How Students Can Use the Smartphone App "Office Lens" to Scan and Submit Papers, Etc.

<u>Summary</u>: **Office Lens** can be downloaded from the **Apple Store for iPhones** and **Google Play for Android devices**. It is an app from Microsoft that lets you use your smartphone to take images of anything (paper text pages, text and images from computer screens, general images, etc.), straighten out the text or image automatically and allows the images to be saved as a single multi-page PDF file which your students can then send to you by email. The app icon looks like this:

NOTE1: This app might be useful for you and your students **depending on the type of information they may need to send to you** (if they are sending a straight text paper to you by email, then this method is not needed).

NOTE2: the following instructions have been done for an Android smartphone – they should be very similar for Office Lens on an iPhone.

1. Open the Office Lens app.
2. *Information*:
   a. There is a menu button (three vertical dots) at the top right corner of the app. You can turn the shutter sound on/off, set the image/picture resolution, access/delete images you have already taken ("My Files") and access other Settings for the app.
   b. Near the bottom of the app you will see various image types that you can select for taking pictures: Whiteboard, Document, Business Card and Photo. The default is Document.
   c. You will also see at the bottom of the app a white round button outlined in gray. This is your image-taking shutter button.
3. The example given here will be for converting paper text pages into a multi-page PDF document.
4. Go to your first paper text page and point your smartphone at it. You will notice that Office Lens tries to put an orange outlined box around your target. Sometimes it is good at outlining your page but other times you may have to move your phone around or try touching the screen to see if Office Lens will properly outline your target.
5. **NOTE: if you are trying to take a picture of a document but are in Photo mode on Office Lens, you will not see the orange outlined box!!! You will see the orange outlined box in all the other modes.**

6. When satisfied that the proper image will be captured, press the shutter button to take the image. Even if you are at an angle, Office Lens can straighten out the image and usually does a good job at it. Adjust the borders around the image to outline the page as well as possible. Moving the sides of the borders will usually allow the borders to "snap" to the edge of your document page. Touch "Confirm" to have Office Lens adjust the image.

7. Now that the image is taken, if you look at the bottom of your Office Lens app, you will see various icons for **Add** (a new page), **Filter**, **Crop**, **Rotate**, **More** (contains Delete and other functions). You can perform these functions on your newly taken image. Explanation of these functions is beyond the scope of these instructions but feel free to experiment!

8. The **Filter** function is very useful for a text page! Touch on "Filter" and select "Document" to get a nice clean looking text page.

9. You can now add another image/page if you wish by touching the **Add** function.

10. After you take your second image, Office Lens immediately puts that image away and returns to the camera mode so you can take another image. You will also notice that there is now an orange button to the right of the shutter button that has an arrow > on it and a number. The number is the number of images you have taken in the current sequence.

11. When you are finished taking your sequence of images, press the arrow > button.

12. You will now see the first image that you took along with the menu and Done buttons. Click on the Done button to exit taking images.

13. Near the top of the app you will see a suggested TITLE for your new document, e.g. "2020_03_22 2:29 PM Office Lens". You can edit this name if you wish by pressing the Edit pencil icon to the right of the name.

14. Below that you will see the SAVE TO section. You can check off the format in which you wish to save the new document. Options: Gallery (image), PDF, OneNote, OneDrive, Word (OCR Document) and PowerPoint. For all of the last four Microsoft options, you may have to sign in to a Microsoft account to do your saving (beyond the scope of these instructions).

15. Put a check mark in the PDF option by touching the check box on the right.

16. Click on the Save button at the lower right to save the new document.

17. You will now be in the "My Files" window and should see the PDF document with the name you have given it.

18. *Information*:
    a. The document will have a three-vertical-dot menu icon in its lower right corner. Touch this icon to see the **Share** or **Delete** options for your document. You will also see at the bottom where the document is saved on your phone (Phone Storage > Documents > Office Lens). This may be a different location for iPhones. On the Android phone used for these instructions, the path to the document was **Internal Storage > Documents > Office Lens**. This is useful if you want to connect your Android phone to your (Windows?) computer and copy the new PDF document directly to your computer.
    b. You can view your new document by touching it and selecting one of the apps with which your smartphone offers to open it (which is usually Adobe Acrobat for a PDF if you have installed the app on your phone).

     c.   The "My Files" screen also has a camera icon in the lower right corner if you wish to go back to take more images. The *#2 Information* section at the top of these instructions has information on how to locate the "My Files" screen when you are in the main screen of the Office Lens app.

19. <u>Sharing your new document (various ways)</u>: In the "My Files" screen, touch the three-vertical-dot menu icon on your document in its lower right corner and then touch the **Share** option that shows up below. Your smartphone should show you the icons of various apps that will let you share/send your new document to your Professor; e.g Email, Whatsapp, Messages, etc.