Preparing Images for Assessment Submissions

This guide will provide some basic guidance on submitting images of handwritten work for marking. This guide assumes you have access to a scanner, smartphone or other digital camera.

Scanning Papers

If you have access to a scanner (or a multi-function device), then you will be able to scan your papers and save them on your computer. Ideally, you should scan all related papers together into a Word document or PDF file. A quality setting of 200-300dpi (dots per inch) will make a good quality image making it easy to read. Check each scan to ensure it is legible. Using a PDF can help compress the file so that it is not unreasonably large.

Smartphone

If you have access to a Smartphone (e.g Android or iPhone) then you may wish to use a scanning app. These apps try to help you create a quality image. Check each image to ensure they are legible. They allow you to scan multiple pages into one document and save to your device or send this to Office 365. We recommend the OneDrive app but others such as Adobe Scan are available.

Other Digital Camera

If you have access to a digital camera then you will be able to photograph your papers and submit these.

Some tips:

1. Avoid using the camera flash as this might make your images difficult to read. Try to use diffused or natural light for a clear image.
2. Check each image to see if the text is legible.
3. By default, some cameras will take very large images. Check your camera for an option to change the image size. An image size of 3-5 megapixels would be ideal.
4. Adding your images to a Word document can group them together in the right order.

Figure 1: Compressing images in MS Word

5. In MS Word selecting an image, then selecting **Format** tab > **Compress image** shows a window where you can select "**Web (150 ppi)**" (see Figure 1).
6. Saving the document as a PDF can help compress the file so that it is not unreasonably large. When Saving as a PDF, look for the option for "**minimum size for online**".
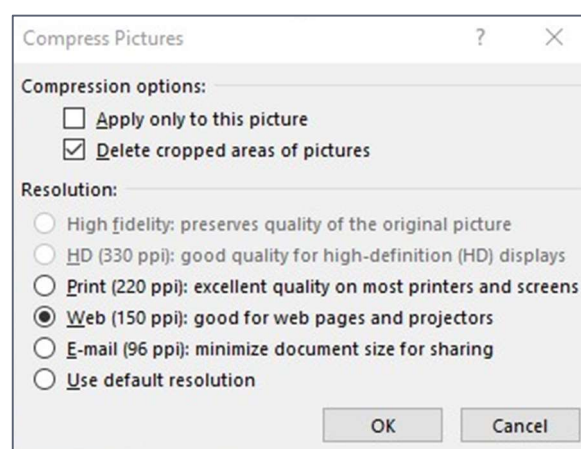
Further Support

Office 365 Toolkit Resource