

Creating a pdf with your phone

Purpose

Throughout the semester, you will need to submit pdf files of hand written work you do on paper. There are several ways to get this written work into pdf format. You can use any method you wish, but your final product must adhere to the following rules:

1. It must be a pdf. You will not be able to simply upload pictures.
2. It must be legible. If I can't read it, I can't/won't grade it.
3. Your writing must be in the correct orientation - the top of the page at the top of the document.
4. The image must be cropped so that only the paper is in the image and it is aligned correctly on the page.
5. If you have multiple pages for a single assignment, they must be in a single pdf document.
6. A good check - ask yourself if you would want to read this document 100 times.

Any submission that does not follow the of the above rules will not be graded.

Tasks

On a sheet of paper, please print your full name, sign it, and date it on one sheet of paper. Then on the back of the same sheet or on another sheet, draw a picture...of anything :) You will then need to create a single document pdf (One document that has both pages included).

Here are some suggested methods for making your pdfs.

1. Use a scanner.
 - a. You might have one at home.
 - b. There are various sources on campus as well. Many of the photocopiers have scanning options that will email you a pdf of your document.
2. Use your phone.
 - a. If you have an Android, you can use Google Drive to very easily produce a pdf. You can find directions for doing so by following these [directions](#).
 - b. If you have an iPhone, you also have options. You can use these [directions](#). Please note that I have not been able to test this method. I don't know what quality you will get. Please make sure your documents meet the above criteria.
 - c. You can download an App that will take pictures and convert them to pdfs. Several examples that I have tested are Tiny Scanner, Fast Scanner, and Smart Scanner. They all have the required features to create acceptable documents.
3. Once you have your pdf created, you will have to be able to upload it to CANVAS. You can do so directly from a computer if your file is on a computer. If you have it on your

phone, you could email it to yourself, or put it on your Google Drive to then use a computer to upload it. You could also use the CANVAS app on your phone to upload it. Using the app will require that you have the pdf in your Google Drive (one accessed with your school email) or downloaded on your phone.

Play around with the options and find one that you are comfortable using. If you are unable to figure it out, ask a tech savvy friend to help you, or send me an email, but do so prior to the assignment being due. Not knowing how to create and upload a pdf is not an acceptable excuse for a late assignment.

Criteria for Success

This assignment is worth 5 points. If you include what is asked for, have a correctly created pdf that is uploaded by the due date, you will earn the 5 points.