

How to convert your handwritten answer scripts into a PDF file?

Disclaimer

This document contains recommended steps to convert pages of handwritten answer scripts on paper to a single PDF file for students at CityU. Hence, the answers can be uploaded to Canvas for examinations in December 2020.

Microsoft Office Lens app is the recommended tool. Office Lens is available for Windows, Android, and iOS. You may use your phone or tablet to take photos and combine photos with Office Lens to generate a PDF file for exam submission.

If your teacher instructs you to prepare the answer file differently, please follow the teacher completely. In case you prefer a different tool or a different workflow, please seek permission from your teacher before applying your method.

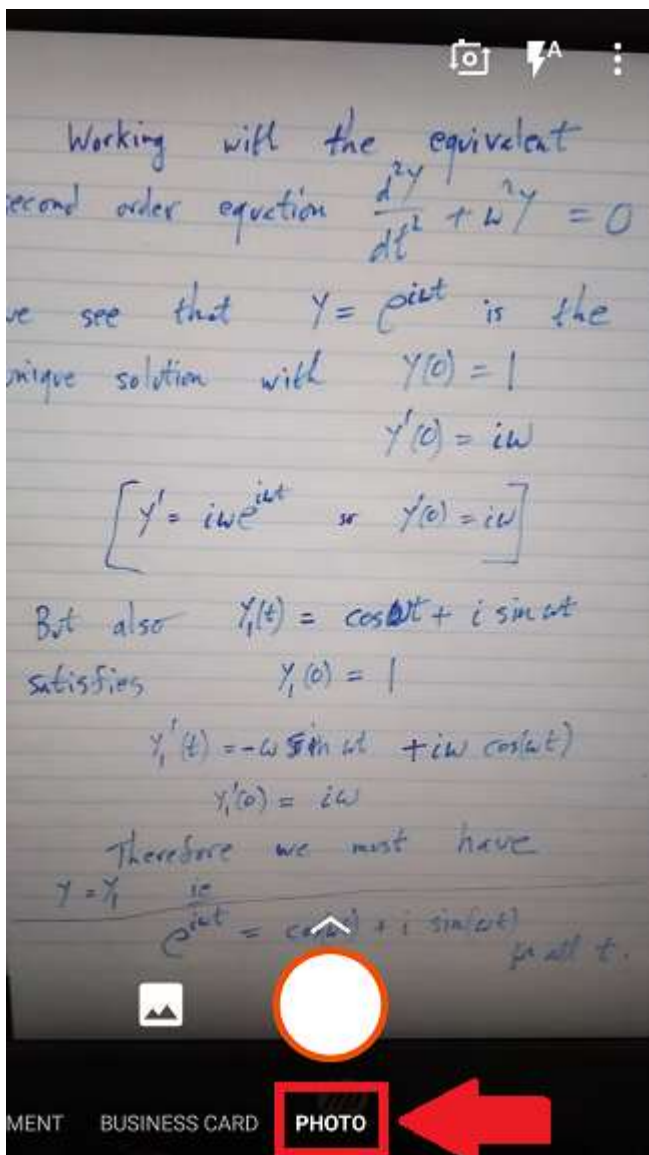


Step 1: Choose what to capture

Download and install Office Lens app.

Open the Office Lens app.

