



## Here's how to make a PDF from the OneDrive app:

The OneDrive mobile App provides a very easy way to use the camera on your smart phone or tablet to turn paper documents into digital PDFs. Once you have the PDF in your OneDrive you can then submit it to your teacher.

1. In the OneDrive app, **tap Scan**  or you can also **tap Add**  at the top of the screen, then **tap Scan**
2. Select the appropriate flash setting (on, off, automatic, or torch) by tapping the Flash icon in the upper right corner
3. **Select** either **Whiteboard**, **Document**, **Business Card**, or **Photo**, then **tap** the white circle icon to scan the item. For regular sheets of paper use **Document**.  
**NOTE:** Combine multiple pages into a single PDF - just **tap Add**, then scan your next page. Once you've scanned your item, you can crop it, rotate it, or modify the filter you selected earlier (Whiteboard, Document, Business Card, or Photo)



If you don't like the image or it is blurry, **tap** the **X** icon in the upper left to delete the scan and try again.

4. Once you are done editing your item, **tap Done**, enter a meaningful file name such as HW 3.1, then tap **Save** (consider creating a specific onedrive HW folder to save work to so you know where to find it)
5. Once your file is saved in your personal OneDrive you can, navigate to the drop box on your laptop or phone, an upload your file to the drop box.

It is easiest to upload to the drop-box from your laptop. However, you can upload from phone. When navigating to the drop box from your phone, be sure to click the sub-menu from my web page to see the drop box menu. You need to remember where you saved your pdf file once you open the drop-box link.

