

STEP 1. Copy and paste the MidTerm Exam from the PDF file into a Word document

STEP 2. Do not Delete ANY problem formulation or the first page of the exam!!!!

STEP 3. Write your solution on a WHITE, CLEAN (no lines or anything else) paper with BLACK PEN (NO pencil!!!) the answer to each problem. If you need to use more than one paper sheet, number the paper sheets – for each problem. For example, if you are writing the solution to Problem 1.a, on the top right of each sheet write: “Problem1.a [1]” or “Problem1.a [2]” for each of your sheets.

STEP 4. Take a picture of each sheet with your phone

STEP 5. Transfer the pictures of your solution sheets to your computer as jpg files

STEP 6. Open each JPG file with Microsoft Office 10 and edit it.

- For editing, start with: Edit Pictures >>> **Brightness and Contrast** [there you will adjust the brightness – to make it readable! **If your pictures are not readable by the instructor, you will get ZERO!!!**
- Then you will go at Edit Pictures >>> Crop your picture – to remove unnecessary borders, etc
- Finally – and very importantly – you will go at Edit Pictures >>> Compress Pictures and select for Documents.
- SAVE the edited Picture!!!!

Step 7. Each edited and compressed picture shall be inserted after the problem, in the correct order and with the correct orientation!

Step 8. You check your entire Word document, to make sure that Figures are inserted in correct order, they do not need to be rotated, and you have not missed anything.

Step 9: Write your name and netid on the First Page!

Step 10: Save in PDF format.

Step 11: Submit the Exam!!!!