
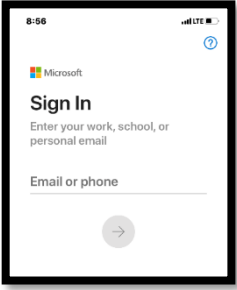
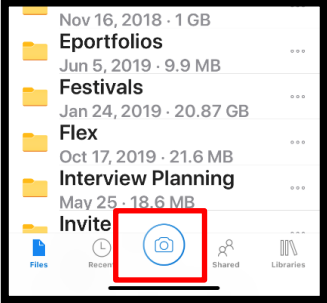
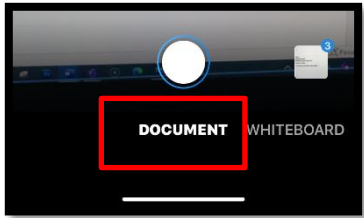
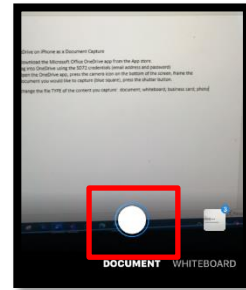


OneDrive as a PDF Scanner

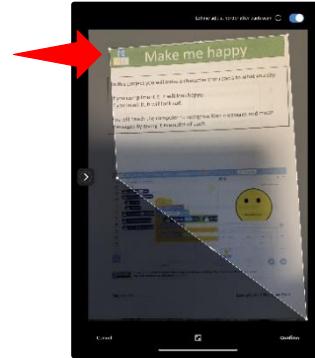
Use the camera application in the mobile OneDrive app to take a picture of a document, save it as a PDF and upload from OneDrive in Brightspace to hand in assignments.

Installing OneDrive	
<p>1 Open Apple Store or Google Play store. Search for “Microsoft OneDrive”. Tap “Install”.</p>	
<p>2 Open the app from the mobile device. Login using the @learn71.ca username and login. (Note: if you are on a shared device – be sure to log out when done using OneDrive.)</p>	
Using OneDrive as a Scanner	
<p>3 Tap on the “Camera icon” located on the bottom of the screen.</p>	
<p>4 Slide the file type options until the “Document” one is selected.</p>	

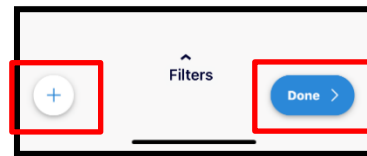
5 Frame the document to be scanned. Tap the shutter button when ready.



6 Use the four handles located in each of the corners to adjust the shape of the document (crop or expand as needed).

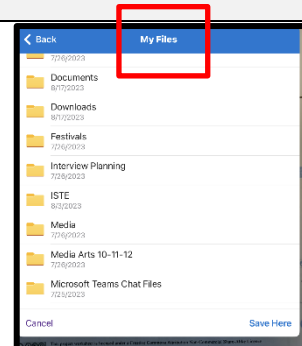


Tap the "+" button if scanning more sheets OR the "Done" button if complete.



Saving the Document

1 Tap "My Files" to navigate to a specific folder located in your OneDrive.



2 Rename the file the appropriate name.
Tap on the "checkmark" on the top right to save.

