

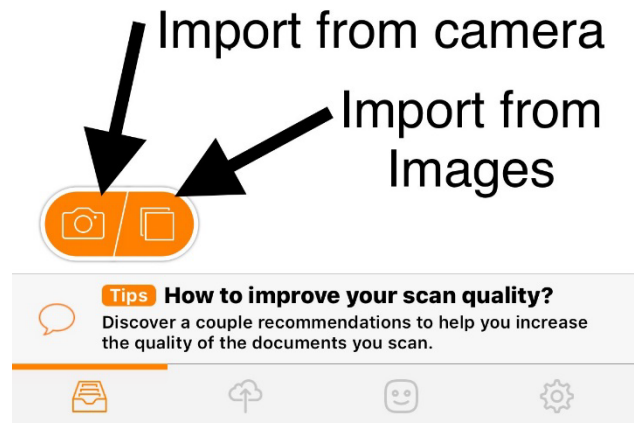
Convert Your Written Work to a PDF

There are times when you may need to submit work you have completed by hand, or have printed from your computer. When you need to submit work that has been done by hand, there are a variety of free tools you can use with your smartphone camera to create a PDF.

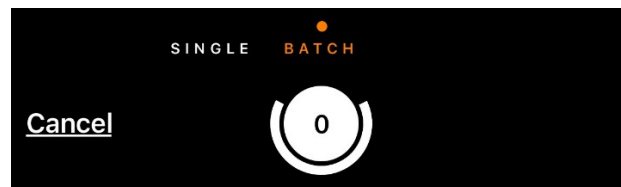
Here are the directions on how to use the free version of the Genius Scan app:

1. Download the FREE version of the Genius Scan app for [iOS](#) / [Android](#)
2. Open the Genius Scan App on your phone. Select on the camera icon to create a PDF from pictures you will take of your document. You may need to give the app access to the camera to continue. (You can create a PDF from pictures you have already taken of your document by selecting the import from page icon.)

Screenshots:



3. When you select the camera icon, you can choose between "single" and "batch." If you have multiple pages, choose "batch" and Genius Scan will create a single PDF file with all of your pages.



4. Hold your phone high enough above the paper to take a picture of the entire page. Genius Scan will try to identify the outline of your page. Click on the circle at the bottom center of your screen to scan the image.
5. Repeat step 4 until you have taken scans (pictures) of each page in your document.

Note: Another useful free document scanner app you can use with your LCPS Office 365 account is Office Lens, available for [iOS](#) / [Android](#)