

## HOW TO SCAN & SAVE YOUR WORK TO ATTACH TO APEX

*Please use one of these methods & send work as a .pdf, not a picture (.jpeg)*

1. If you have a scanner at your home, you can scan your work, then save it in your files.
2. If you have an **iphone**, you can do the following (Android has a similar function)
  - a. Take a picture of each page of your assignment. Please make sure you are not cutting off any pertinent information.
  - b. Open your "Photos" App
  - c. Select the page(s) you wish to send.
  - d. Click on the "share" icon  on the bottom of your screen.
  - e. Click "Save PDF to iBooks"
  - f. When you are ready to attach your work to your Apex email, you can attach it from there.
3. Use "**Cam Scanner**" **Application** (or similar app – available in the app store. There is a free version and a paid version. Most students use the free version). It is necessary for you to convert your pictures (.jpeg) into a document (.pdf). Instructions below:

When you open the app, you will click on the little camera. It automatically defaults to "Single", but if you have multiple pages, you will want to swipe your screen to the left for "batch".

Position your paper so you can see the entire sheet, including the **assignment number, class name** and **student name**, but crop out any backgrounds or fingers.

Take a picture of each page, and in the lower left corner, it will count the number of pages you are "scanning".

When you are finished, hit "finish"

Click on the top where it says, "New Doc #". It will give you an opportunity to rename the document. Here's where you will write the assignment number, such as, "English 1.5.3 TST".

Click on PDF Preview

Click "Share", then Save to Files

Log into Apex and attach your saved document to the email through the message center. Please make sure you are sending it to the correct teacher.

If you are having problems with your image quality (too dark, or illegible), you can try this:

Find the "hot dogs" in the upper left corner (  ). Click on this to reveal the Settings.

When you submit your work via Apex, it will ask you to attach the files to the email, so please make sure you are naming your assignment with the proper name (Class name and assignment number).