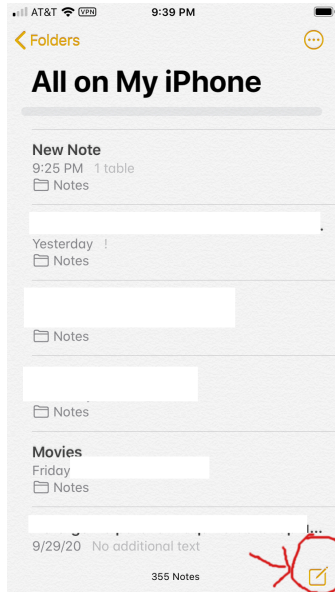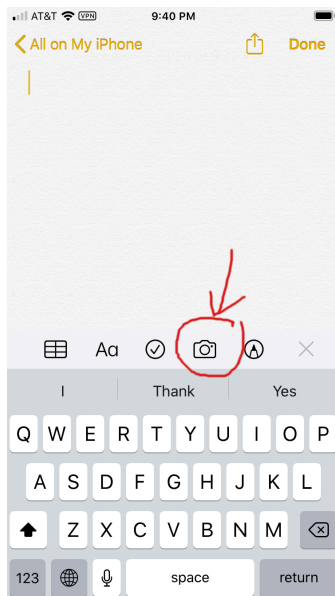## instructions to Scan in MacOS Using Notes

You first have to install the free Notes app from the App Store.  Open Notes.
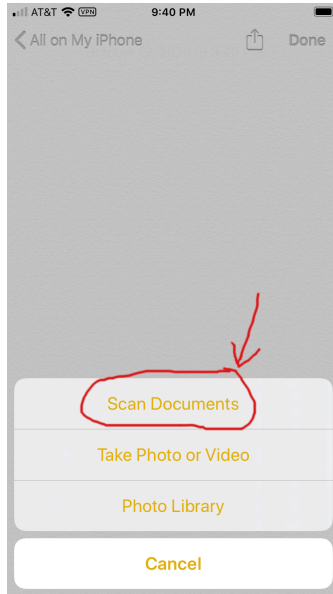
- A screen like the one below shows you existing Notes files, if any.
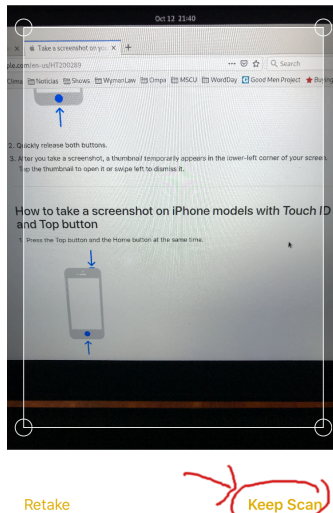  Click on the "Add note" symbol on the bottom right.



- A screen like the one below shows. Click on the "Camera" symbol near the middle.

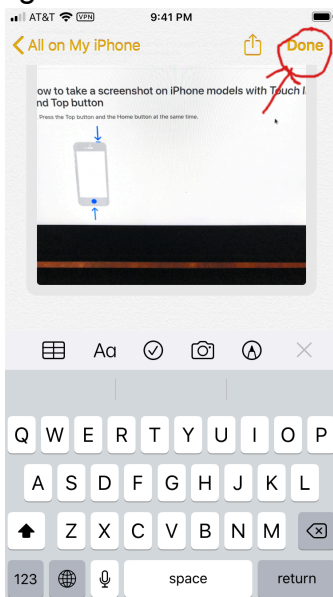- A menu will show. Select the "Scan Documents" option.



- The usual camera screen shows. Take a photo of the first page of your solutions. A screen like the one below shows up. Once you take the picture, it will ask if you want to retake or if you want to keep it, click on the "Keep Scan" option once it is legible.
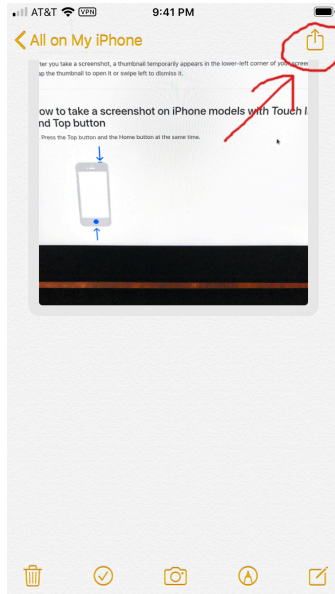


- Once you click on "Keep Scan", you will be able to scan more pages, as in the screenshot below. Repeat these last two steps until you have taken pictures of all the pages of your solutions. Then click on "Save"
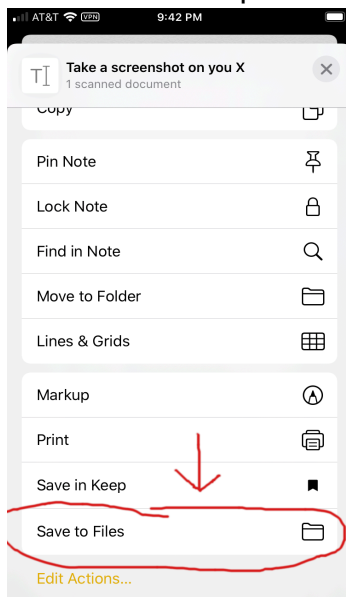
- After you save the scan, a screen like the one below shows. Click on "Done" on the top right of the screen.

- A screen like the one below will appear. Click on the "Save" symbol.



- A menu shows up. Select "Save to Files".



*Please make sure you know how this works before the actual exam time so you are able to submit your exam and have it graded without losing any points for incorrectly uploading solutions.*