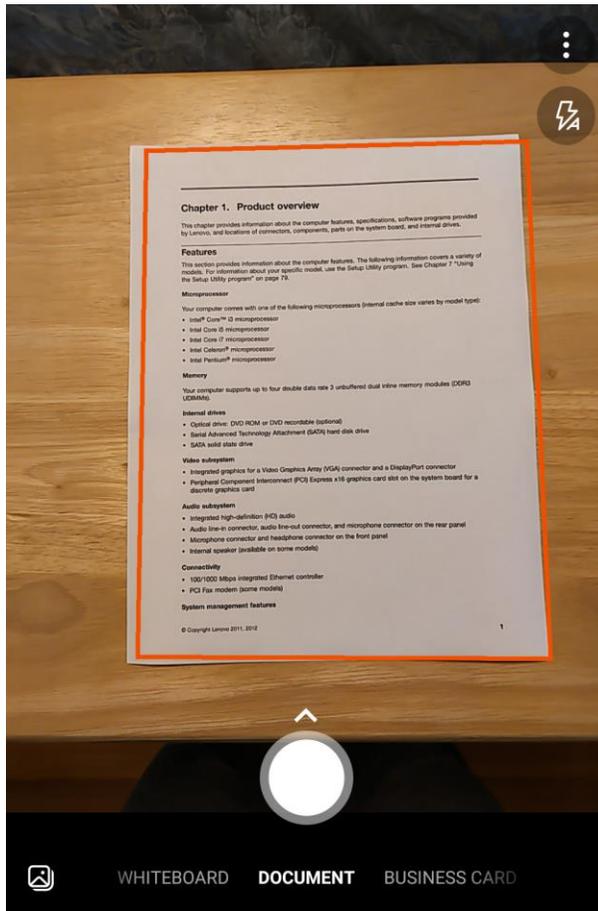


To get Office Lens, go to Google Play or the App Store and search for it

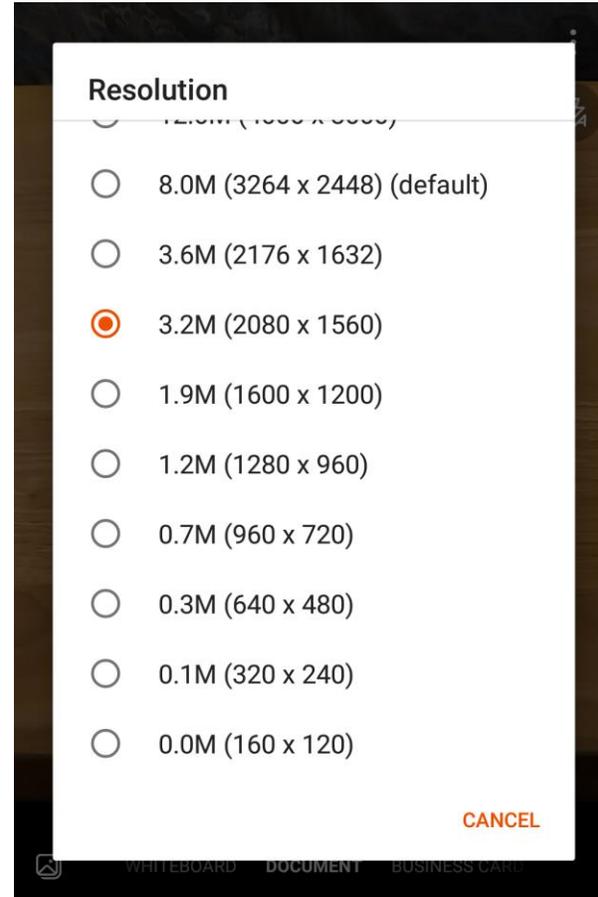


How to scan your document:

