

# Preparing a PDF for online submission

School of Mathematics, Last updated: Wed 1 April 2020. Changes from previous version highlighted **yellow**.

This guidance will help you to prepare a single (possibly multipage) PDF file of your work that you can then submit online.

See also:

- Submitting your work using Learn <https://edin.ac/3dm3Dew>
- Submitting your work using Turnitin <https://edin.ac/2vNMMAw>

## Equipment you will need

### Writing on paper

- White or light-coloured paper. This can be blank, lined or squared.
- A blue or black pen. You might be able to use pencil but beware that it may not scan well.
- A mobile phone or tablet. This guide assumes your phone is running Android or iOS.

### Writing on a tablet

If you have a tablet that you can write on then feel free to do that, provided you end up with a single PDF.

### Typing your work

If you would usually type your work then feel free to continue doing that, provided you end up with a single PDF.

## Step 1: Install a document scanning app

There are many such apps available and most of them are free. Please find the one that suits you best.

- Adobe Scan\*
- Microsoft Office Lens\*
- Note Bloc
- Genius Scan
- Scanbot
- Text Fairy

\*See below for examples using Adobe Scan and Microsoft Office Lens on Android.

## Step 2: Write your work

It's over to you here! Write out your work neatly and legibly.

## Step 3: Scan your work

**Do not just take a picture of your work with your phone's camera app – the apps listed above should create a good quality PDF.**

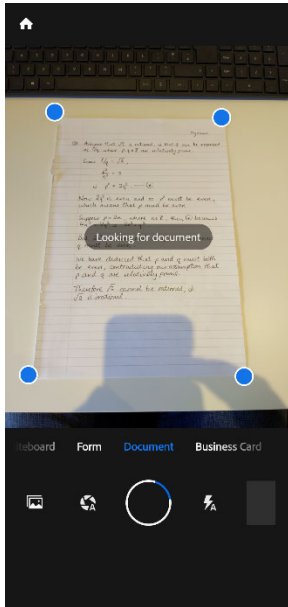
Place each page on a flat surface, ideally of a different colour to paper you have written on and create a single PDF (see examples below) containing all the pages you wish to submit.

The apps all work in largely the same way: you take a photo of the page; the app processes this; you export to PDF.

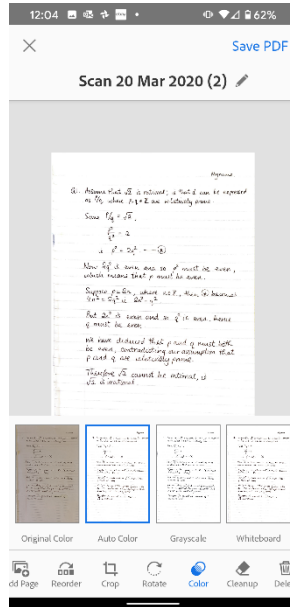
## Step 4: Submit your work

- Submitting your work using Learn <https://edin.ac/3dm3Dew>
- Submitting your work using Turnitin <https://edin.ac/2vNMMAw>

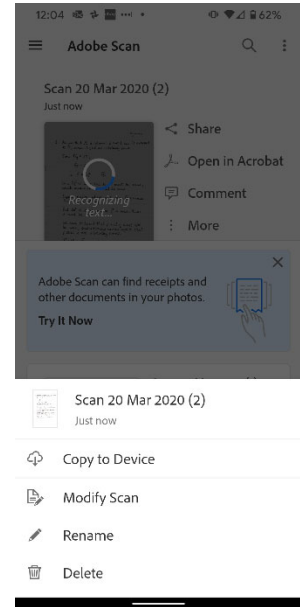
## Example 1: Adobe Scan



The app tries to detect the edges of the paper but you can fix these later.

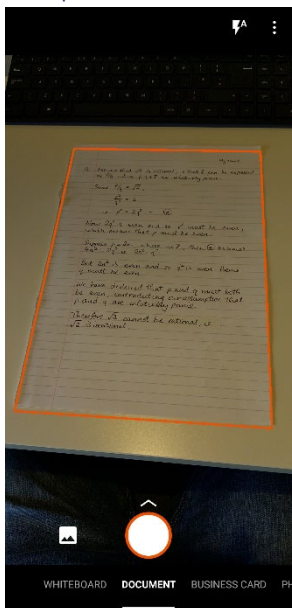


After you have photographed all the pages, you can then crop and apply filters to improve the images. Then choose 'Save PDF'

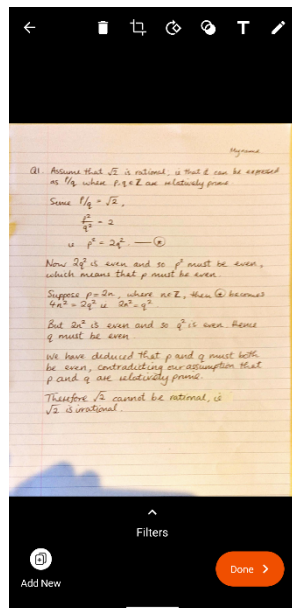


In the 'More' menu, choose Copy to Device to save a copy to your device.

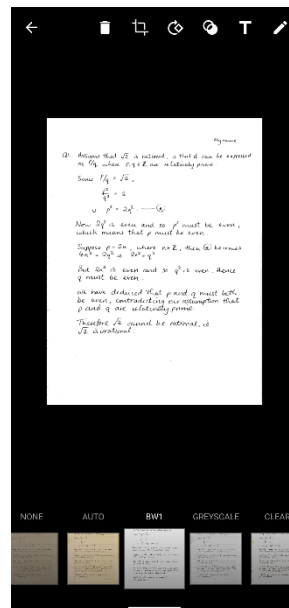
## Example 2: Microsoft Office Lens



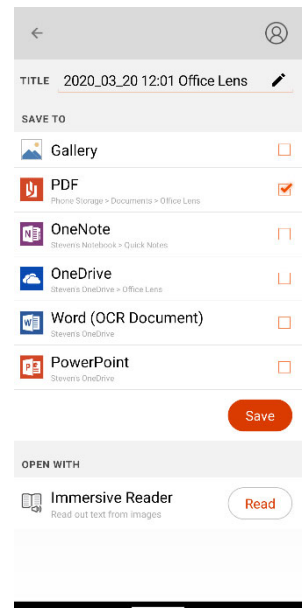
The app tries to detect the edges of the paper but you can fix these later.



Use 'Add New' to add more pages. Then choose 'Done'.



You can apply a filter to improve the images.



Choose PDF to save a PDF to your device.