

TURNING PAPER DOCUMENTS INTO A SINGLE PDF

Many students are needing to be able to turn written/paper work into PDF files in order to accommodate new homework and exam submission processes as a result of the effects of COVID-19 on classroom processes. Here are a couple of ways to turn paper documents into PDFs for submission:

- 1) If you do not have a scanner, take pictures with your phone or other camera and insert to Word or Powerpoint then save or print to a PDF file.
- 2) One faculty member discovered this page for those using iPhones or iPads: <https://www.imore.com/how-use-document-scanner-iphone-and-ipad> The faculty member noted that this does not require an additional app as it uses the Notes app which should be already present.
- 3) Using GeniusScan: GeniusScan allows you to scan documents into a multi-page pdf using your phone or tablet:

Download GeniusScan ahead of time

1. Download to [Android](#) or [iOS](#) device
2. Open **GeniusScan** . Click **Settings** icon, then **General**
3. Change the image processing default filter to Black and White for a smaller file. Reducing file size may be important during upload.

Scan Multiple Pages Using GeniusScan

1. Open **GeniusScan** .
2. Tap the **+** icon then **Scan from Camera**. Make sure it's in **BATCH** mode so your photos will be combined into one PDF.
3. Aim camera at the first page of your document; if it doesn't automatically take a picture, tap the round button. Repeat until you have scanned all pages, then tap **Done**.
4. If your scan looks good, tap **Share**  on bottom right. Tap **Email**. Follow your instructor's directions to email it to yourself for upload to Canvas or Gradescope, or email directly to your instructor.