① When you open up Office Lens → you will see this screen

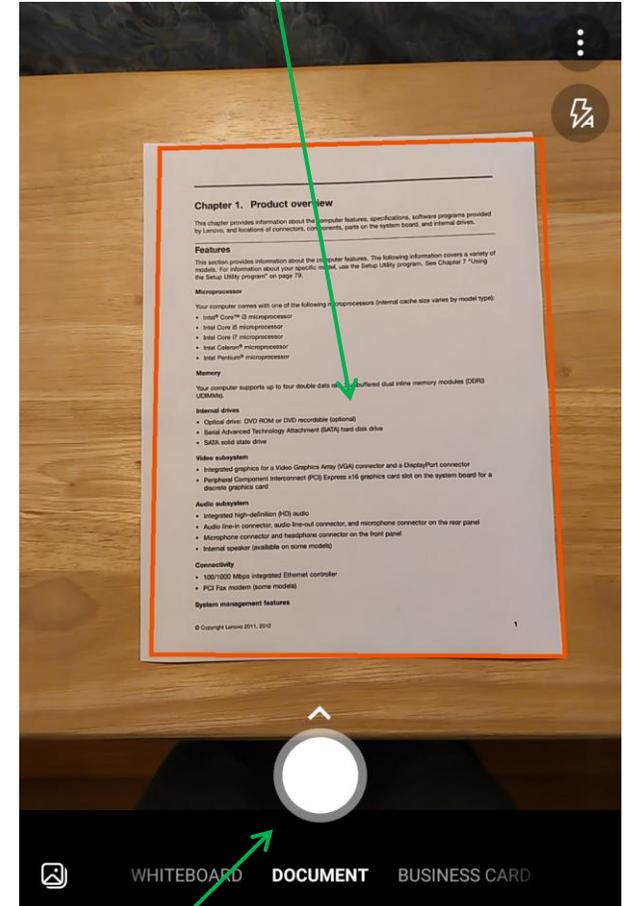


③ Tap on **:** and select Resolution from the menu to get this screen



④ Choose a Resolution that is around 2 – 4 M

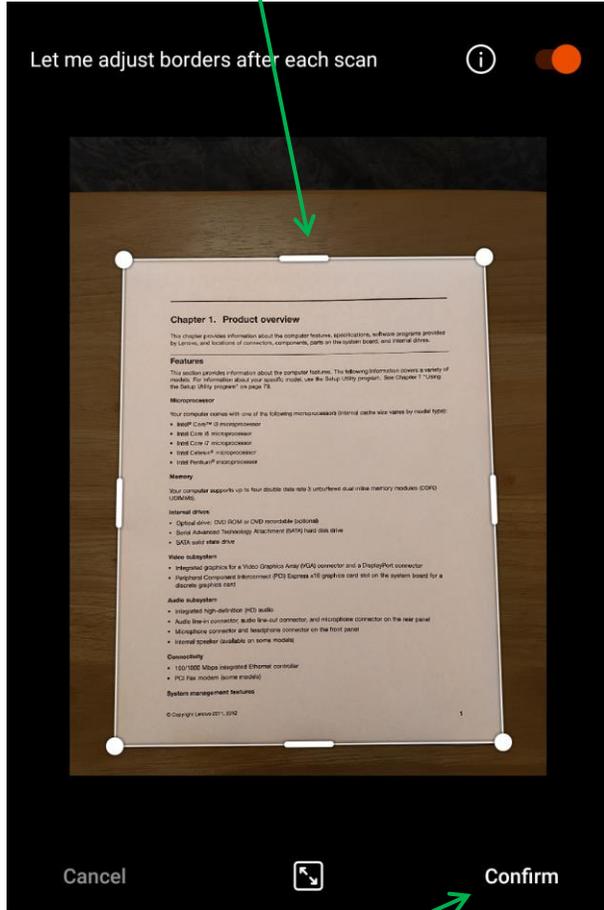
⑤ Tap on the middle of the screen to get the red rectangle around your paper (don't use lined paper)



