

How to Create a PDF

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Creating a PDF on iPhone with the Notes app

Requires iOS 11 or higher. Tested on iOS 13.4



Step 1: Open the Notes app and create a new note.

Step 2: Select the camera icon directly above your keyboard, then select the “Scan Documents” button.

Step Three: Hover your iPhone over the page you want to scan. Your iPhone will try to detect the page automatically, which will highlight the page in yellow. The picture will be taken automatically.

If the document could not be automatically detected, align the page and take a picture. Use the on-screen cropping tool if necessary, then select the “Keep Scan” button.

Step Four: Repeat Step Three for whichever pages you need to scan, they will automatically be added to your PDF. When you’re finished, select the “Save” button in the bottom right corner.

Step Five: Select the Share icon in the top right corner. You can share it however you want to, however, I think the best way to share the file is to email it to yourself. Alternatively, you could select “Save to Files” and log into Blackboard on your phone to submit it.

Creating a PDF on Android with the Google Drive app

Tested on app version 2.20.121.04.40



Step 1: Open the Google Drive app.

Step 2: Select the "+" button in the bottom right, then select the "Scan" button.

Step 3: Take a picture of the page you want to scan, select "OK"

Step 4: If you would like to add more pages, select the "+" button in the bottom left corner and repeat step 3. When completed, select the checkmark in the bottom right corner, then select "Save"

Step 5: To share the document, you could log into Google Drive on your computer and download the file, or you could email the file to yourself to receive it on your computer. To email the document to yourself, make sure you are in your Google Drive, select the info button ⓘ and select "Send a copy". From there, you could send it however you wish.



Creating a PDF on iPhone with the Evernote Scannable app

Requires iOS 9.3 or higher. Tested on app version 2.3.3

Step 1: Download and open the Evernote Scannable app. No signup required.

Step 2: Hover your iPhone over the document you want to scan. The app will highlight the page in blue and take a picture. Scan all the documents you need to, then select the blue checkmark button on the right-hand side.

Step 3: If you need to reorder the documents, select the "Reorder" button in the top right corner. If you need to adjust or crop the pictures, select the edit button, which is a black button in the bottom right corner of each picture.

Step 4: Select the "SEND" button if you want to share the document through email or the iOS Share screen, or "SAVE" otherwise. However, selecting "SAVE" will not create a PDF, it only saves each picture to your camera roll.

You can share it however you want to, however, I think the best way to share the file is to email it to yourself. Alternatively, you could select "Save to Files" in the share screen and log into Blackboard on your phone to submit it.

Creating a PDF on Android with the Tiny Scanner app

Tested on app version 4.2.3



Step 1: Download and open the Tiny Scanner app. The first time you open the app, you will need to allow permissions it asks for. Select the camera icon on the bottom of your screen.

Step 2: Take a picture of the page you want to scan.

Step 3: Make any adjustments needed, then select the check button in the bottom right corner. Then select it again.

Step 4: If you need to scan more pages, select the camera button in the bottom center and repeat step 2 and step 3. Once you've scanned all the pages, select the check button in the top right corner.

Step 4: After you've finished scanning, select the share icon in the bottom right. From there, you could select the "Email" button to email it to yourself.

Alternative Methods

Here are some ideas if any of the above do not work:

1. Use a laptop webcam to take pictures of pages, or any camera that could transfer files to your computer, insert the images into a Microsoft Word or Google Docs document, then save/send that document as a PDF.
2. There are many other apps on iOS/Android that allow for scanning pages you could try to find.
3. Use a printer with a scanner to send the pages to your computer.