



## Sending Homework

When emailing homework to me, please try to combine these into PDF files for each piece. Please scan in ALL pages, including the cover page and pages left blank.

If you have a scanner, you might find that it has this feature to create PDFs built in. If not, it is very easy to do this if you have a phone / tablet with a camera, and with a free app.

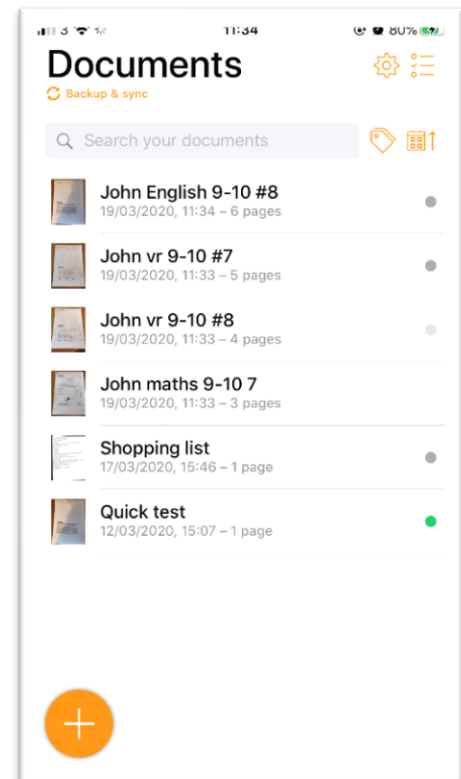
Images are best scanned as **photos** as it makes it easier to review pupil's work.

## Scanning Documents into a PDF using "Genius Scan"



This is a free to use app, available on the Apple and Android Stores. There are paid for add-ons, but you won't need those if you intend to email files directly to me.

Here are step-by-step instructions for using Genius Scan. Screenshots are taken from an iPhone, so there might be some differences on other devices.



### Step 1

When you start the app, you will be shown a list of any previous documents you have scanned.

To get scanning, select the big orange PLUS sign at the bottom of the screen.

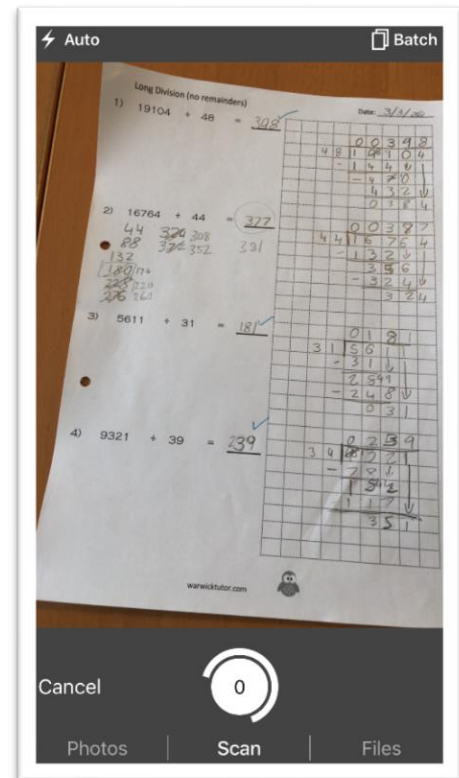
## Step 2

(The first time you run the app, you will have to give permission to share your camera with Genius Scan.)

The camera is now activated. Hover it over the first page of the document to scan. Place the document on a dark background. Try to avoid a shadow from your phone.

Make sure you see the word "Batch" at the top right. If it says, "Single", click the word and it will change to "Batch".

Select the white circle at the bottom and it will take your first screenshot in the batch (collection of images to be formed into a PDF).

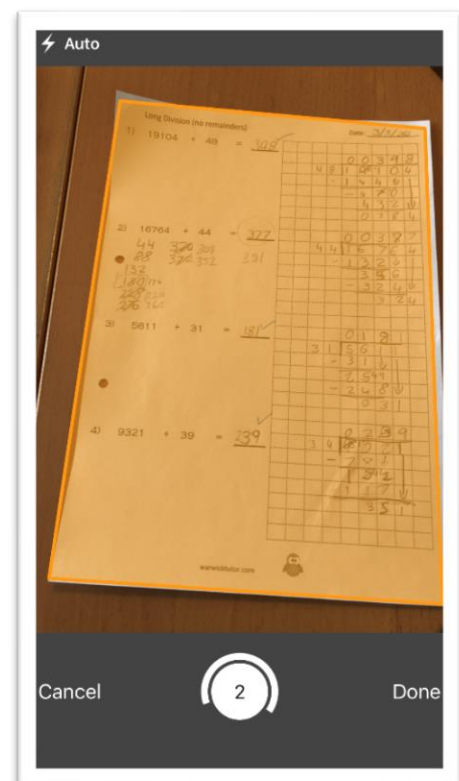


## Step 3

Keep taking screenshots of each page. Align Genius Scan so that it shows an orange rectangle, which means it has recognised an area you are trying to scan. This means that the resulting photo will be straightened, but it will likely be black and white.

