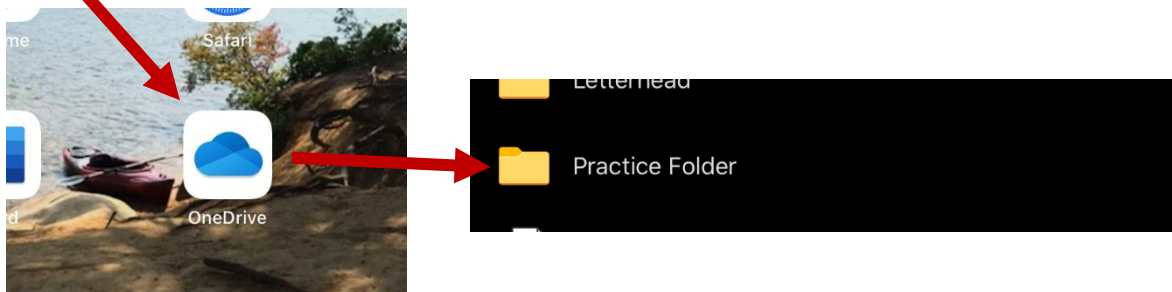
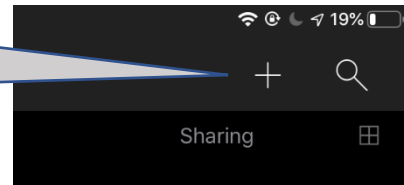


How to scan a document into OneDrive with your iPad:

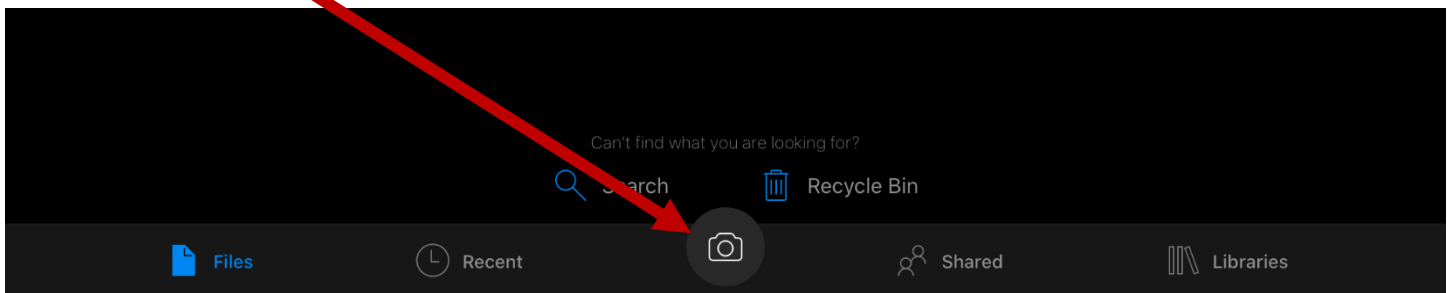
- 1) Open OneDrive and pick a folder**.



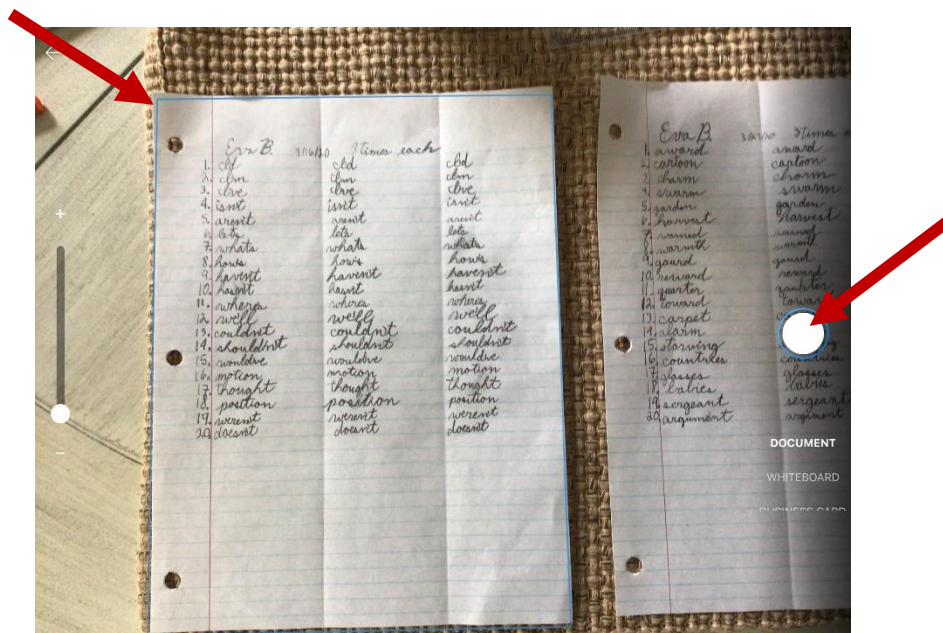
** If you don't have a folder for your class/unit/etc, create one before continuing. Click the plus sign at the top of the screen.



