

# Options to digitize physical learning materials

1

Always try and first find the original, digital file used to create the printed document.

If not available →

2

Use the photocopier to scan the document to PDF format and send via email or save to a USB key. This will create an OCR-scanned (optical character recognition) document. OR →

3

If you prefer not to go to the copier, use the [scan function in the Microsoft Office mobile application](#).

4

Use the ["Scan" function in the Read&Write desktop application](#) if you already have a digital file, but it is not OCR-scanned. You can create either a PDF or a Word document (recommended)

5

You can also [convert PDFs to Word documents directly in Microsoft Word](#). Once students