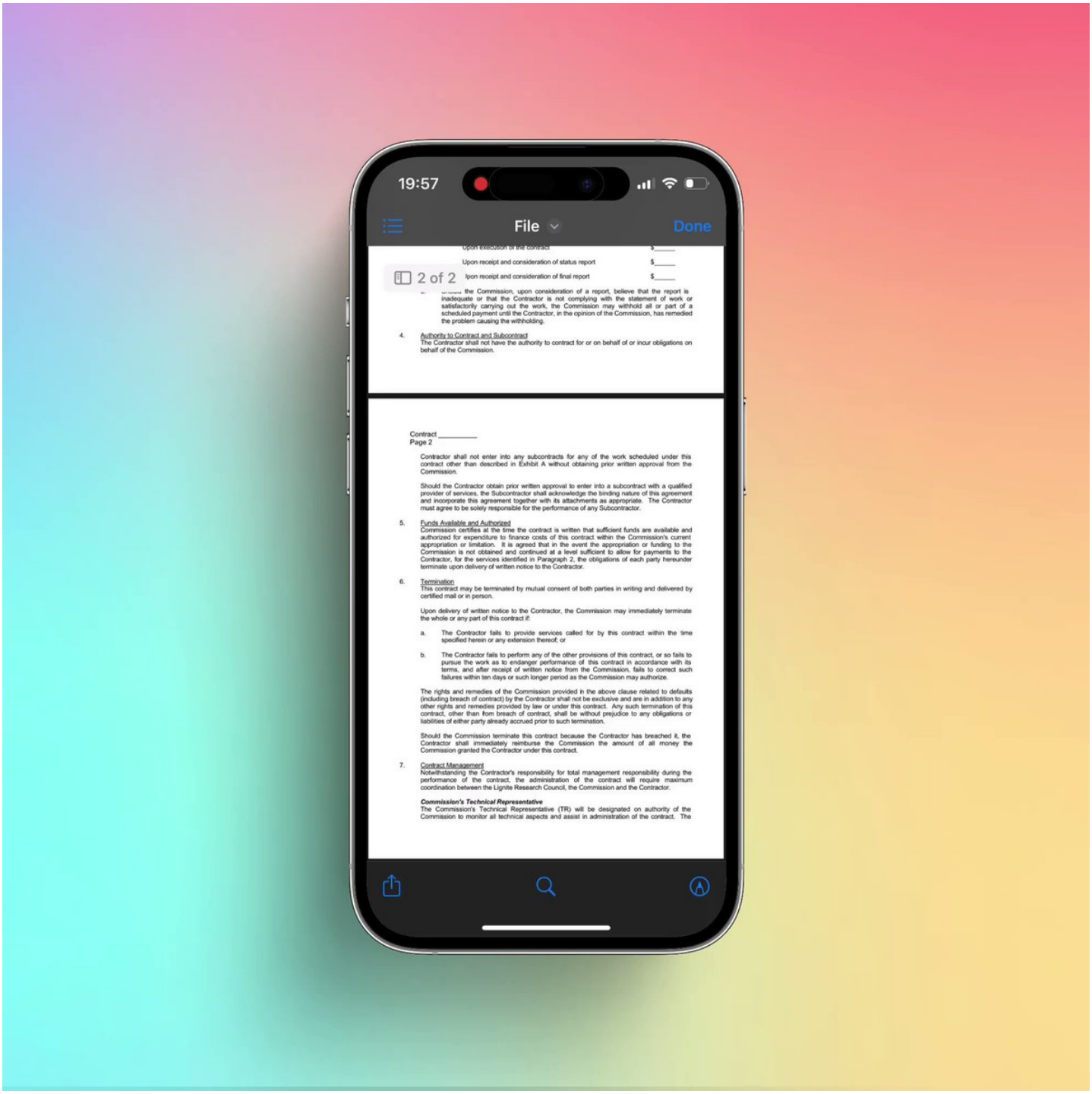
Then click on the pages you want to remove and click "delete".



Combine pdfs

Open one of the pdfs you want to combine in Files. Click in the top left corner where it says "1 of X".