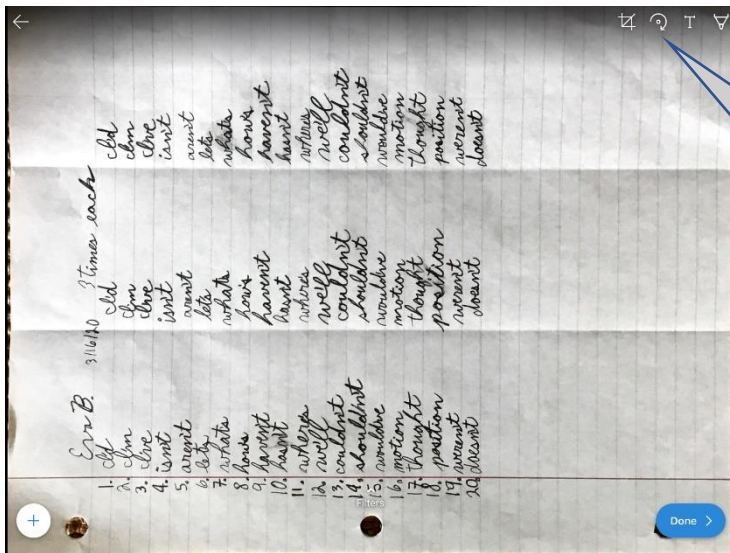
- 2) Click the Camera icon at the bottom of the screen



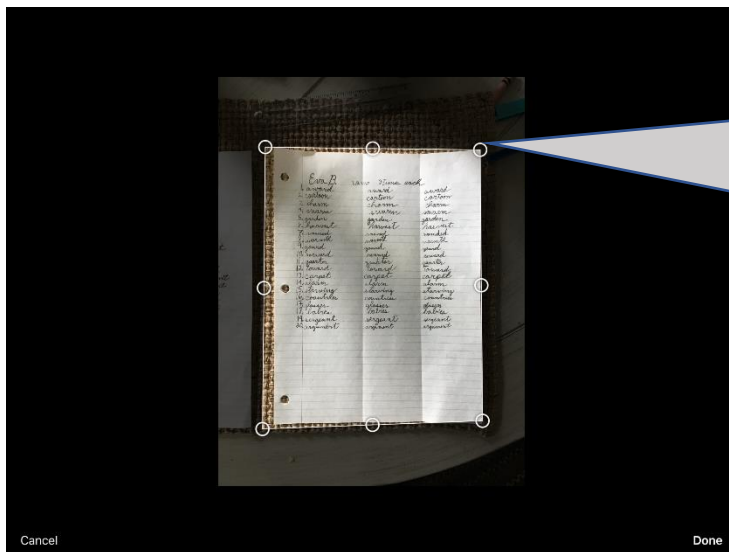
- 3) Hold your iPad over the first page of the document you want to scan, you'll see a blue rectangle appear to indicate what it is going to capture as your document. Touch the white button to take the picture.



4) Edit your images if necessary:

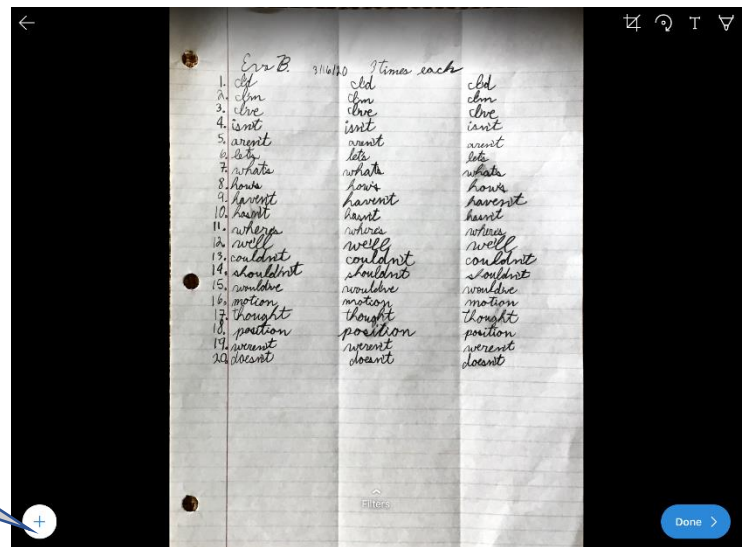


If the picture is sideways (as shown) touch the rotate button at the top of the screen so that your document is oriented correctly

