SnapType Pro Instructions

- Open app, select **NEW DOCUMENT**, select **CAMERA**.
- Take a picture of the worksheet.
- You can crop the photo by selecting the icon in the center at the bottom of screen. You can also rotate the picture if needed.
- Once done, select the **CHECKMARK** in the lower right hand corner.
- It will prompt you to **NAME/ADD** the document (my suggestion is to use name/subject/date to help quickly identify documents).
- Select **ADD**
- You also have the option to select **NEW DOCUMENT**, select **LIBRARY**
  - It will then default to your **CAMERA ROLL**. This may be a better option for some as you can take pictures ahead of time and keep them in your **CAMERA ROLL**.
  - This may be especially helpful for those students who have difficulty taking a steady and clear picture on their own. Or in those cases where you want to store multiple worksheets ahead of time.
- Select the document you just named.
- Complete the worksheet by tapping on the screen where you want your answer to be. This will prompt the keyboard to come up. You can type your answers in. If you are connected to wifi, you can also dictate your answer by selecting the **MICROPHONE** icon. At the top, you can move the guide left or right to adjust the size of your text. You can also change colors by selecting the **CIRCLE** icon to the right of the guide. When you are done typing your answer, hit the **KEYBOARD** icon on the keyboard in the lower right corner...the keyboard will disappear. To continue working on the worksheet, repeat the process and tap the screen where you want to put your answers. Continue until the worksheet is complete.
- If your answer requires your student to mark up the worksheet vs. typing an answer, you have the option to use the **PENCIL** icon in the upper right corner. This allows you to use your finger to circle, cross out or mark up items.
- Once done, you can **SHARE** it (icon in the upper right corner). Select **PDF**.
  - Here you have multiple options...you can print it, email it (it will attach as a PDF) or move it to Google Drive, Dropbox or any other apps that allow a PDF.
  - To get back to home, select the icon in the upper left corner.
- A few tips:
  - When working on the worksheet, you can zoom in to work on just a portion of the page at a time. This assists with attention and is visually less overwhelming.
  - If you want to prepare ahead of time, you can take pics of multiple worksheets and just save them in your "home" area so they are ready to go.
  - You can also organize by folders:
    - Select **NEW FOLDER** and **NAME**
    - Select **ADD**
    - To **MOVE** a document to a folder, select the three dots on the right. You can **SHARE/DUPLICATE/RENAME/EDIT/MOVE/DELETE**.
      - Select **MOVE**, then select the **FOLDER** you want to move it to
      - Select **MOVE HERE**

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ntw2414@bjc.org