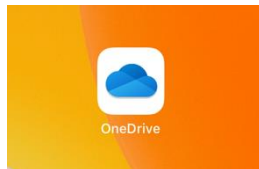


## Using an iPad and the Camera in OneDrive

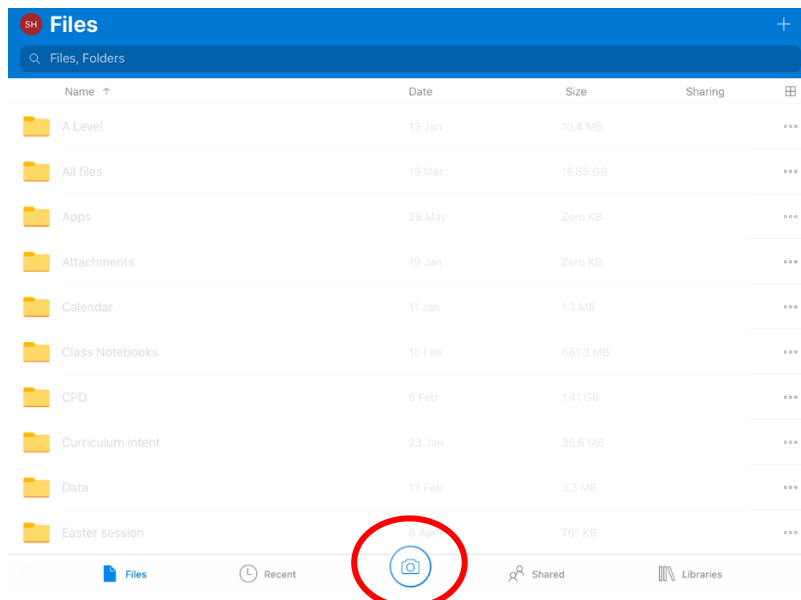
Using the camera in OneDrive enables you to take more than one photograph and store them in one file automatically. This is particularly useful when you need to upload a test you have completed, or some work you have finished in your book that covers more than one page.

The following screenshots show how to go from opening OneDrive on your iPad to saving the file, so it is ready to upload.

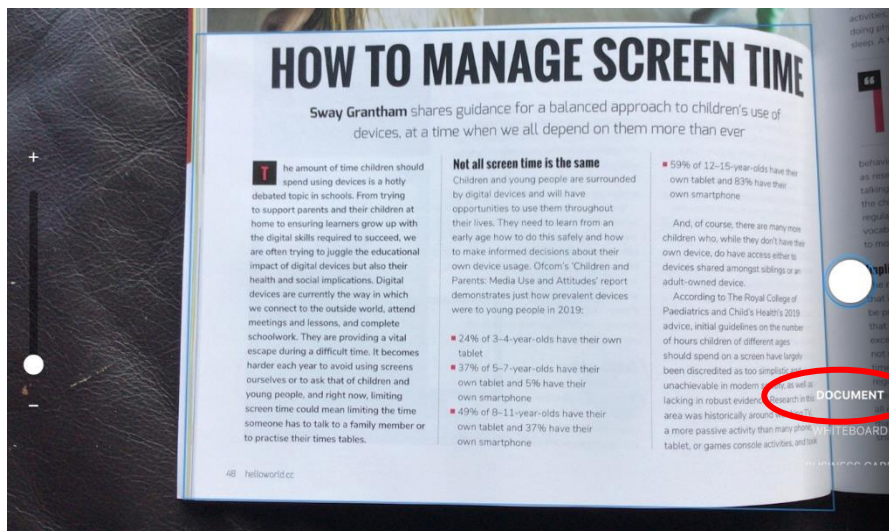
1. Open the OneDrive app by pressing it on your iPad screen



2. Select the camera by pressing the camera image at the bottom of the screen

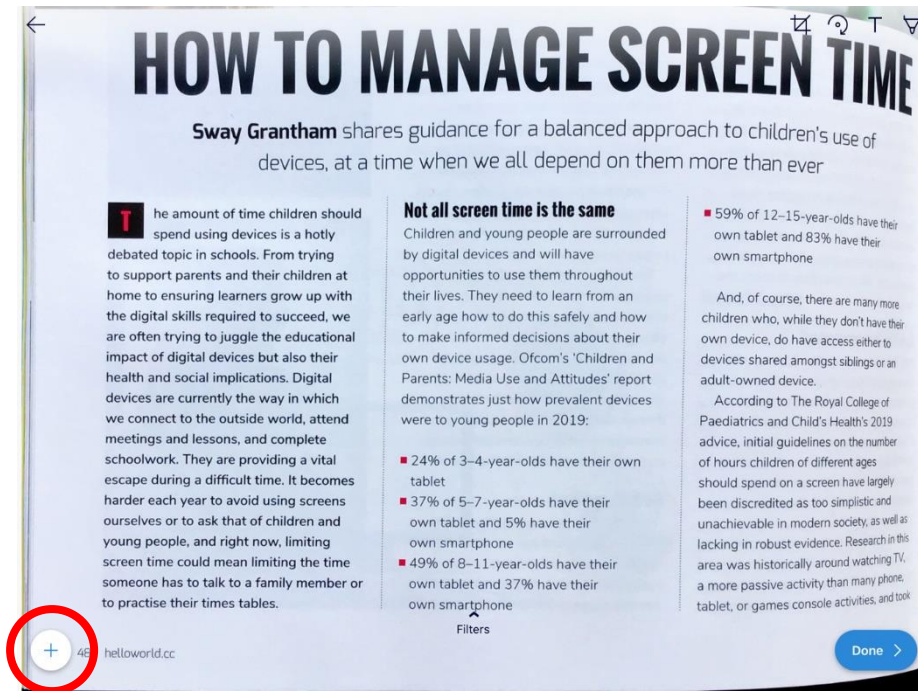


3. Select DOCUMENT from the list on the right-hand side and line up the content you want to take a picture of using the blue lines that will appear on the screen as a guide.



