

Electronic Submissions Instructions

Each lesson needs to be submitted as one document and not multiple individual files.

Here are some different ways to get your individual pages into one document:

1. If you scan each page as a JPEG
 - a. Copy and paste the individual jpegs, in order, into a word document.
 - b. Click on "Save as"
 - c. Type in your file name and then in the save as file type, click the down arrow and choose PDF.
 - d. Submit your document to the dropbox.
2. Use your smart phone to scan your assignments as a single pdf file. Use the app to take a picture of each page and it will convert it into a single pdf file. Email the pdf file to yourself, then from a computer, open it, save it and then you can upload it to the dropbox.

Please check your file before submitting to make sure that all pages are included and that the settings are adjusted so that the writing is dark enough and easy to read for your marker.

- **Apple iPhone/tablet:** Tiny Scan or Doc Scan (both are free apps)
- **Instructional Video for Tiny Scan:** <http://www.youtube.com/watch?v=efx7M39nVpw>
- **Android:** Cam Scanner (free app)
<https://play.google.com/store/apps/details?id=com.intsig.camscanner&hl=en>
- **Instructional Video for Cam Scanner:**
<http://www.youtube.com/watch?v=zR2BLxJTFOc>

3. Newer scanners, printers that scan & photocopiers often are set to scan pages individually to PDF. Check the manual to see if your device can scan multiple pages to single PDF & adjust the settings as required.

4. If your scanner can only scan individual pages, use one of the following programs:

Option 1 – Using Free PDF Exchange Viewer

- a. Download a free version of PDF Exchange Viewer (ex) <http://pdf-xchange-viewer.en.softonic.com>)
- b. Open Exchange Viewer and open the first scanned page of the document (double click and then choose the first scanned page)
- c. Go to the "Document" menu and select "Insert Pages"
- d. Next select "Source" as "From File" then choose the next scanned page to combine.
- e. Click ok.
- f. Repeat this step for each page.
- g. Save the file using the correct filename for your course j_smith_biology30_A1

- h. Upload the single PDF file to the dropbox for marking.

Option 2 – Using Adobe Acrobat Pro

- a. Purchase & install Adobe Acrobat Pro (<http://www.adobe.com/ca/products/acrobatpro.html>)
- b. Open Adobe Acrobat Pro.
- c. Under “Getting Started” choose “Combine Files into PDF”
- d. Open the folder where the files are saved
- e. Drag the files into the “Combine Files” box.
- f. Arrange the files in order in the file box (drag into place)
- g. Click “Combine Files”
- h. Save the file using the correct filename for your course j_smith_biology30_A1
- i. Upload the single PDF file to the dropbox for marking.