# Digitising hand-written assessments

If you have to complete a hand-written assessment which you need to digitise, if you have a scanner, we’d strongly recommend that you scan the handwritten pages into a PDF. If you don’t have a scanner (most people don’t) you can use your mobile phone or digital camera to take photographs of your handwritten pages. The advice in this document talks you through how to digitise handwritten documents and collect them into a single document for easy submission.

It covers three different ways of doing this:

* [Using a scanning app on your phone](#scanning)
* [Using Word on your computer](#word)

* [Using Word Online](#wordonline)

**A tip:** Add page numbers to your handwritten pages, it’ll make it easier to check your pages are all in the right order when collated.

## Using a scanning app on your phone, like Microsoft Office Lens

There are many mobile phone apps now which make scanning handwritten documents quite easy. We will cover one example of how to do this, using Microsoft Office Lens. You need to download the app onto your phone in the usual way you do this.

Once it is installed, open it. You’ll see a camera view – fill your camera view with your handwritten document, make sure the *Document* type is selected and press the button to take the picture. 

Make sure the whole document is captured.

If you have multiple handwritten pages to submit, click the *More* button and repeat for each page. Once you have no more pages to scan, press *Done.* 

Depending on what other apps you have, you may have different choices for how to save or share. We’d recommend either exporting to PDF or exporting to Word. You can then email or save the file and upload your submission.

## Using Word to create a single file for submission

If you don’t have an app on your phone or if you are using a digital camera to photograph your handwritten document, this section will talk you through how to create a single file from multiple photographs. You’ll need Microsoft Word on your computer to do this.

**Please note:** if you don’t have Microsoft Word, you can get it for free. Find out more about [installing Office software](https://www.ed.ac.uk/information-services/computing/comms-and-collab/office365/latest-office) or you can use Word Online.

### Before you start

You’ll need to take pictures of the scanned documents first of all with a device of some sort, mobile phone or camera. Once you’ve done that, you’ll need to copy your photos onto your computer from the device you photographed them from. Every device is different – you may be able to email the images, download them from an SD card or upload them to OneDrive, for example.

## Adding your photographs

Open up Word. Add the images that you want to use as part of your submission. To add the images use the Insert tab from the Menu ribbon and then choose “Pictures”. This will allow you to select the images you wish to attach.



Once added, check the pages are in the correct order.

### Saving your file

Once you have the images attached and are ready to save click the “File” tab from the menu ribbon. On the Menu screen, select “Save As” from the list on the left. Save your file with your exam number at the start of the file name in a location that you’ll easily find it later.

## Using Word Online to create a single file for submission

If you don’t have an app on your phone or if you are using a digital camera to photograph your handwritten document, this section will talk you through how to create a single file from multiple photographs using Word Online.

### Before you start

You’ll need to take pictures of the scanned documents first of all with a device of some sort, mobile phone or camera. Once you’ve done that, you’ll need to copy your photos onto your computer from the device you photographed them from. Every device is different – you may be able to email the images, download them from an SD card or upload them to OneDrive, for example.

### Adding your photographs

Word Online is part of Office365. Go to <https://www.office365.ed.ac.uk/> and sign in. Click on the keypad icon (top left) and select ‘Word’.



Click on the ‘New blank document’ option. The document will be given a generic name, it is very important you change that! If you click in the area you can edit it. Make sure you change it to something sensible with your exam number at the start. Please see the following example.

From:



To:



Now insert your photographs, click on the *Insert* menu and then on *Picture*. The menu gives you the option to insert the image from *This Device*. Select that option and use the *Choose* button to find your digitised pages. Please note, you can only upload one image at a time.

Once you’ve added all of your images, check they are in the right order.

### Saving your file

Word Online saves as you go, so you don’t need to remember to save. Once you are ready to submit, you can download a copy by clicking on the *File* menu and then clicking *Save As* and then *Download a Copy*. Remember to leave your exam number in the file name.