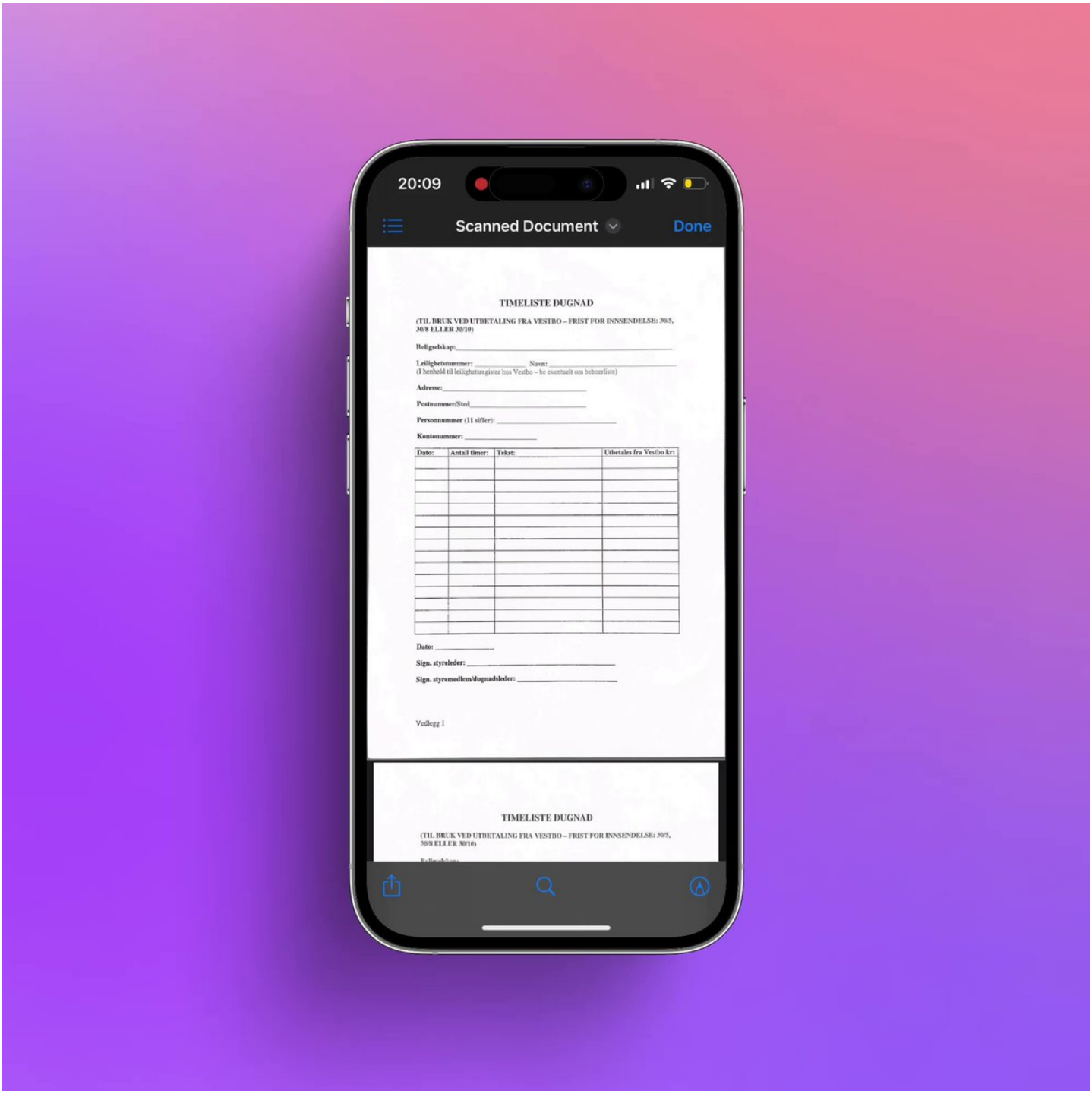
Then click on the page where you want to insert the other file and click "insert from file". Then select the file you want to insert!



