Scanning and combining into one pdf Tutorial

This tutorial is not intended as a survey of all possible ways to scan and combine images into a single pdf. Indeed, there are many options; use your favorite. Instead, we list below **one** option for each platform. Use this tutorial if you are not sure where to start when trying to scan homework/exams into one pdf for submission.

General

If you are scanning written work, your paper must be well-lit.

Example of a good scan	Example of a bad scan
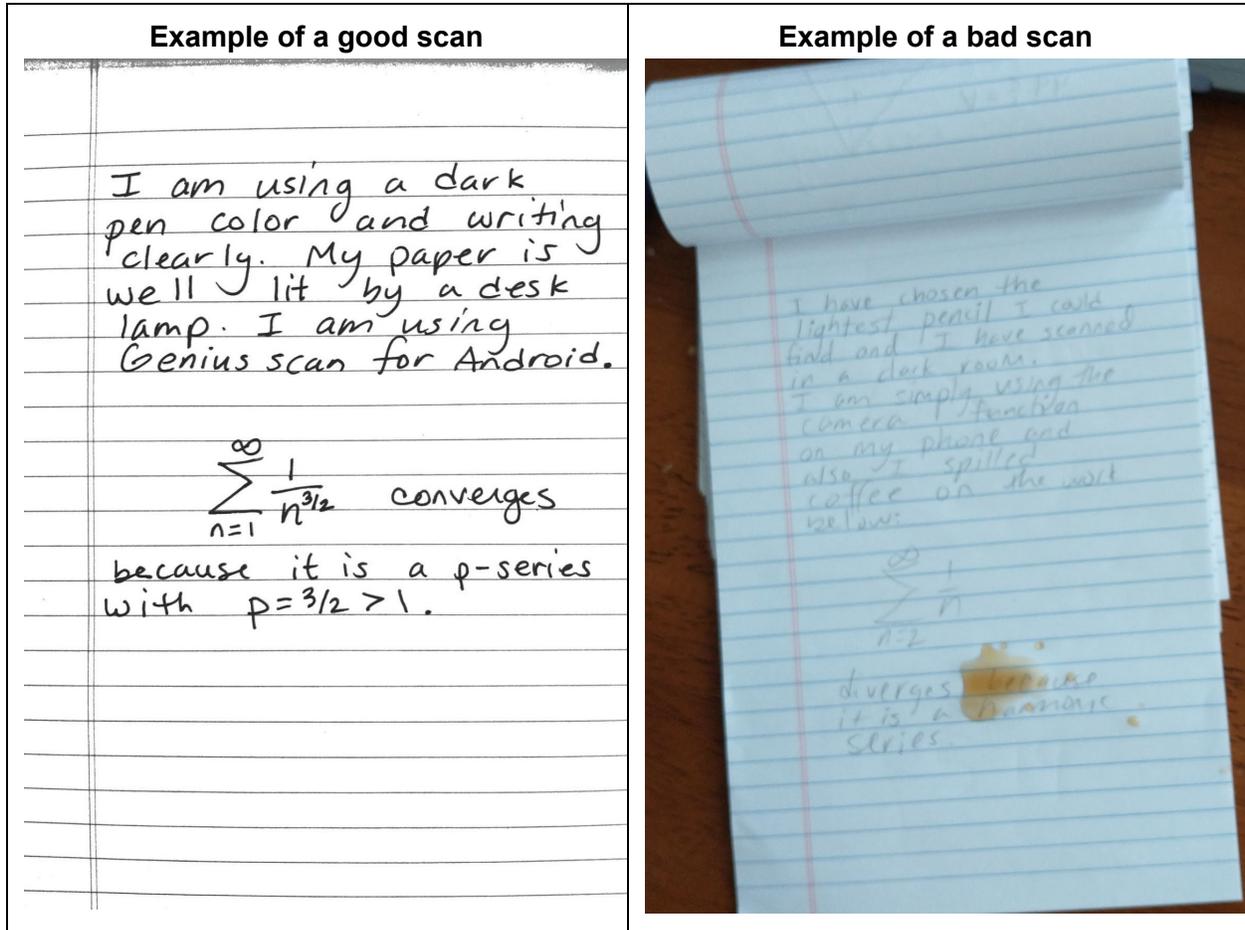
Basics (Tutorial on following pages)

Phone/Tablet (scanning and combining)

1) Android - Download Genius Scan from Playstore. Scan multiple pages, clean images, and send as one pdf.
2) iPhone/iPad - Use the Notes app that comes on your phone or iPad. Scan multiple pages, retake if blurry, save as pdf. You can email, airdrop, etc.

