Submitting Handwritten Work as a PDF Online

Adapted from *Submitting PDF homework in Gradescope*.
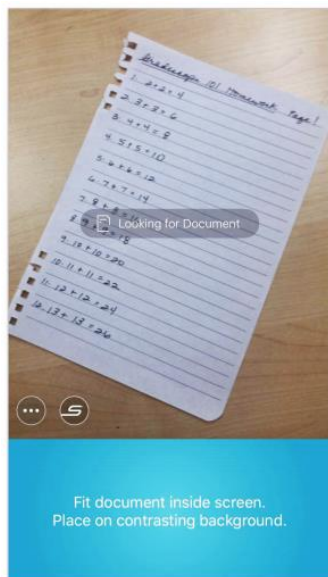
Recommended (Free) Apps:

- For iOS: **Scannable by Evernote.**
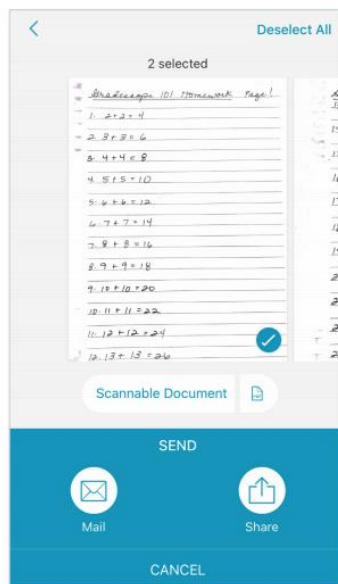- For Android: **Genius Scan.**

General Tips for Scanning:

- **Use dark lettering:** Use the darkest pen, pencil, or font color possible to do your work.
- **Scan on a flat surface:** Scan on a dark table with high contrast to your paper.
- **Steady your hands**: Hold your phone at bird's eye view and scan your pages slowly with steady hands.
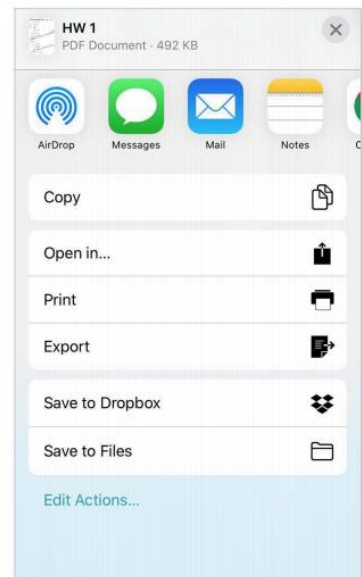
Steps for using Scannable on iOS:

1. **Download:** In the App Store, download **Scannable** by Evernote.
2. **Scan:** Open **Scannable**. Click **the three dots > Settings > File Type > PDF**. Then, click the **back arrow > Done**. Hold your phone above each page. The app will scan each page automatically as soon as it finds it. When you've scanned every page, click the **check mark**.
3. **Review:** Review your scans. Make sure all pages are in one PDF. If your scans are blurry, select the **thumbnail** of the scan > **Slider icon > Restore**. Name your file by tapping the **file name** (default is "Scannable Document") next to the PDF icon.
4. **Share**: Click Send. Then, click **Mail** to email the scans to yourself or click **Share > Save to Files** or select **Google Drive** or **OneDrive** (or your own personal cloud storage option) to save it to your Westminster cloud storage. You may need to scroll to find all the "Save to…" options on your phone. If you have a Mac computer, you can also AirDrop the file.
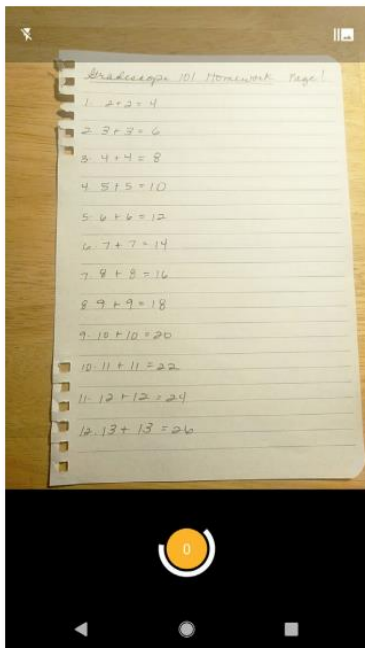

Step 2. **SCAN**

Step 3. **REVIEW**

Step 4. **SHARE**

Steps for using Genius Scan on Android:

1. **Download:** In the Play Store, download **Genius Scan**.
2. **Scan:** Open **Genius Scan.** Select the **camera** icon on the main screen. If you're scanning multiple pages, tap the image icon in the top right corner of the screen to switch to **batch mode** . Hold your phone above each page and click the spinning circle. Repeat for each page. The number in the circle will track how many pages you've scanned to the document. Click the check mark when you've scanned all your pages.
3. **Review:** Make sure all your pages are in one document. Name your document by tapping the name file name at the top of your screen. Review your scans for legibility. If a scan is blurry, crooked, etc. once you've finished, select the thumbnail of that scan. Then, use the **Edit, Filters,** and **Format** button to fix them.
4. **Share**: Select your document, click the **Share** icon. Make sure the **Format** is set to PDF. Then, click **Mail** to send it to yourself, click **Device Memory** to save it on your phone, or click **Google Drive** or **OneDrive** (or your own personal cloud storage option) to save it to your Westminster cloud storage.

Step 2. SCAN
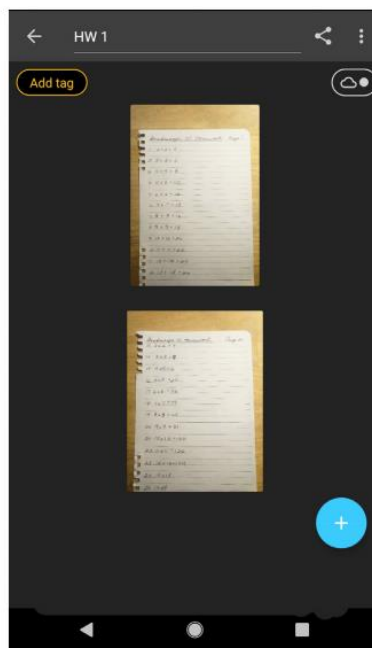
Step 3. REVIEW
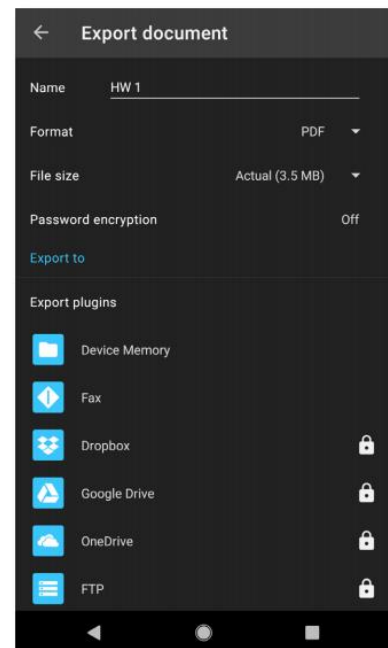
Step 4. SHARE

Submitting your scans in Canvas:

- See Canvas Student Guide: [How do I upload a file as an assignment submission in Canvas?](#)