Sign documents

If you need to sign a document, open the pdf in Files, and click on the icon with a pen in the bottom right corner. Then click on the blue plus-icon and select "Add signature"

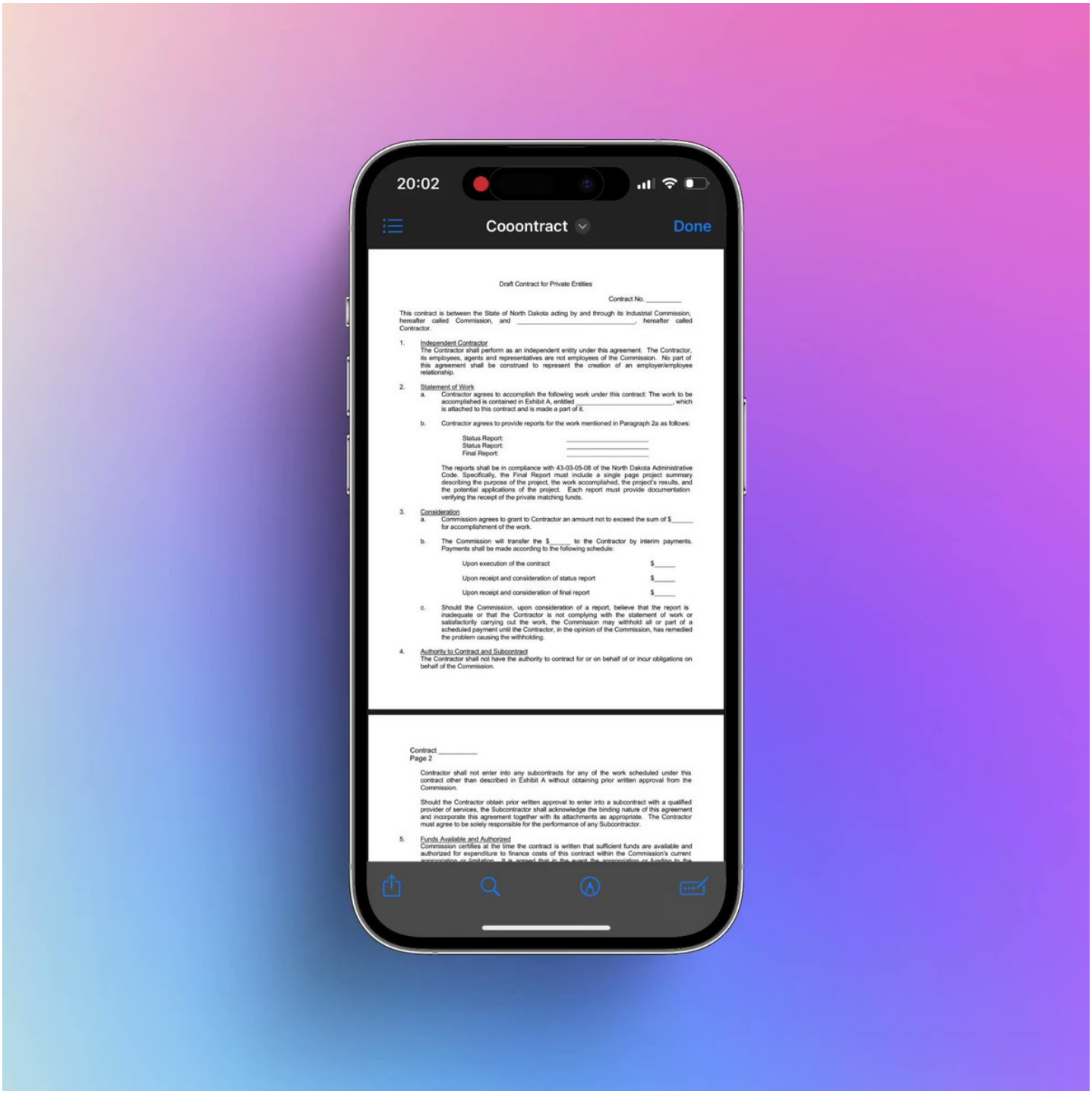
Select your signature, or create a new one. Click on it and drag it to place.



Add text to pdfs

If you need to add text to a pdf, open it in Files. Then click on the icon with a pen in an input field.