**I would prefer the image in colour, so follow the instructions from Step 5 to correct this.**

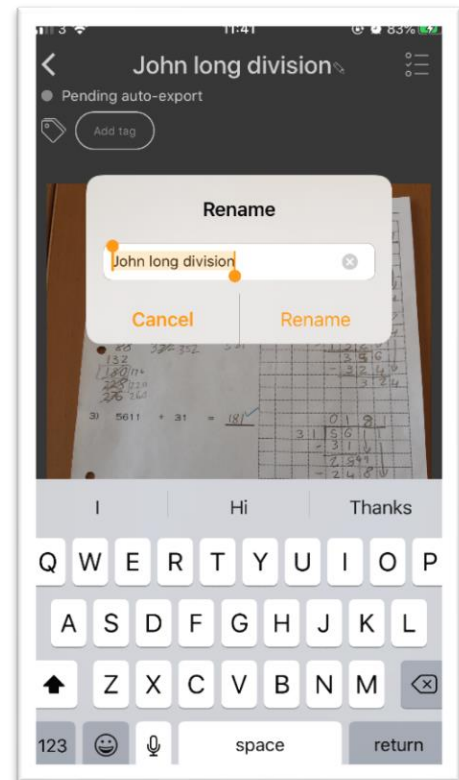
When you are finished, select the Done button (bottom right). It will create your PDF file automatically.



## Step 4

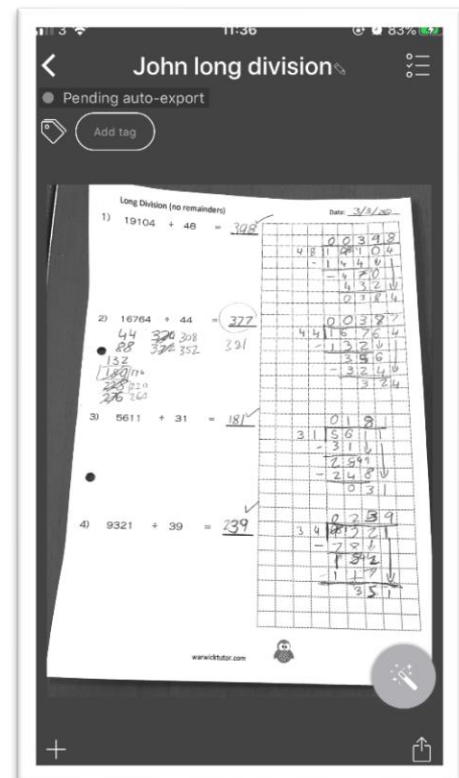
Genius Scan automatically names the PDF file with the current date and time. This isn't very friendly, so please attempt to rename the file to something more useful (perhaps the student name and something short to identify the content).

To rename, select on the name shown (at the top) and the Rename box will appear for you to change it.



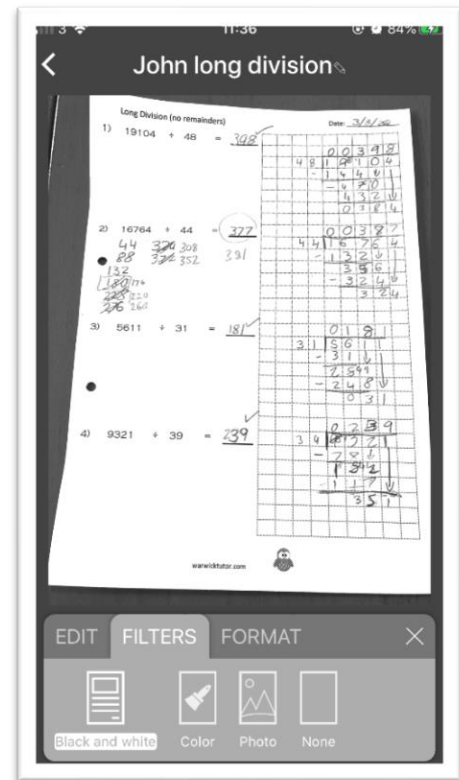
## Step 5

**Important:** Check the pages are all in colour. You can view all the pages (by swiping across) and there will be a “magic wand” image bottom right, click this ...