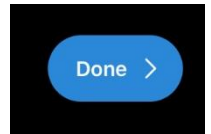


If the scanner picks up too much of your background click the crop icon to move the white circles to the edges of your paper and click done. Now your image should be just the paper you scanned.

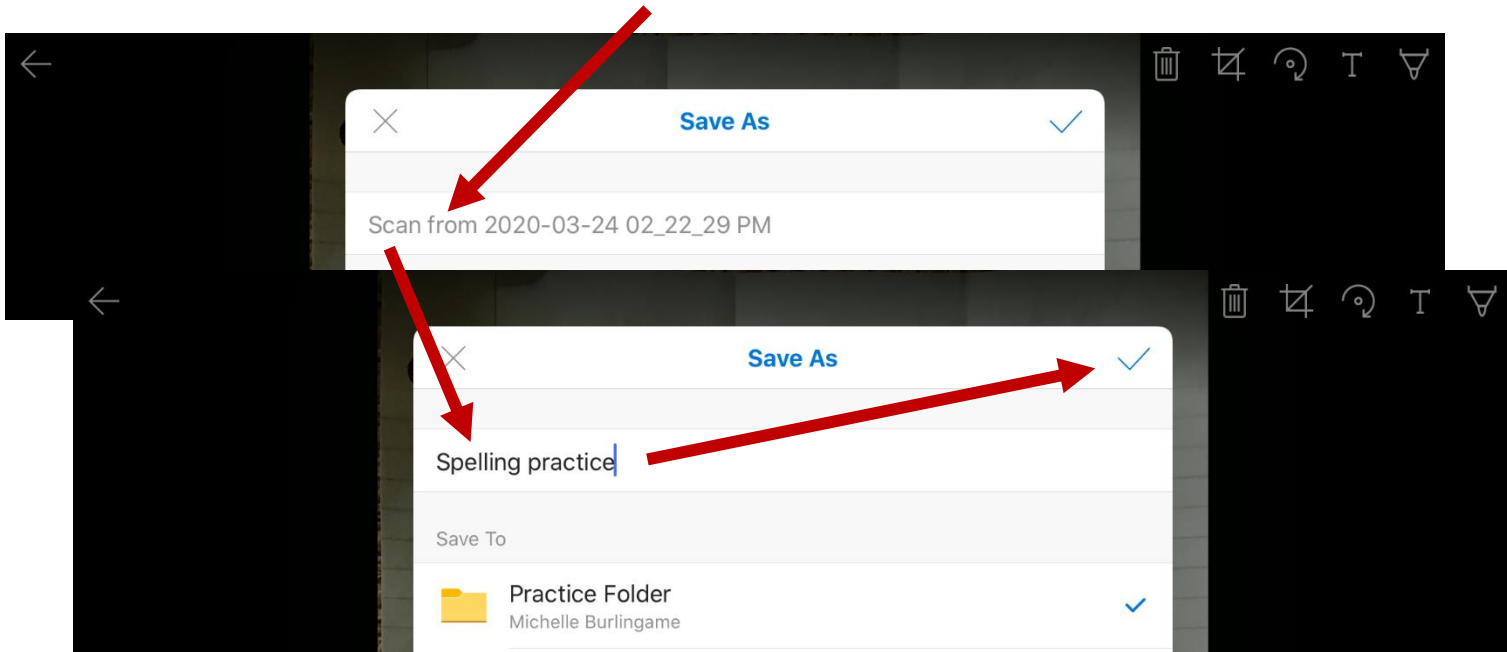
Once your page is properly rotated and cropped (if necessary), click the white plus sign in the bottom left corner of your screen to continue taking pictures of your entire document.



5) Once you've scanned all your pages click Done in the bottom right corner.



Touch the space at the top that has "Scan from #####" and change the name – best to use the name of the document as titled on the first page – then click the blue arrow at the top to save.



Your document is now a pdf saved in the folder you chose in step 1. You can access this document on any device that is signed in to OneDrive!

