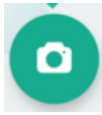**Scanning multiple pages of notes into a single pdf file:**

Note: (Phone used has the android system, if you have an iphone, the steps could be similar.)
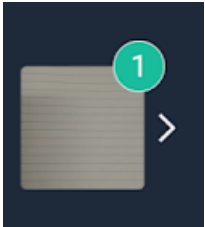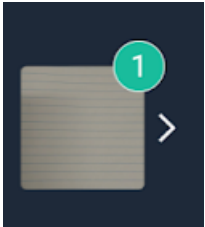
Using CamScanner (Free) :

1. Open the app and click on

2. Make sure are selected.

3. Take a picture of the first page. You will notice the page count is updated . Continue this process until all pages of notes are scanned.

4. Click on the pages icon . Perform any final touches, such as adjusting the borders, if necessary.

5. Click on .

6. Click "OK" on the next screen.

7. Then you can click on the sharing button or the menu button to email the pdf file to yourself. (There might be a way to find the specific file location on your phone. I could not find that information easily.)

8. After you emailed the pdf file, you can save the file to local storage on your phone or PC and upload it to canvas.

Using Microsoft Office Lens (Free) :

1. Open the app and click on
2. Adjust the borders and select "confirm"
3. {strongly suggested!} Click on **Filters** to select "B&W" or "Whiteboard" if the results are better.
4. Click **Add** to scan another page. The number of pages scanned is updated immediately.
5. When you finish scanning all pages, click on . Make any adjustments that's necessary. Click on "Done".
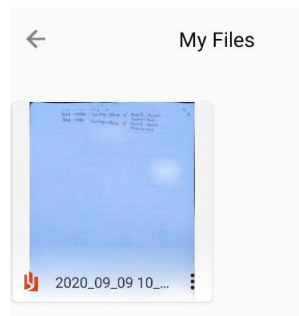6. Make sure "PDF" is checked. **PDF** Phone Storage > Documents > Office Lens Then click on **Save** .

   My Files

   2020_09_09 10_...

7. On the summary screen, , click on the "Three-Dots" menu button, . You will be able to email it to yourself by click on "Share" or view the location of the file on the phone.

   Share

   Delete

   (i) Phone Storage > Documents > Office Lens (This is on my android phone. I am not sure if it is same on an iphone.)
8. You can now upload the pdf to canvas. (You should be able to directly select it from your phones local storage. If you emailed it to yourself, you would need to, first, save the file to your phone or PC's local storage.)