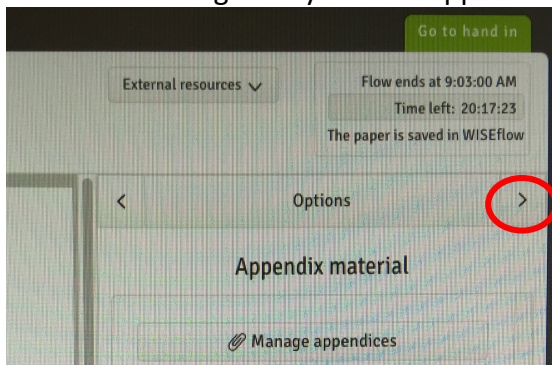


Digitizing appendix material in FLOWlock

In FLOWlock you have the following possibilities to hand in appendix material - depending on what is allowed for your particular exam:

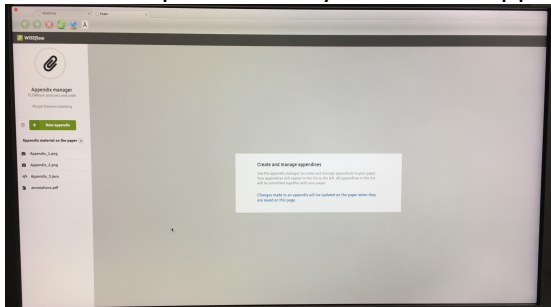
- make a free-hand drawing in the built-in drawing tool
- take a picture of your hand drawing with your web camera or plugged in camera
- write code or formulas
- upload file from your device

1. In order to digitize your appendix and attach it to your exam paper, click the arrow key in the sidebar to the right till you find 'Appendix material':



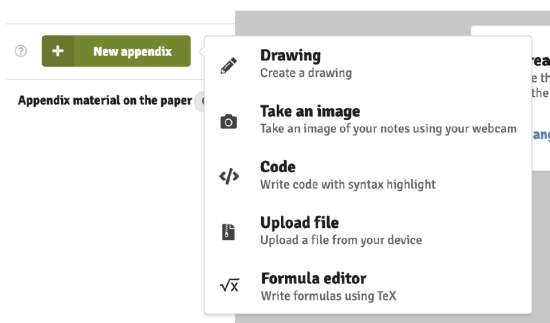
Click on 'Manage appendices'.

2. A new tab opens where you can add appendices to your paper.

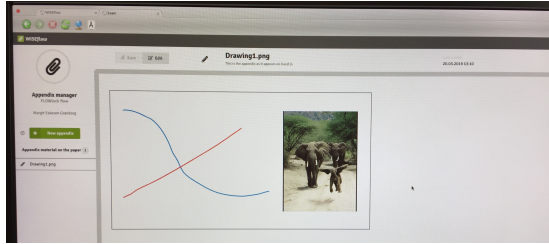


Click on 'New appendix'.

3. Select among the following, depending on what is available for your particular exam:



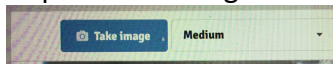
- a) With the 'Drawing' tool you can make free-hand drawings by use of several tools and colours and (if applicable) put in a picture from you PC:



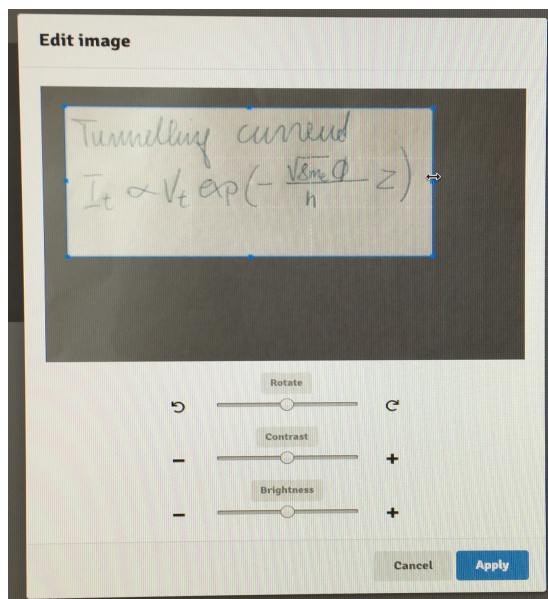
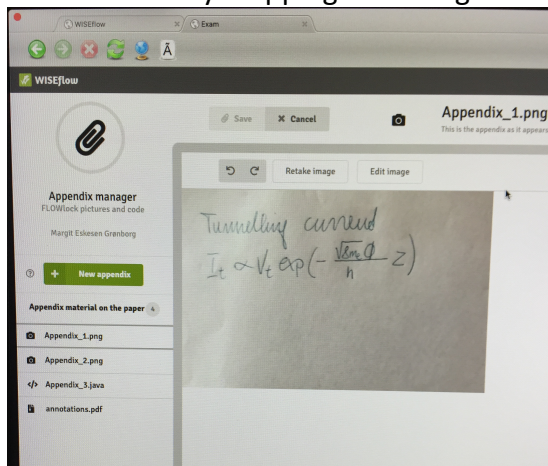
Make your drawing and conclude by clicking 'Save' to add it to the list of appendices.

- b) 'Take an image' gives you the possibility of taking a photo of your hand drawing on paper with your web camera (built in or external):

Select picture size, then put your drawing in front of the web camera and click on the camera button 'Take image' (or press space on your keyboard) – keep the paper as steady as possible during countdown.



Make necessary cropping or editing of the picture.



Conclude by clicking 'Save' and the picture will then be added to the list of appendices.

