

How to Submit Assignments

## **How to scan and combine all pages of assignments into a single PDF document**

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## How to Submit Assignments

### **Introduction**

This document contains instructions for combining separate pages of an assignment into a single PDF document. There are many programs such as Adobe Acrobat that are able to do this for you but as these programs can be expensive and not all students will have access to them here are a few FREE ways to combine multiple pages into a single PDF document as required for submitting assignments.

The process for this will be different for each computer or scanner and will also vary depending on whether or not you are using your phone or tablet. Most scanners will be able to scan documents as .jpg images or PDF files. Many smart phones or tablets are capable of using apps to scan or take photos of your assignments.

## How to Submit Assignments

### **Method 1: Using any computer with online2PDF**

If you are using a computer, there are many FREE online PDF converters and merging websites that will combine the files for you.

In order to use these options you will need to have scans or pictures of the pages of your assignment.

Begin by scanning each page of the assignment and saving the scans to a location where you can easily access them on your computer. Try to ensure that all images are right side up.

The best one that we found was called Online2PDF ([online2PDF.com](https://online2pdf.com)) that will take multiple types of files (pdf, jpg, ppt, docx, etc) and will convert and combine all of your files into a single PDF document. This can also be use to reduce the file size of a pdf so that the file can be emailed.

(<https://online2pdf.com/pdf-reduce-size> )

To use Online2PDF, Click the “select file” button or simply drag and drop the files that you want to merge. Then click the “Convert” button. The merged PDF file should begin to download to your computer. Open it and save the document with your name, class, and assignment description such as “John Doe WA10 Activity 1.2.” The document is now ready to be submitted to your instructor.

## How to Submit Assignments

### Method 2: Using Google Docs



If you have taken pictures or scanned your documents as images (.jpg) then you can also use google docs to combine them into a single file. Google docs is an online version of Microsoft Word that is free (you need a gmail account).

Go to [docs.google.com](https://docs.google.com) and sign in with your google account. Hit the red plus button in the lower right hand corner to create a new document. Copy and paste your images into the google doc one image per page. Select File → Download as → PDF document. Make sure to save your file with an appropriate name that identifies you, your class, and the assignment being handed in.

This method can also be done using Microsoft Word if you have access to it.

## How to Submit Assignments

### Method 3: From an iPad or iPhone



We recommend using an App called PDFconverter. This app is FREE and easy to use. It is particularly good at both converting and merging pictures taken on the iPad.

Simply open the app and select Images. You now have two options (a camera and a photo album). If you haven't taken photos of what you would like to scan, you press the camera option and take your pictures. If you have already taken photos, press the album and select the photos you would like to use. It is important to do this IN ORDER, as once you select or take the pictures the order that they were taken/selected is the order they are in. To fix this, just start over and reload the pictures.

Once you have all of your images in the app, press the icon that says PDF. You should now name your pdf so you can easily find it. Create the pdf once you have named it and you will be taken back to the home screen of the app. Now select the PDF option on the main page. This will bring up a list of all of your pdfs that you have converted and merged. The document is now ready to be submitted or emailed as required.

Select the PDF you want, this will bring up a list of options for you. You can email directly from the app or open it in Google Drive and download a copy of it. If the file is large due to pictures (anything larger than 10 MB), you will probably want to open it in Google Drive on a computer and use the Reduce size option of (<https://online2pdf.com/pdf-reduce-size> ) to make it smaller.

Among these options is "Merge pdf with..." which allows you to merge multiple pdf files into one.

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### Method 4: From an Android phone



We recommend using an App called *CamScanner*. This is a free app on the Android Play Store and works well for scanning images and converting them into PDF documents that can be easily shared or emailed. Note that there is an option to pay for a subscription but this is NOT necessary to use the app.

Begin by opening the app on your phone. You now have the option of adding pictures from the photo gallery or taking a picture with your phone's camera.

To use the camera function of your phone (easier option), select the camera icon and take a picture of the first page. Tap the accept icon (check-mark). The picture will appear in an editing screen where you can crop the picture to the page border and rotate the image. Please ensure that the images are all right side up. Tap accept twice more and you will get to the document page with the title "New Doc" at the top. At this point you can change the title by tapping the edit icon. You can also re-order pages or delete pages here as well. When you have appropriately named your document tap the accept button at the top right. To add another page simply tap the Add Picture icon at the bottom and repeat until all of the pages are included in the document.

You can also use picture you have already taken by using the gallery option. To create a document from the home screen tap the gallery icon in the lower right hand corner of the app. This will take you to your photo gallery. Select your first image. The image will appear in an editing screen that will allow you to crop and rotate the image. Please make sure that the image is right side up. Tap the check-mark in the lower right hand corner to add the image to your document. To add a second image from your gallery tap the options icon from within the documents page (three dots at the top right corner) and select "Import from Gallery" and repeat the previous steps until all pages of your document are included.

When your document is ready to be shared or emailed out, open the document in the app and select the "Share" icon and choose "Share PDF file." You will be given a few options including email, dropbox, and google drive.

## How to Submit Assignments

### **Method 5: Email to yourself from a Mobile Device**

You can also email the files to yourself, download them on your computer then merge them or reduce their size using one of the other computer options above.

How to Submit Assignments

**Help Section**

Please contact your instructor if you need assistance with any of this.