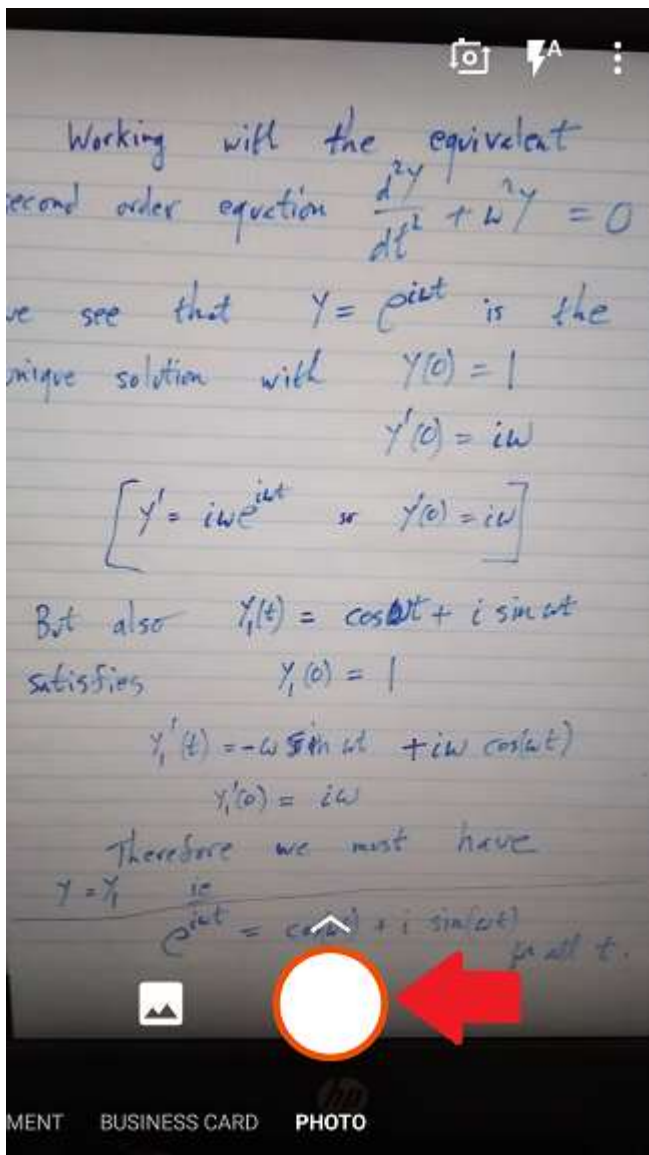
Choose a capture mode. Photo would be the best option.



Step 2: Take a picture

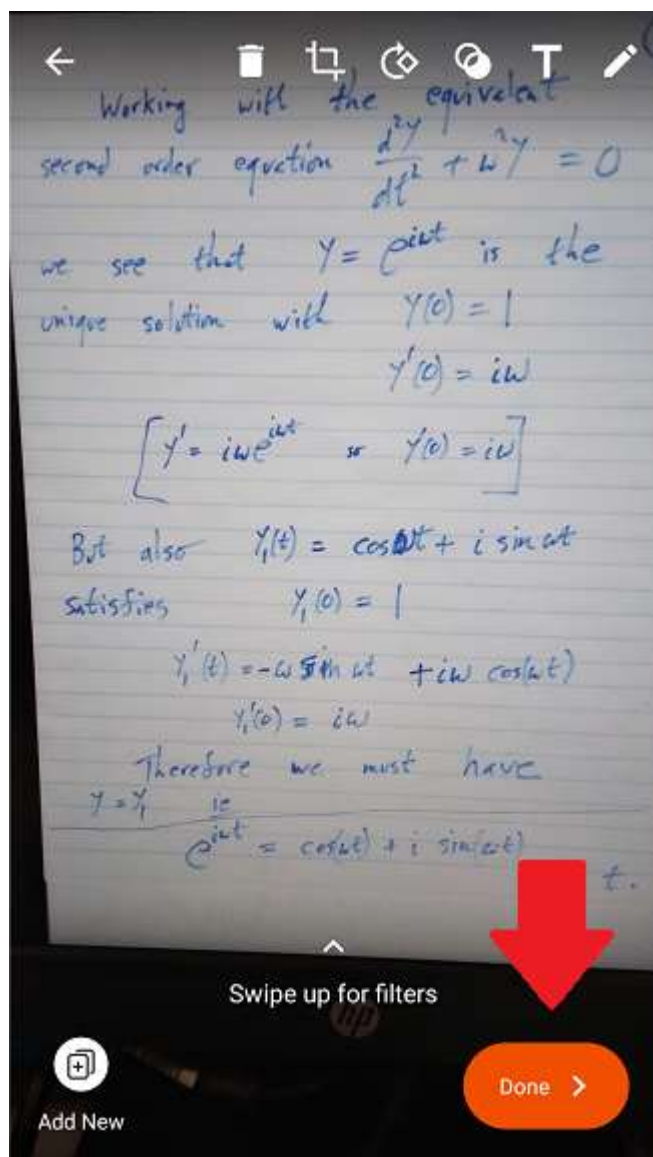
Take new pictures for your answer script with your device.

If you have taken images of your answer script, choose existing images from your device.



