Office Lens- A Scanner in your Pocket!

Download the app to your device!


Description

Office Lens trims, enhances, and makes pictures of whiteboards and docs readable. You can use Office Lens to convert images to PDF, Word and PowerPoint files, and you can even save images to OneNote or OneDrive. Office Lens is like having a scanner in your pocket. Like magic, it will digitize notes from whiteboards or blackboards. Always find important documents or business cards. Sketch your ideas and snap a picture for later.

Scenarios: - Capture and crop a picture of a whiteboard or blackboard and share your meeting notes with co-workers. - Make digital copies of your printed documents, business cards, or posters and trim them precisely. - Printed and handwritten text will be automatically recognized (using OCR), so you can search for words

Step 1- Open App and take a picture of each page that you would like to scan. To do so, align your document and press the round button at the bottom to capture the image. To scan additional pages, press the camera icon on the lower left side.
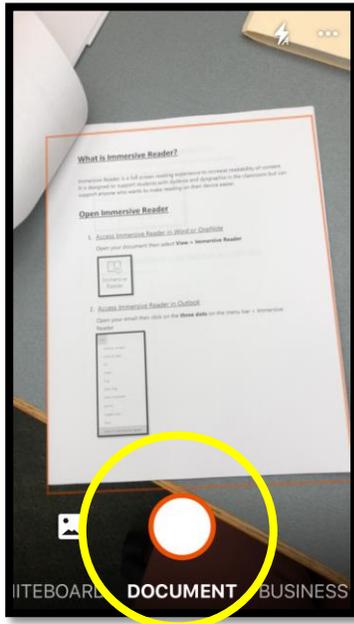
Step 2- If your document contains multiple pages, scan each page separately. Select *Done* only after the last page has been scanned.
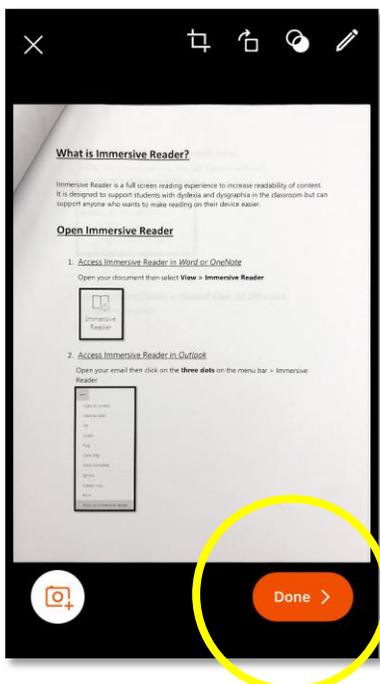
Step 3- Under *Title*, you can rename your document.
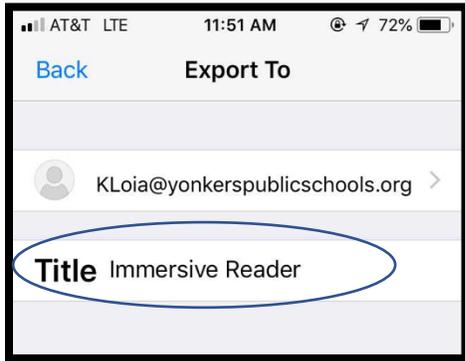
Step 4- Either *Save To* or *Share To.*

If using Immersive Reader, select *Share To: Immersive Reader*.