

## **How to Use the Markup Tool to Type Your Answers**

1. Open your Outlook email.
2. Open the document or picture you want to work on.
3. Take a screen shot by pressing the home button and power button at the same time.
4. Go to your photos and open the picture you just took by tapping on it.
5. Tap edit in the top right corner, then tap the circle with 3 dots, then tap markup.
6. Click on the + sign at the bottom of the screen, click Text.
7. Drag the blue text box to the line where you need to give an answer.
8. Use the blue dots to make the blue text box longer.
9. Click on the words Text. Click on Edit.
10. Your keyboard should pop up. Type your answer. When finished, click somewhere on the screen and the keyboard will go away.
11. Repeat this for all questions on the page.
12. Tap done in the upper right corner, then tap done again.
13. Tap the box with an up arrow.
14. Tap Outlook and fill in the email information. Tap the blue arrow to send.