Step 3: Review

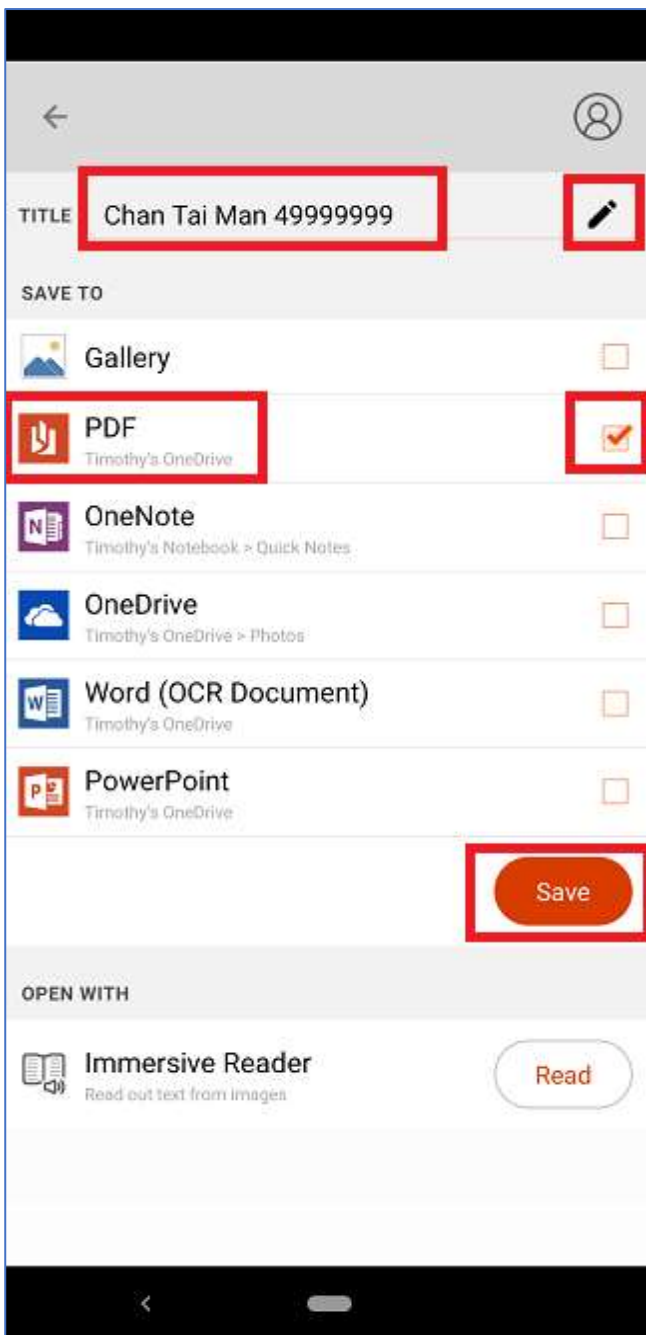
Review every page of your answer script, tap done to proceed.