② Make sure you are in Document mode

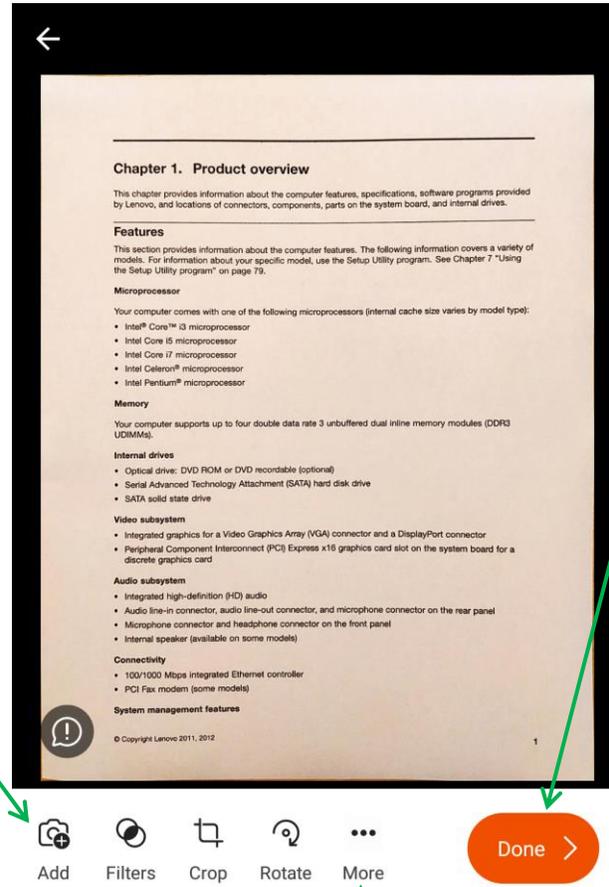
⑥ Tap on the circle to take picture

⑦ Adjust borders if necessary (they will “snap” to your paper edges)



⑧ Touch “Confirm” to accept the borders

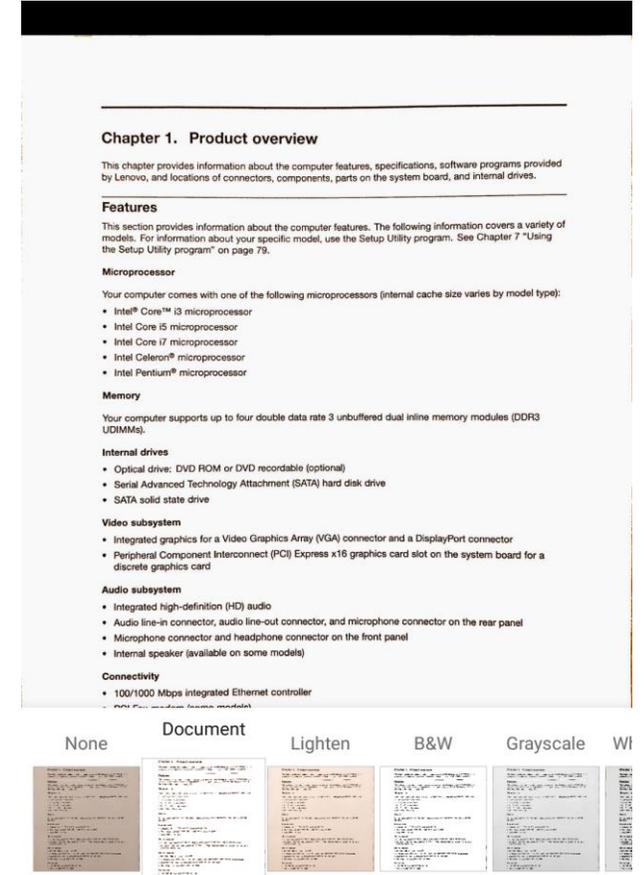
⑫ Touch “Add” to take a picture of your next page (if needed)



⑨ Touch “Filters” to get this screen

⑪ If needed, touch “More” to delete picture

⑬ Touch “Done” when finished to save as a PDF



⑩ Then choose “Document” (gives good result with text)