Computer (combining)

1) PC - Adobe Acrobat DC allows you to combine pdfs.
2) Mac - Preview allows you to combine jpegs or pdfs into one file.

Phone/Tablet (scanning and combining)

1) Android - Download Genius Scan from Playstore and open. Scan multiple pages.

Press this to scan

Hover over page and click

Hover over next page and click

Press check after you have scanned all pages

Change to black and white to clean the image

Crop!

Name your document and send however you like. Scroll down for the email option.
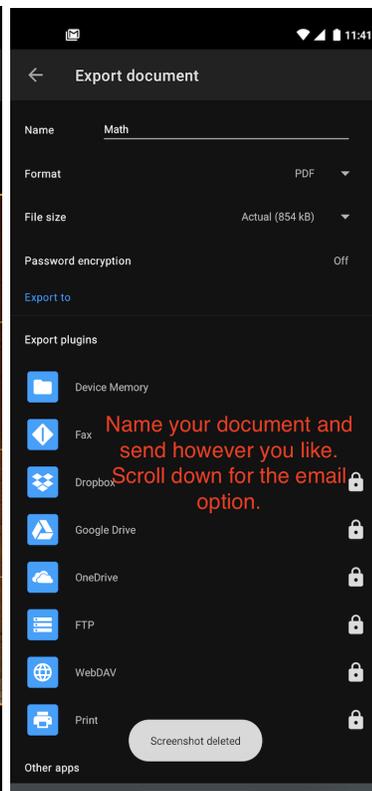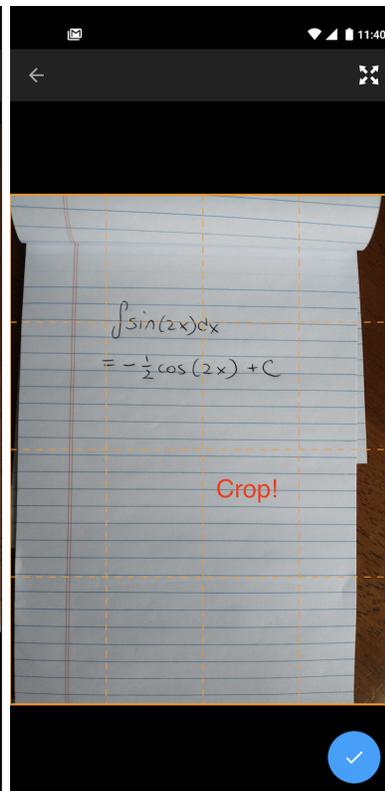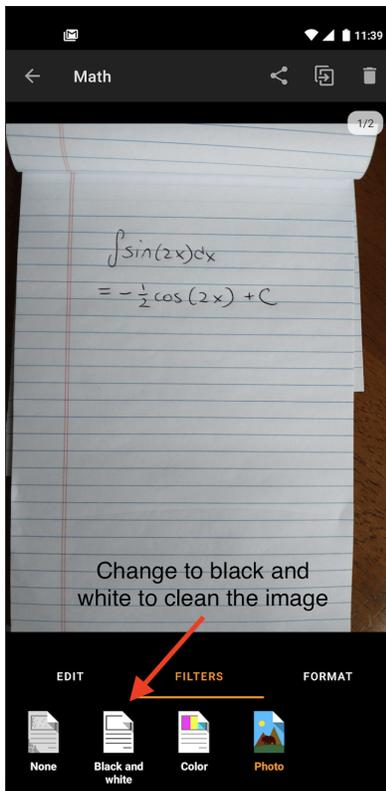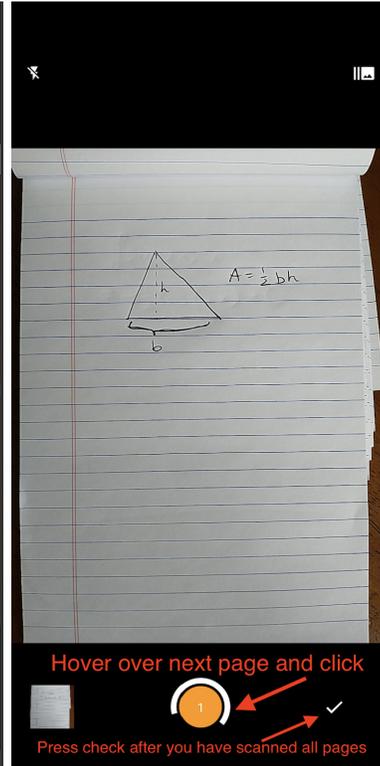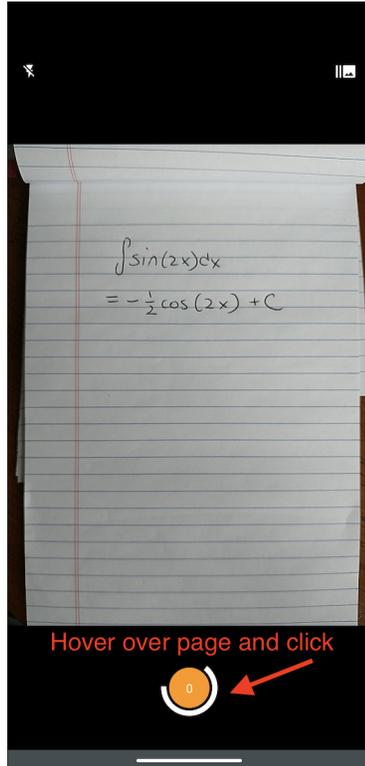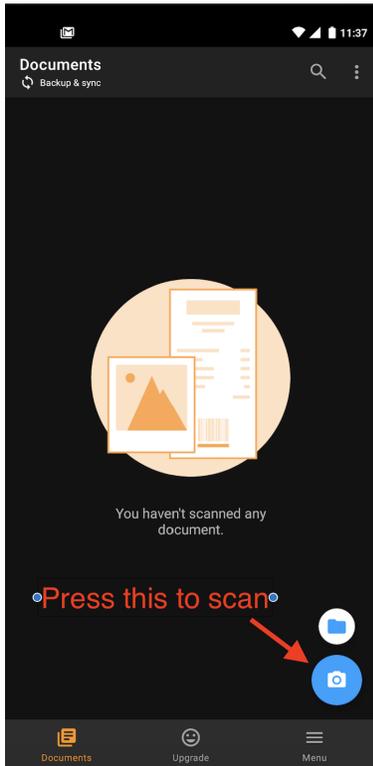
2) iPhone/iPad
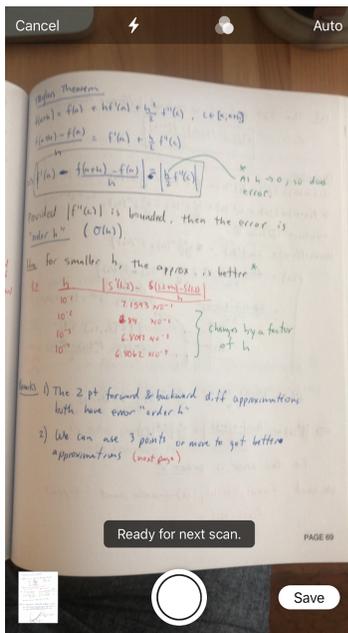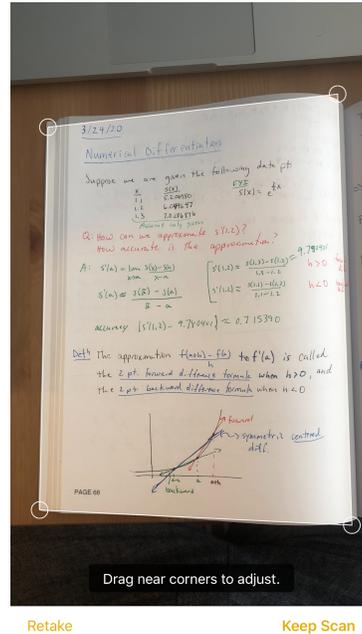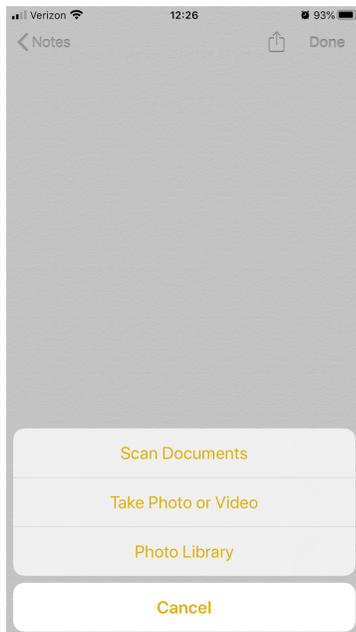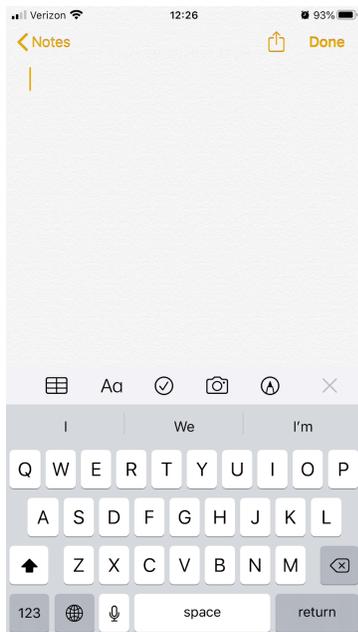
1) Open Notes App and Click Camera.

