How to create Single PDF Files - Math, Physics, and English

You may need to submit your hand-written homework as a single PDF file for some of your classes. Luckily, you do not need to pay for any special tools to do this! There are three ways to do this, click on the options below for full instructions.

Click on each item below for more information or help links.

Option 1: Taking Pictures and Creating a PDF

For this option, you will need something to take a picture, that ability to put those pictures on your computer, and a word processing program.

1. Start by taking clear, readable pictures of your work
2. Transfer those pictures on to your computer
3. Using a word processing program of your choice (Word, Pages, and Google Docs can all do this) add the pictures to your document
   - Insert pictures in Word: https://support.microsoft.com/en-us/office/insert-pictures-3c51edf4-22e1-460a-b372-9329a8724344
   - Insert pictures in Pages: https://support.apple.com/en-ca/guide/pages/tanb3bc78786/mac
   - Insert in Google Docs: https://support.google.com/docs/answer/97447?co=GENIE.Platform%3DDesktop&hl=en
4. Make sure you put your pictures in the correct order and rotate any that are facing the wrong way
5. Export your document to PDF
   - Word file to PDF: https://support.microsoft.com/en-us/office/create-accessible-pdfs-064625e0-56ea-4e16-ad71-3aa33bb4b7ed
   - Pages file to PDF: https://support.apple.com/en-ca/guide/pages/tance1161f26/mac
   - Google Docs to PDF: https://support.google.com/docs/answer/49114?hl=en&co=GENIE.Platform=Desktop
6. Submit your single PDF file to your instructor

Option 2: Use your Smartphone to Scan Your Work

*NOTE: There are many scanning apps out there! This list provides suggestions, but you may find another that works better for you.

If you have a smartphone, it is possible you have a built in document scanning app. If you don't have one built in, there are free scanning apps you can use, including some built-in to tools like Google Drive and Dropbox. This is not an exhaustive list of options, but gives you a place to get started.

Built-in Scanning App - iPhone and iPad

Scanning with your iPhone or iPad: https://support.apple.com/en-ca/HT210336

Downloadable Apps - Any Device

Microsoft Lens: https://thegrizzlylabs.com/genius-scan/. We have access to Microsoft Lens with our computer account. You can download Microsoft Lens using the links below:

Android: https://play.google.com/store/apps/details?id=com.microsoft.office.officelens

iOS: https://apps.apple.com/app/microsoft-lens-pdf-scanner/id975925059

Dropbox (requires Dropbox Account): https://help.dropbox.com/installs-integrations/mobile/document-scanning

Google Drive (requires Google Account): https://support.google.com/drive/answer/3145835?co=GENIE.Platform%3DAndroid&hl=en

Option 3: Scan Work on Campus

If you are able to safely travel to campus, there are scanning stations located in the library on Nanaimo campus, called Media Stations.

You can book a media station at the Nanaimo campus here: https://viu-ca-libcal-com.ezproxy.viu.ca/reserve/media_stations