

Scanning and Submitting Your Written Exam with Office Lens

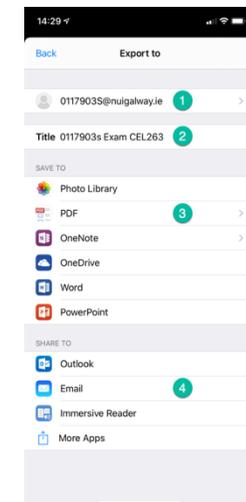
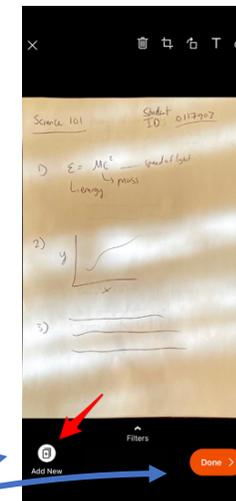
It is possible to submit your written exam answers electronically using an app called **Office Lens**, which you can install and test ahead of time on your phone. It allows you to scan documents and save them locally or to the cloud as a PDF file (document) or JPG file (photo). It's a versatile app for personal use as well as in your studies.



The app is available for [iPhone/iOS](#), [Android](#), and [Windows](#) devices. Visit your app store to download the app for free

Scanning

1. When you start using the app, you have the option to log in to your [Office 365](#) account. This will allow you to save files to your OneDrive account at NUI Galway. You can also save the files locally to your device. ***Saving to OneDrive has the advantage that you'll be able to access those scanned files on any other networked device (such as your laptop) and easily submit into Blackboard from there, for example.***
2. Once the app is installed, try to scan a document by placing it on a dark background (like a table or desk). Choose 'Document' and try to line up the document as best you can. It will be important for the purposes of your exam that the scan is of good quality, and Office Lens can help with this when you practice using it. For example it can focus sharply and find the edges of the page (though be careful with this because it sometimes gets that a bit wrong at first.)
3. Note that you can choose to bin/delete an image if it doesn't come out clearly, rotate it, or crop it using the editing tools pictured below.
4. As your exam will contain multiple pages, it is better to try and save all of these in one single file. Office Lens is perfect for this. When you scan your first page, click on **Add New** (an option that appears in the bottom right).
5. On the iPhone you keep pressing Add New each time, but on Android you just press it once and keep hitting the main camera press button and you'll see that it adds the pages into the one file. Check this on your phone and make sure that you know how this aspect works.
6. When you are finished, choose 'Done'.



Saving Your File

When all of your pages are scanned, you will be brought to a new window where you can name your file and save it.

1. If you have logged in to OneDrive correctly, you will see your Office ID (email) listed.
2. Name the file appropriately so that you can locate it in a search if you have to.
3. Choose to save as a **PDF** and save the file to OneDrive, or also to your phone.
4. You can also choose to email your file.
5. Your lecturer or other person managing the exam will tell you which method to use for submission (most likely Blackboard, with email backup).

For a video walkthrough click on [Android](#), or on [iPhone](#).