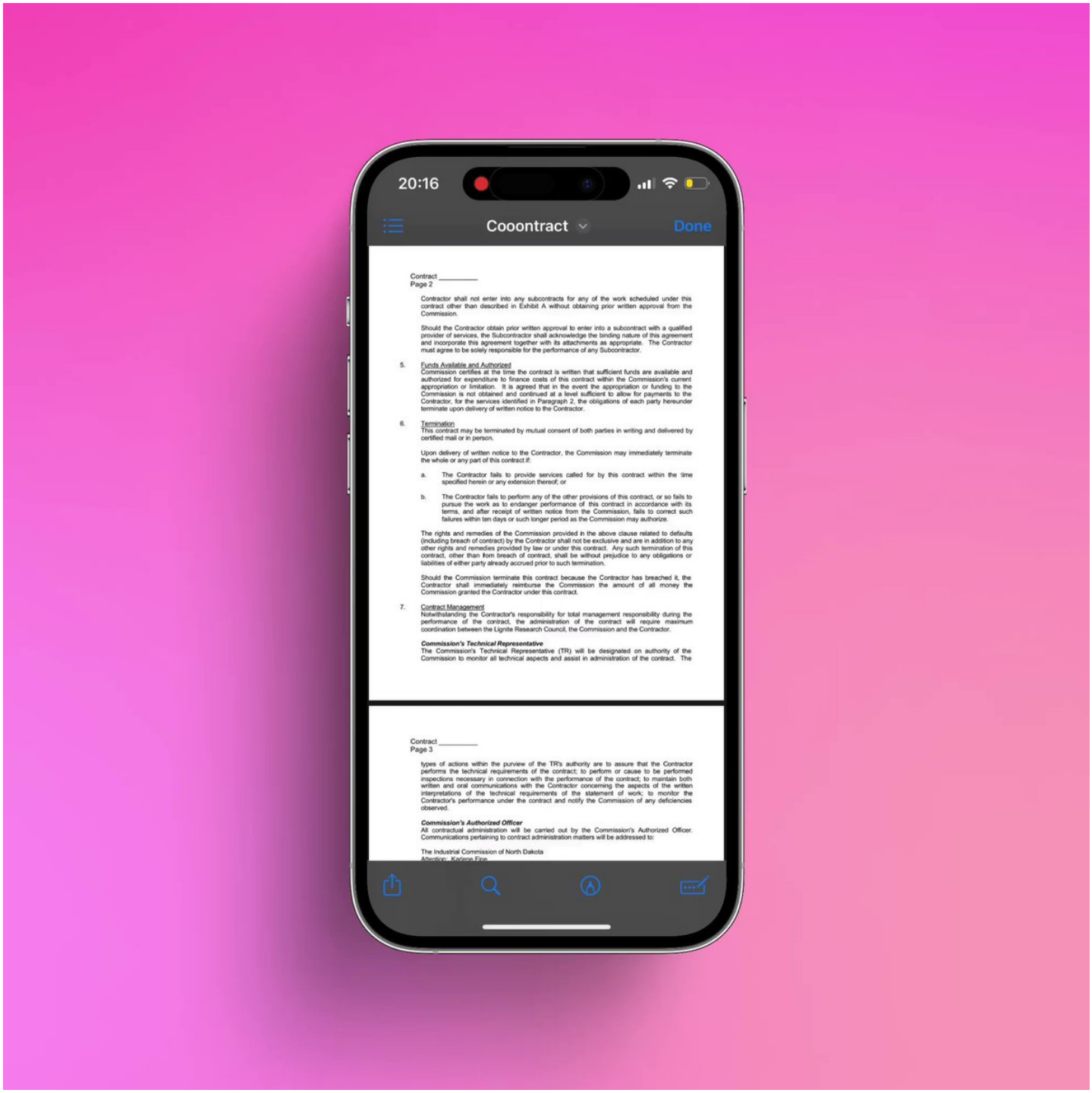
It will then detect natural areas to fill out. Double-click on the blue areas to add text.
Select marker and "A" to change size.