## Step 6

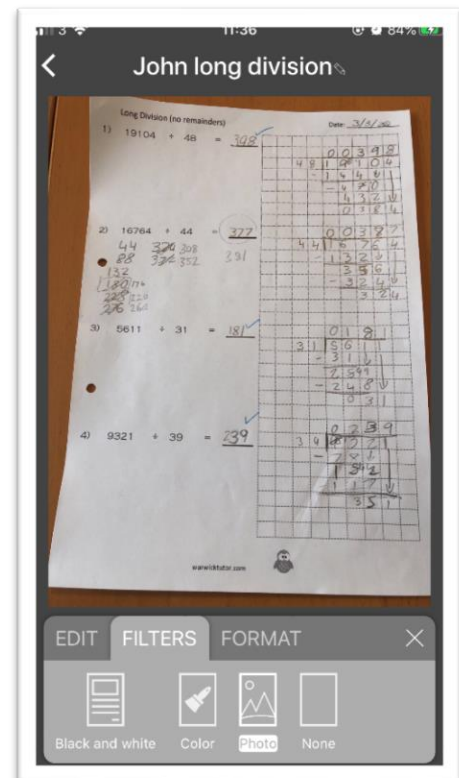
... and along the bottom, choose FILTERS...



## Step 7

... and select the 'Photo' option. ('Color' is ok, but 'Photo' is the best quality)

(Remember to swipe through all the pages and check they are in Photo format.)



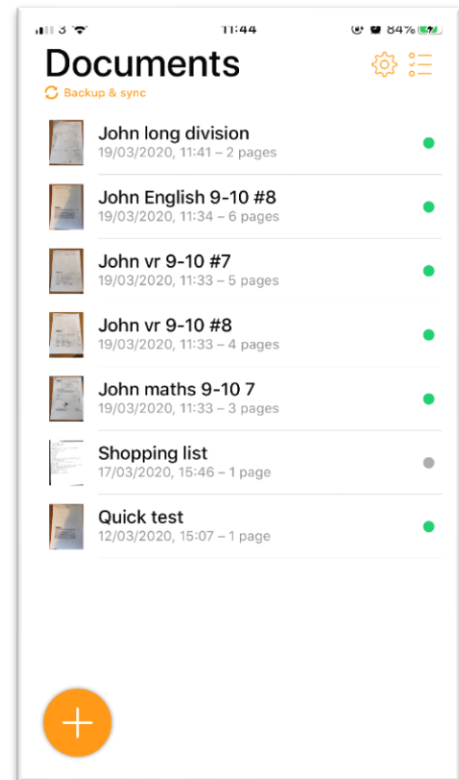
## Step 8

You will now see your new PDF document in your list.

There are various things you can do with these documents, including backing them up automatically, but these are paid-for options.

Without a fee, you can easily email one or more documents (although there might be a sensible limit in case of file size, so you might need to send as more than one email).

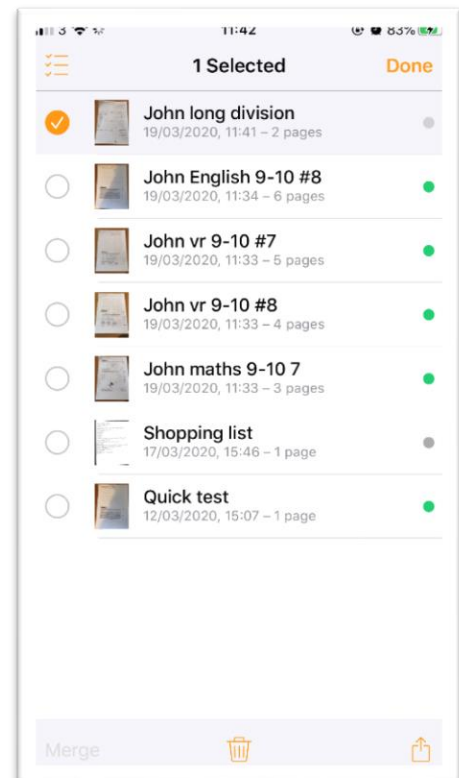
Select the three lines at the top right corner...



## Step 9

... and select the files you want to send.

Use the box with the arrow (bottom right) and choose the Email option, filling in the relevant information to send.



And there you have it!

(More info can be found at <https://thegrizzlylabs.com/genius-scan> )