Tip: Make sure the lighting is good and you can clearly see everything you are trying to take a picture of!

- Take the photo by pressing the white circle on the right of the screen. You will then be shown a preview of your photo. If you are happy with your photo and are ready to take the next photo, select the + in the bottom left corner.

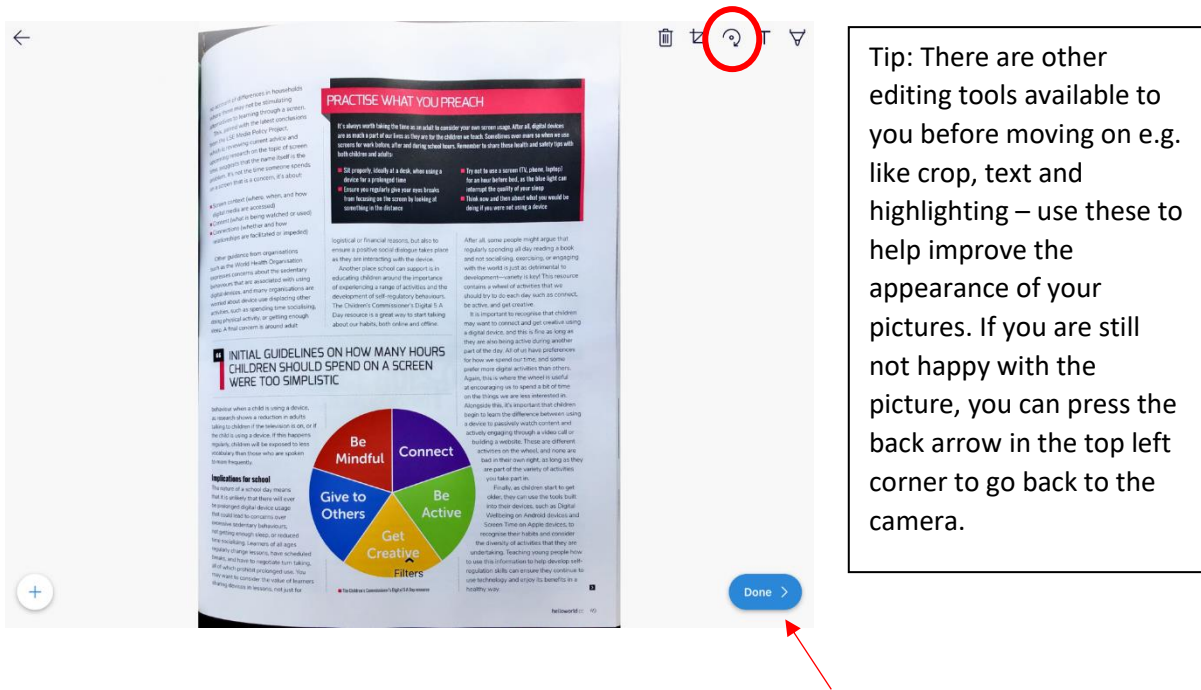


- Repeat step 3 to arrange your photograph and take the picture.

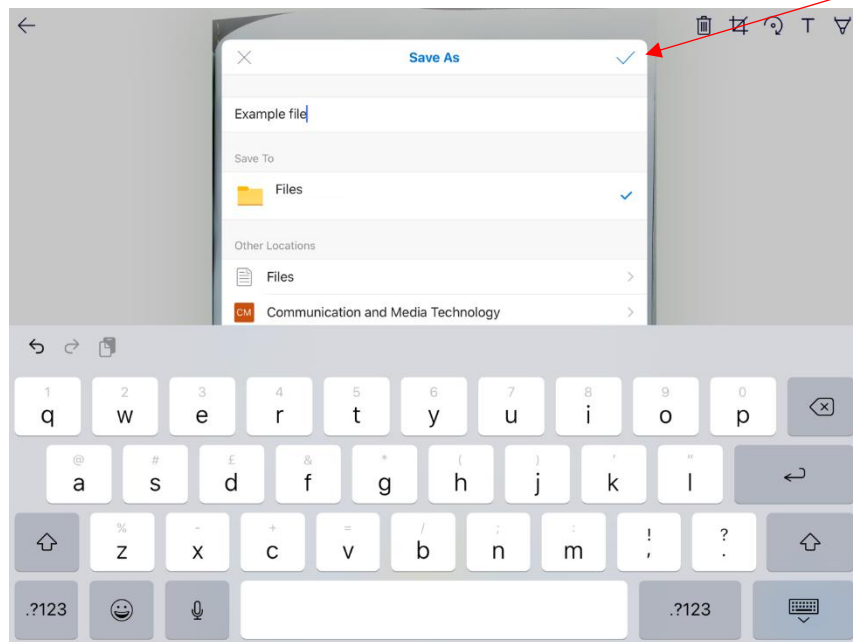


\*Images of articles from (Hello World) magazine, Issue 13 June 2020

- If the picture is not the right way around for the document you are making, you can use the rotate icon to change how your photo will be displayed.



- When you have taken all of the photos you want to, select Done in the bottom right corner.
- Select a folder in your OneDrive area and give the file an appropriate name. Select the tick to save your file.



- Almost straight away, you will be able to find your file in OneDrive – ready to be sent to your teacher.

