

How to Scan to a PDF and Submit HW to the Dropbox on D2L

Acceptable files that can be submitted to the D2L dropbox:

Please attach your HW activities as **single PDF files or Microsoft Word documents, not jpg, tiff, or wps**. It is too time consuming for me to open up multiple files from every student, convert them so that I can grade, convert back, and then send them back to you. I do not recommend typing up your solutions into a Word file as that will be too time consuming for you and usually it is difficult to read. Instead, you should hand write your HW on paper, scan it in and submit it as a pdf or Word file to the dropbox.

Scanning HW into a PDF file by checking under Options or Settings:

Most scanners have the ability to scan a file directly to a pdf file and to scan several pages of work into a single pdf file. If you are not sure how to do this on your scanner, try clicking on Options or Settings on your scanner software. One of the choices should be a multipage pdf option. Select this and then scan each page. Usually you will need to scan each page in, but don't click on Done until the last page has been scanned. Then it will be converted to a single multipage pdf file. This is what you then put as an attachment into the dropbox on D2L.

What do you do if your scanner doesn't scan to PDFs?

- 1) Scan it to a jpg or tiff and then convert it to a PDF file using a PDF converter software. This may already be on your computer. Go to Print and look at your printer choices. If one of the options is a PDF Writer, then select that and click on print. This will save it as a PDF on your computer. If you do not already have a PDF converter, you can get a free PDF converter at www.pdf995.com, but these may not handle multipage files. Or sign up for \$14.95 with http://www.advancedreliablesoftware.com/advanced_pdf_merger.html which enables you to convert to a single multipage PDF file.
- 2) Or, scan to a jpg or tiff image and then copy and paste the images into a Microsoft Word File. You will want to set up your page breaks ahead of time for the number of pages of scanned images that you need. You may submit this Word file to the dropbox, but if you are using a different word processing program, you will need to convert it.
- 3) Or, use Adobe Acrobat to convert to a single PDF file (but this software is very expensive).

Suggested Scanner Settings:

- Multipage PDF option/setting
- Grayscale (do not scan in color as it makes the file very large)
- 150 dpi (resolution)
- On some scanners you may need to turn off autofill (which tries to match writing to text)

You may also want to do your HW on only one side of the paper, since the back side of work can sometimes bleed through the front when scanning. You may also need to write darker than usual if the Grayscale is not showing enough contrast to show your work.

How to submit a file to the dropbox on D2L:

Click on Dropbox at the top of the green D2L toolbar. Select the Activities folder. Click on the Browse button to find the file you want to attach. You can add a brief description or comment if desired, then click upload. If you wish to view a file you have already submitted simply click on the View Submitted File button on the bottom right hand side of the screen. **Remember to check for Feedback after you have submitted your HW to make sure that I received it and see what grade you received.** If corrections were made, I will attach them to the Feedback so that you can see your graded HW.