**Appendix G**

**Mobile Editing & PDF Creation Exercise**

Student Directions: Download two apps on your smartphone: Microsoft Word and Adobe Scan. Complete each of the exercises below by [due date]. Submit the documents as instructed.

1. Suppose you are traveling for work but your supervisor needs a few corrections done quickly on-the-go in advance of a filing deadline. Using the Microsoft Word app, open the attached one-page draft motion\*, locate, and then correct on your smartphone the ten errors you spot. After you’ve made the changes, e-mail the revised document to your supervisor (me) from your phone using a professional cover email message.

2. Your client brings an important financial document to a meeting, and you want to ensure you have an electronic version to reference later and perhaps attach as an exhibit to a future court filing. Using the Adobe Scan app (you’ll have to first create an account), create a PDF file from a document scan of the one-page document your client handed you. Use the crop or color tools within the app as needed to ensure a clear and readable electronic version of the document. Then, e-mail the PDF file to your supervisor (me) from your phone using a professional cover email message.

\* Any short work product a professor creates with typos or other small errors could be used for this exercise such as a client letter.