- c) The other tools will be available if allowed to your particular exam:

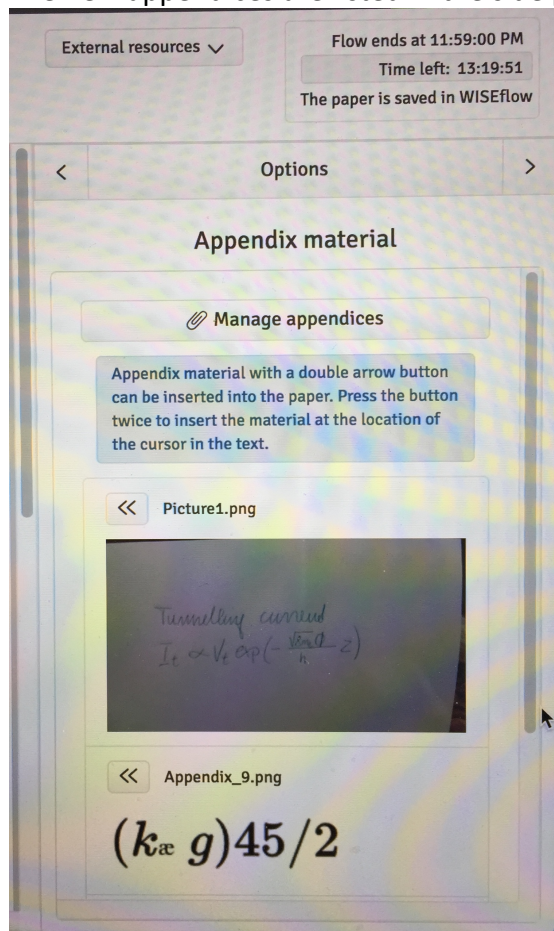
'Code' gives you access to write code in a number of code languages C++, C#, CSS, Go, etc.

'Formula editor' provide for writing TeX-based formula

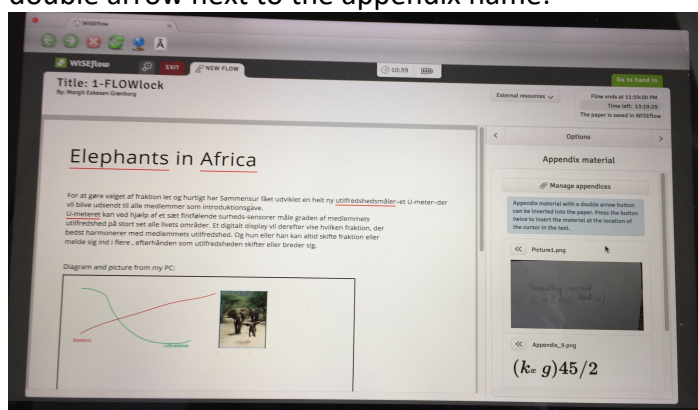
'Upload file' gives you the possibility of uploading files from your computer, e.g. processed data files.

You may close the appendix manager and return to the paper tab in WISEflow.

4. The new appendices are listed in the side panel 'Appendix material':

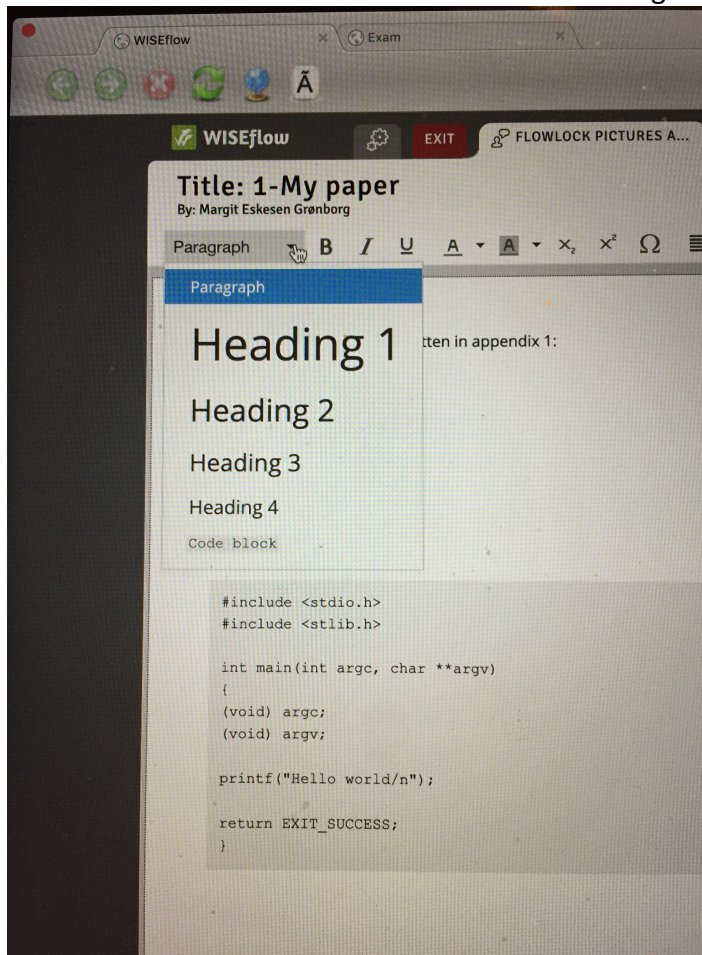


In order to insert a picture, drawing or formula directly into your paper, click twice on the double arrow next to the appendix name:



Afterwards, you may delete it as an appendix if you are sure that no corrections shall be made later on.

Note that files or code cannot be inserted into the paper as described above. Code should be copied from the Manage appendices-tab and pasted into the paper, then you mark the inserted text and select 'code' from the formatting field:



Thereby the code will be formatted and marked as such in your paper.

5. When you have handed in your paper you can (after some time) preview your paper and the appendices in the flow:

