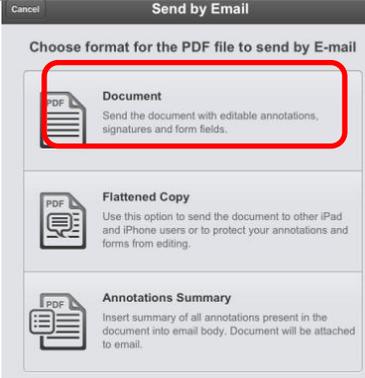


How to Take Pictures and Convert to PDF to Type on Worksheets

Using PDF Expert and PDF Converter

This method is optimal for shorter assignments of one to two pages in length

<p>1. Lay paper on a flat surface in a well-lit area</p>	<p>2. Open the Camera tool on the iPad</p> 
<p>3. Get the document centered so that you can see the entire page. Hold the iPad level above the document. The apps work optimally when the picture is taken in portrait rather than landscape mode.</p>	<p>4. Once the picture has been taken open up PDF Converter</p> 
<p>5. Choose Photos on the left hand side</p> 	<p>6. Next, choose Camera Roll in the center</p> 
<p>7. Locate the photo you just took. Open the photo you would like to annotate/type on.</p>	<p>8. On the top right hand side of the screen there is an icon-a rectangle with an arrow. Select it.</p> 
<p>9. Go to open in and choose Open in PDF Expert.</p> 	<p>10. Once PDF Expert launches you can type or write on top of the document using the tools below.</p> 
<p>11. When the work is finished go again to the icon.</p> <p>Choose Send By Email.</p>  	<p>12. Choose the option on the top to attach and send the document to the recipient.</p> 

If the work has already been converted to PDF expert-go directly to PDF expert and open.