Annotate documents

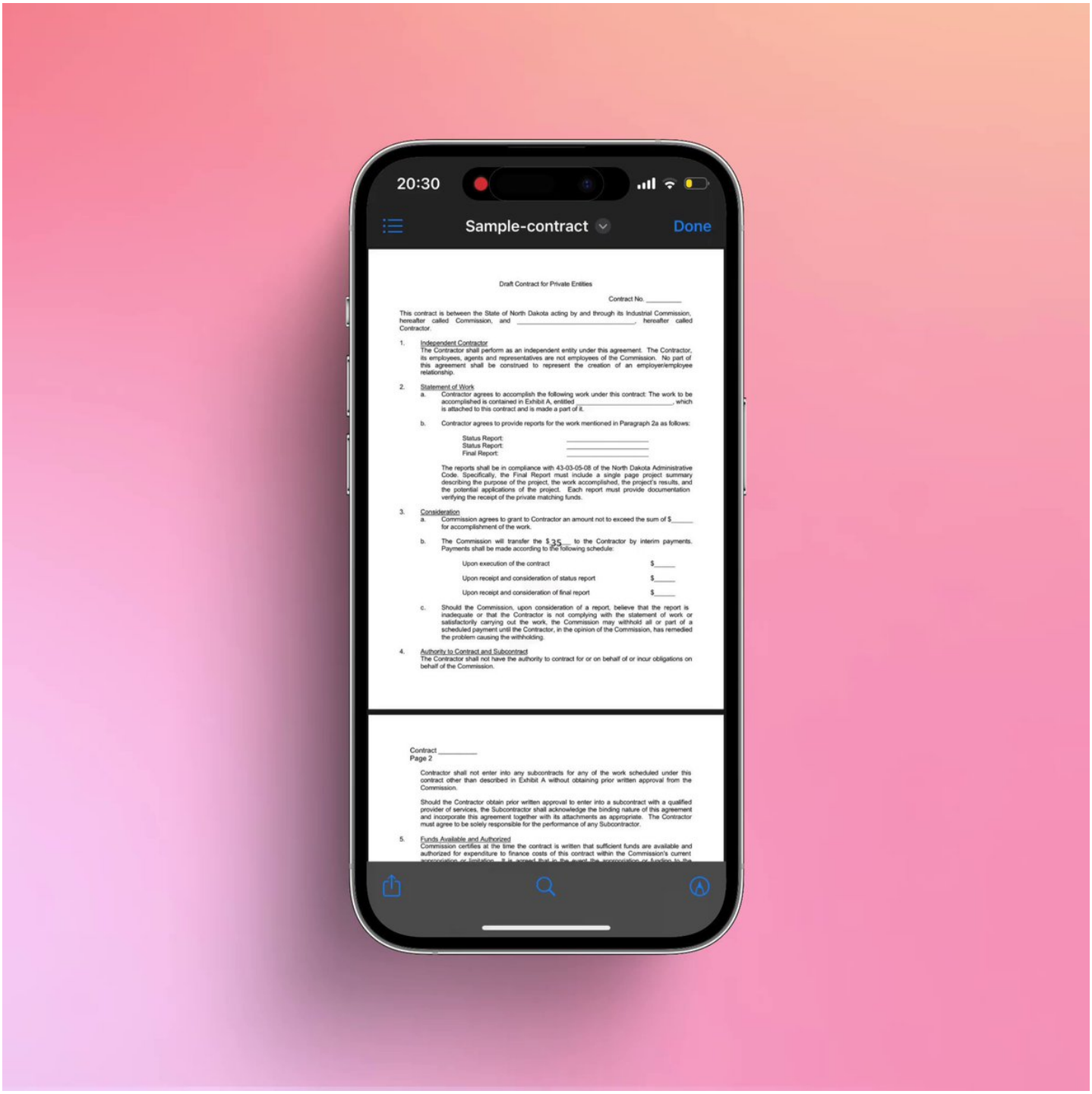
To annotate a pdf, open it in Files and click on the pen-icon in a circle. You can then draw freely and add shapes.

Pro-tip: if you draw a shape and hold your finger on the screen, the shape gets prettier.