2) Select Scan Documents. Take pictures and crop to fit. The flatter the paper, the better. If blurry, scan again.

3) Add pictures of more pages until you are done.

4) Click Save. You can save and send them how you want.

Saving from iPhone or iPad

The filename will automatically generate as the first thing written on the page. The Scanner doesn't always read handwriting perfectly and/or you may want or need to save your file with a specific name. Change the name of the file by clicking on the name at the top. If you have a Mac, the preferred methods are either to save to iCloud directly to the folder you want or iMessage yourself. If you iMessage yourself, it automatically generates the .pdf file and saving on your computer is easy. AirDrop poses potential problems because it sends the file to your computer in Notes format. This is not the preferred method as formatting can be tricky. If you email yourself, then you have to download from your email to save on your computer. All in all, find the method that works best for you.
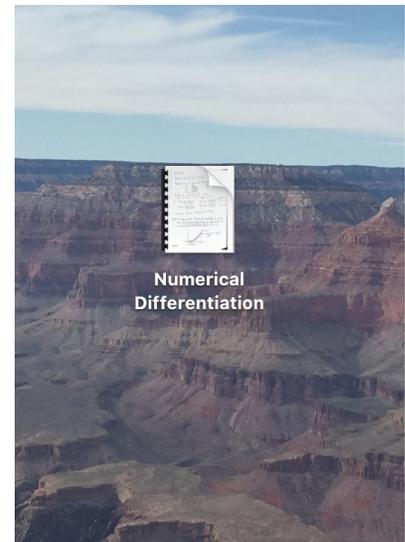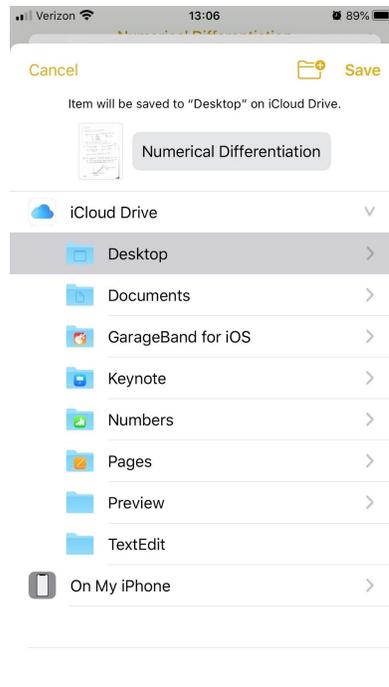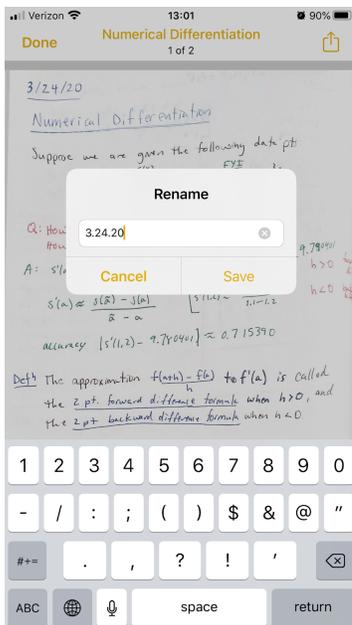
Computer

3) PC - [Instructions here](#).

4) Mac - Preview allows you to combine jpegs or pdfs into one file. Open one pdf using Preview, expand thumbnails, and drag in any other pdf into the thumbnails. Hit save.