

Tech Tips for Dealing with PDFs:

(This is for Apple iPhones/iPads, but similar options exist for Android devices.)

There are some documents that are easy to change digitally, e.g. Word, Excel, Google Docs. Here is a short [tutorial of submitting many types of work on Google Classroom](#).

For PDFs (which happens a lot with kid assignments), the following tips could save you a lot of time because it will minimize printing, scanning, parental pain, killing of trees, etc. The methods below will allow a user to open a PDF, write, draw or type onto the PDF directly from an electronic device, and then subsequently submit electronically – needing no paper, printing, pens, or pencils (and hopefully less parental intervention).

Please notice all the hyperlinks provided through the entire document. They are useful tutorials, info, and guides providing further information.

If you are using Google Classroom, first install the Classroom, Drive, and Docs apps from the App Store to your iPad and/or iPhone.

How to “write” directly on a PDF from a computer, tablet, or phone (the latter being difficult due to screen size)

PDFs are frequently sent electronically. You can add text, writing or drawings on top of the PDF using a device or computer – which is called “Annotation” or “Markup”.

Via iPad/iPhone

First option: Using only Classroom app’s basic annotation functions

Open PDF in Classroom app, select the pencil icon in the right upper corner. Now you can use any markup tools with pen/pencils in different sizes/colors. By choosing your preferred pen/pencil/text box/etc., you can now write/type/draw anything and save the permanent annotations. (You can add more later, but not erase.) Make sure to save, and then turn in electronically. Here is a video to assist you.

YouTube: [Annotating Documents in the Classroom App](#)

Second option: Many other apps can annotate PDFs if you want to explore outside of the Classroom app or if you want to get a bit more versatile/fancy

- 1) The PDF will need to be exported to the annotation app
 - a. Via Classroom using Drive: Open the PDF in Classroom, then select the arrow/box button in the upper right corner to open the file in Drive. In Drive, click the 3 vertical dots in the right upper corner, and select either “Send a Copy” or “Open in” and select the app you want to use to Annotate the file.
 - b. Via Thinkwave: Open the PDF in the browser, then “Share” and “Save to Files” or copy to PDF annotation app directly (see below)

2) Other Apps for PDF Annotation:

- a. Books: The built-in iOS app has simple PDF markup options, with easy export via AirDrop. Sharing from Books back to other apps/email is limited and requires [one trick from this video](#): Share, Print, Two-finger spread on the document, then Share again. (Sharing directly back to Classroom/Drive this way doesn't seem to work.)
- b. GoodReader: (\$5.99). More annotation options than Classroom, but more complicated. Set up Google Drive as a server in the app to download assignments, annotate them, then upload back to Drive. Return to Classroom to attach from Drive and turn in.
- c. Other free iOS PDF Apps: There are many. PDFelement, PDF Expert, Neu. Annotate + PDF, PDFpen

Via Laptop/Desktop Computer:

Via Download/Annotate/Upload process:

Once you have a PDF on a computer, you can add annotations with several applications:

- Preview (Macs only) – video [here](#)
- Adobe Acrobat Reader (limited functions) – videos [here](#) and [here](#)
- Foxit Reader – video [here](#)

Via browser directly with browser extension:

This is one free option: install the [DocHub app](#) as a browser extension for Chrome.

On Classroom or Thinkwave websites:

Open PDF from [classroom.google.com](#) or Thinkwave using the Chrome browser, Click on the three vertical dots (More Actions) in the upper right hand corner to “Open in new window” then “Open With...” select “DocHub,” Annotate, and Export back to Classroom or download.

YouTube: [How To Use DocHub and Turn In Via Google Classroom](#)

YouTube: [Google Classroom: How to Edit Files and Submit assignments by DocHub](#)

How to scan paper documents using your phone or iPad (i.e. without having to use a huge scanner.) (How can my kid easily scan and electronically submit their paper homework?)

She will need to “scan” the the document to create a PDF file or take a digital photo, then upload it or email it according to teacher’s instructions. If you can, however, don’t print up the paper document at all and use method discussed above, which should save you time and pain overall.

Via iPad/iPhone

For a one-page document:

- Classroom app: Find assignment, select “Your Work” at the bottom, “Add Attachment”, Choose “Use Camera,” Take a picture, Save and Submit.

- ThinkWave website: Navigate to assignment, Select Uploads icon (up arrow), "Choose File," "Take Photo," Save and Submit.
- Email app (e.g. Mail, Gmail, Outlook, etc.): Compose new email, select Camera icon above keyboard, take photo and send email.

For a multi-page document:

Step 1: Create multi-page PDF

- Files, Notes, Mail iOS apps have a PDF scanner built in.
 - Files app: Most straightforward. YouTube: [How to Scan Documents Using your iPhone](#)
 - Notes app: YouTube: [Scan hardcopy to Classroom with your iPhone](#) Or YouTube: [Document Scanning in iOS 13](#)
 - Mail app: See these simple instructions [here](#).
- Via Other Apps: see Microsoft Office Lens, Adobe Scan, Genius Scan, many others

Step 2: Upload/send the multi-page PDF

- To Classroom app: From Files/Notes "Share" the PDF (Box with exiting arrow icon) from Files/Notes directly to Classroom app, choose an assignment, and confirm. Alternatively, from Classroom app in "Your Work" attach the PDF from the Files folder.
- To ThinkWave website: Open browser/Thinkwave/Upload button -> Choose File -> Browse: Select PDF from Files folder.
- Via Email: send email including document you just created

Via a Mac laptop/desktop

You can use your iPad/iPhone as a scanner if both the laptop/desktop and the iPad/iPhone have the same AppleID user. Then you can [use the "continuity camera" feature](#) to scan documents quickly into emails or files on your Mac, then upload from there. See YouTube [video here](#).