Collaborate on files

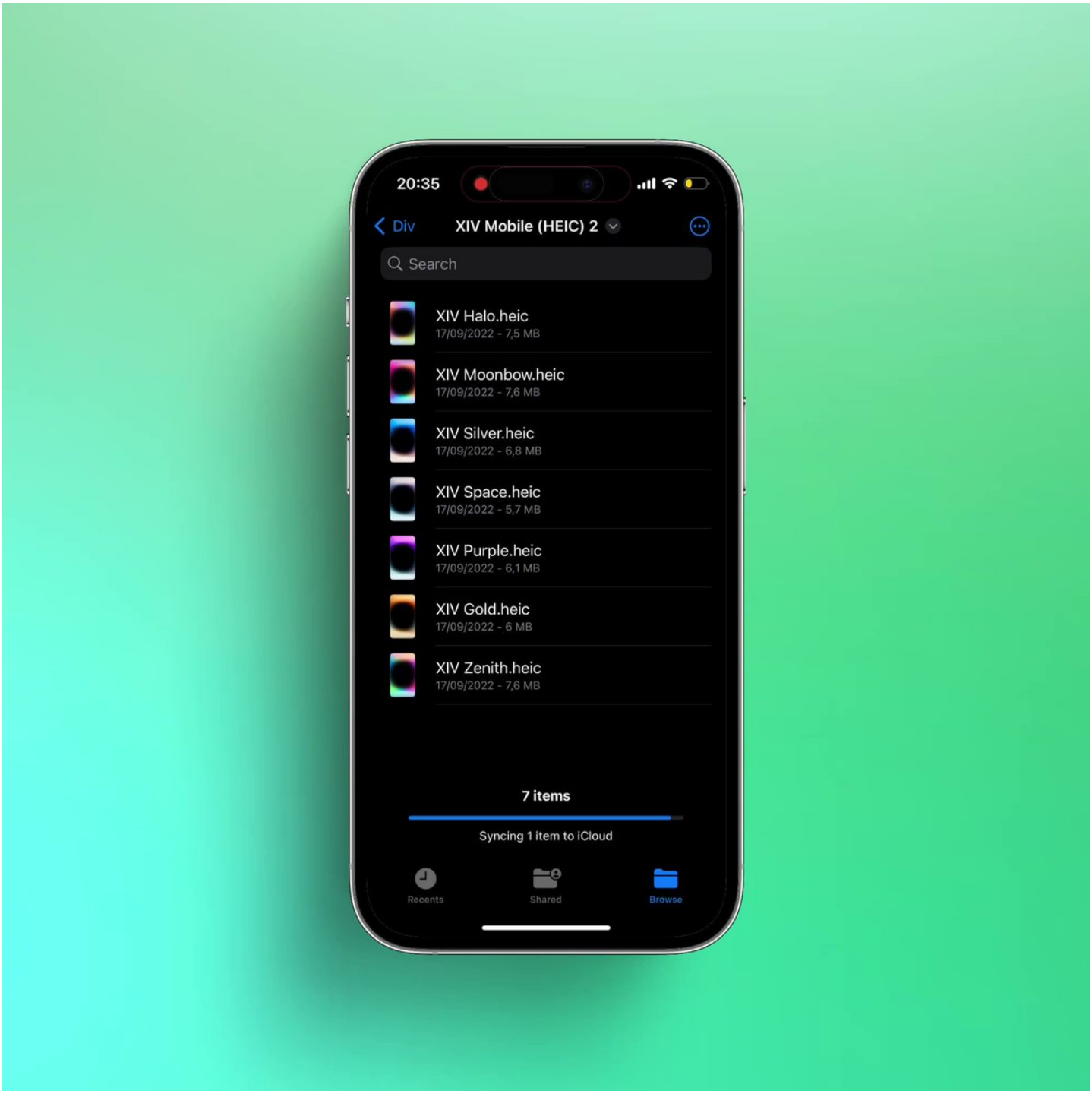
Open your pdf in Files, click on the share button in the bottom left, and then select collaborate under the file-name. You can then send your file to other iOS-users and collaborate on the file. (You can even keep a discussion on the file)



Combine images into a pdf

Go to a folder with the images you want to combine. Select the three dots in the top right corner and tap "Select". Then select the pictures you wish to merge.

Then click the three dots in the bottom right corner and select "Create PDF".



Optimise file size

Sometimes a pdf is too large to mail. To make it smaller long press on the file, select "Quick actions," and then "Optimise File Size".