Step 4: Save and download

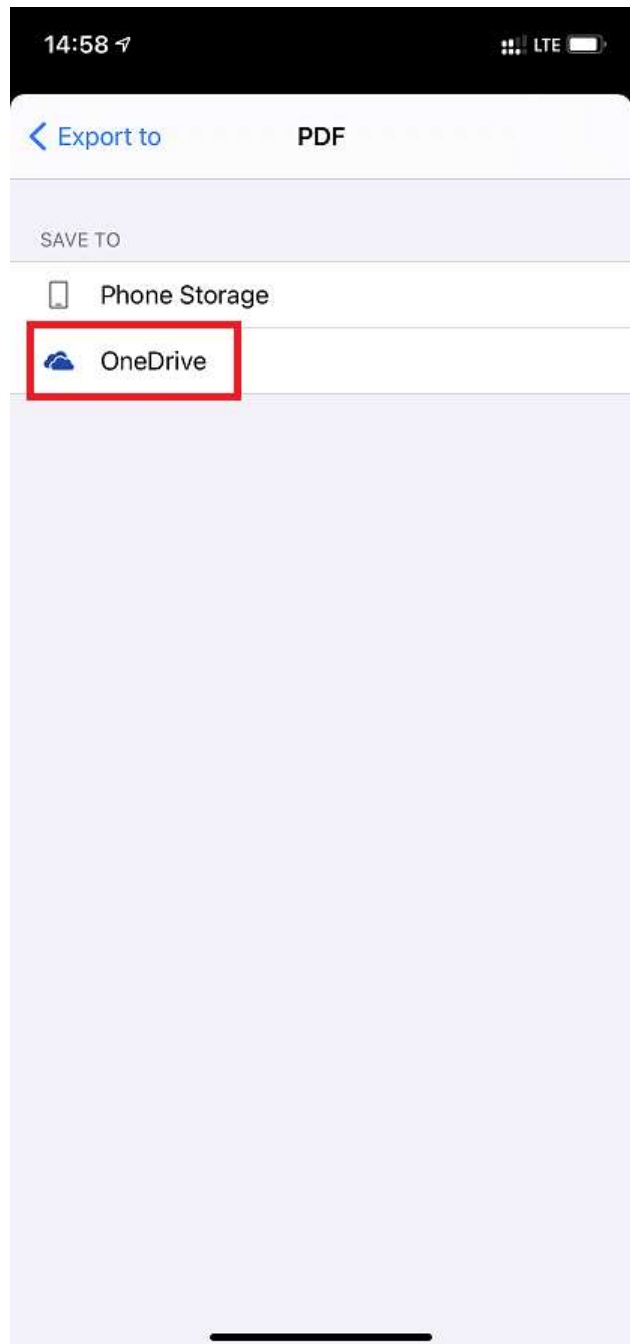
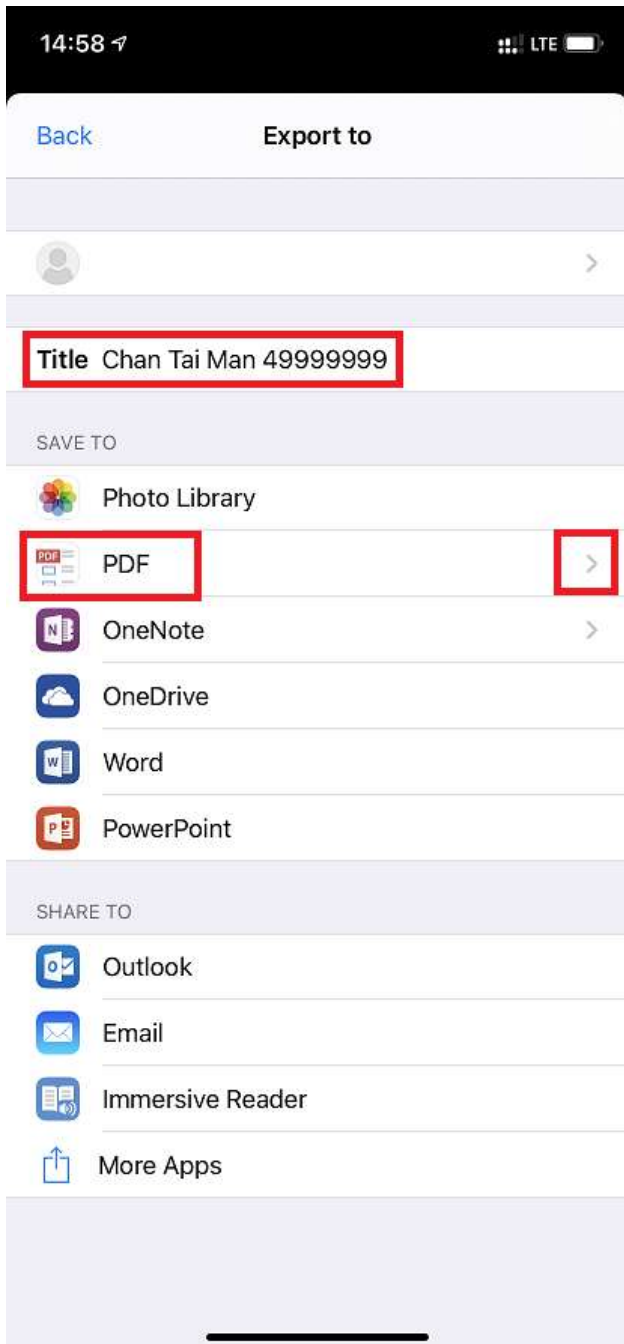
Android

Type a description in the Title field with your full name and student ID. Save the outcome as a PDF (Portable Document Format) file, and then tap Save.



iOS

Type a description in the Title field with your full name and student ID. Save the outcome as a PDF (Portable Document Format) file, and choose “OneDrive” as the save to location.



You will find the PDF file in your OneDrive, located under “Documents”, “Office Lens” folder. Download the PDF file from your OneDrive to your computer and upload it to Canvas assignment as submission.



Reference Sites

Microsoft Office Lens for Windows

<https://support.microsoft.com/en-us/office/office-lens-for-windows-577ec09d-8da2-4029-8bb7-12f8114f472a>

Microsoft Office Lens for Android

<https://support.office.com/en-us/article/microsoft-office-lens-for-android-ec124207-0049-4201-afaf-b5874a8e6f2b>

Microsoft Office Lens for iOS

<https://support.microsoft.com/en-us/office/microsoft-office-lens-for-ios-fbdca5f4-1b1b-4391-a931-dc1c2582397b>