

# Microsoft Office Lens

## Scan Documents From Your Smartphone for Free



### How to get started with Microsoft Office Lens:

**Step 1:** Open the application store on your smartphone.

- If you have an iPhone it will be referred to as the “App Store:”
- If you have an Android it will be called the “Google Play Store:”



**Step 2:** In the search bar enter “Office Lens.”

- In the results you should see an application called “Microsoft Office Lens ” with the icon to the right.
- Tap on the icon and install the application. Once it has finished installing move on to the next step.

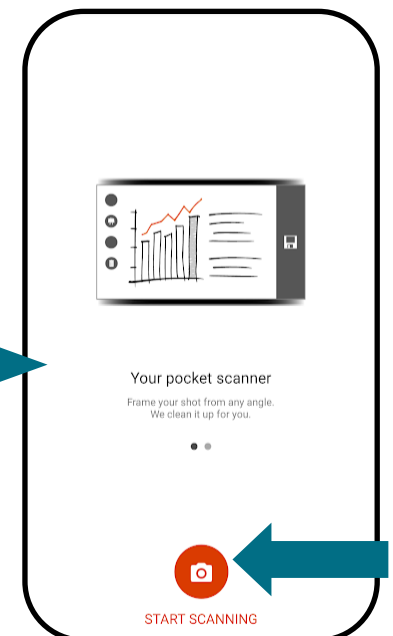


**Step 3:** Open the application.

- You may be asked if you would like to let Office Lens access the files on your device. If so, tap “Allow” to continue.
- Furthermore, tap “Allow” to let Office Lens take pictures and record video.

**Step 4:** Next you should be greeted with this page:

- Tap on the orange circle to continue.



**Step 5:** You should now be brought to the scanning page.

- Select the type of document that matches what you are trying to scan from the list on the bottom. For most situations selecting “document” is fine.

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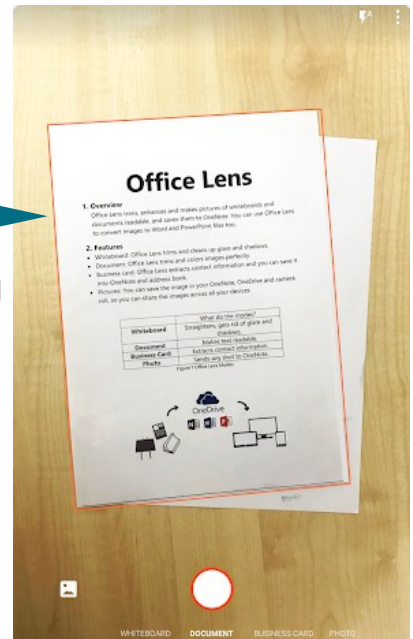
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**Step 6:** Now you are ready to scan!


- Place your document on a clutter-free, flat surface.
- Make sure that the document itself is as flat as possible and is easily distinguishable from the surface it is placed on.

**Step 7:** Hold your device over the document you are scanning until an orange outline appears around the edges of the page on your device.

- Tap the orange and white circle to scan, similar to taking a normal photo.



**Step 8:** You should now see the scan the app has created.

- If you would like to adjust the outlines of the scan you can tap on the symbol that looks like this at the top of the screen: 
- Use your finger to drag and adjust the corners/edges until they are exactly where you want them. Tap done to move on to the final step.

**Step 9:** You will be brought to a screen that looks like this:

- Simply select which formats you would like to save your scanned document as.
- At the top of the screen you can enter a name for your document or leave the automatically generated name the app has created.
- Finally tap save and you are all set!