To make the file even smaller, you can long press and select "compress", you will then get a zip file you can share.

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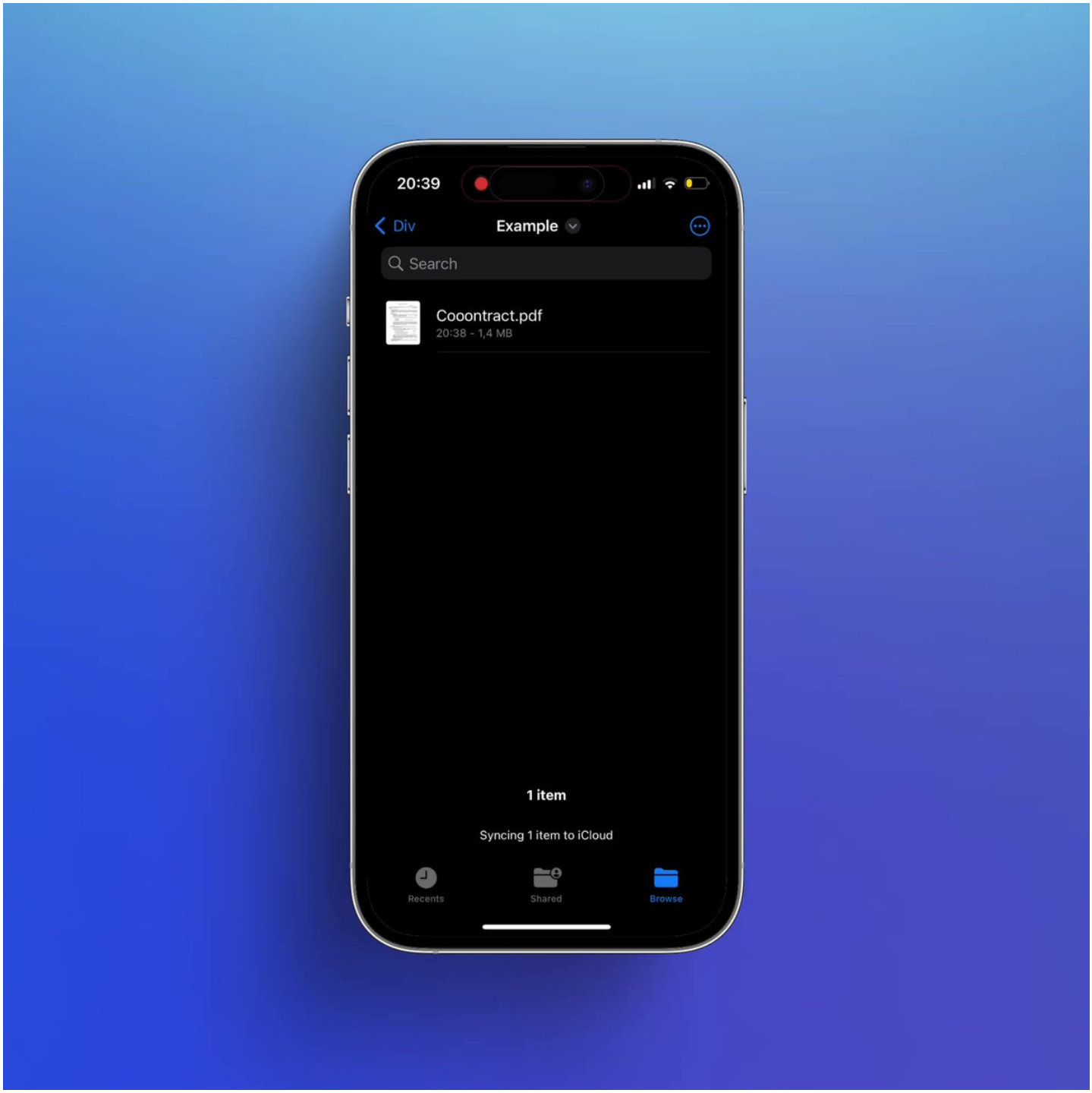

I hope you've found this thread helpful.

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> Forget the computer!
>
> 9 things the Files app on your iPhone can do better:
>
> — Marius Hauken (@mhauken) October 1, 2022