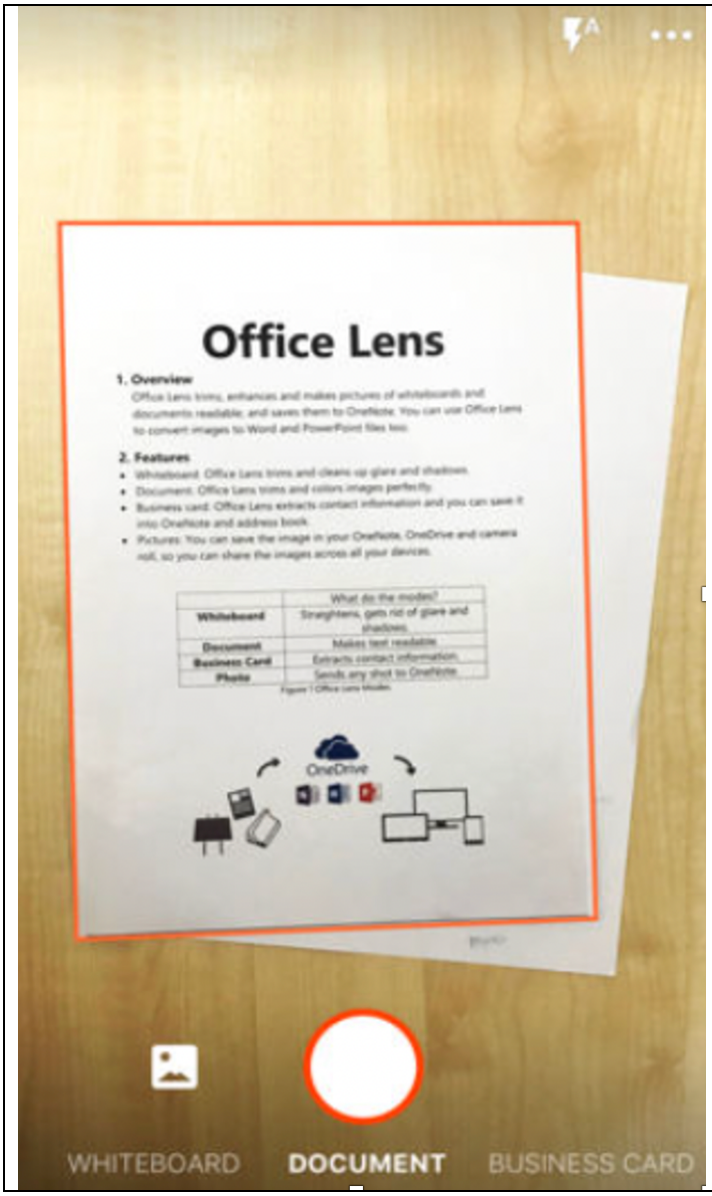
Microsoft Lens

Why use Microsoft Lens?

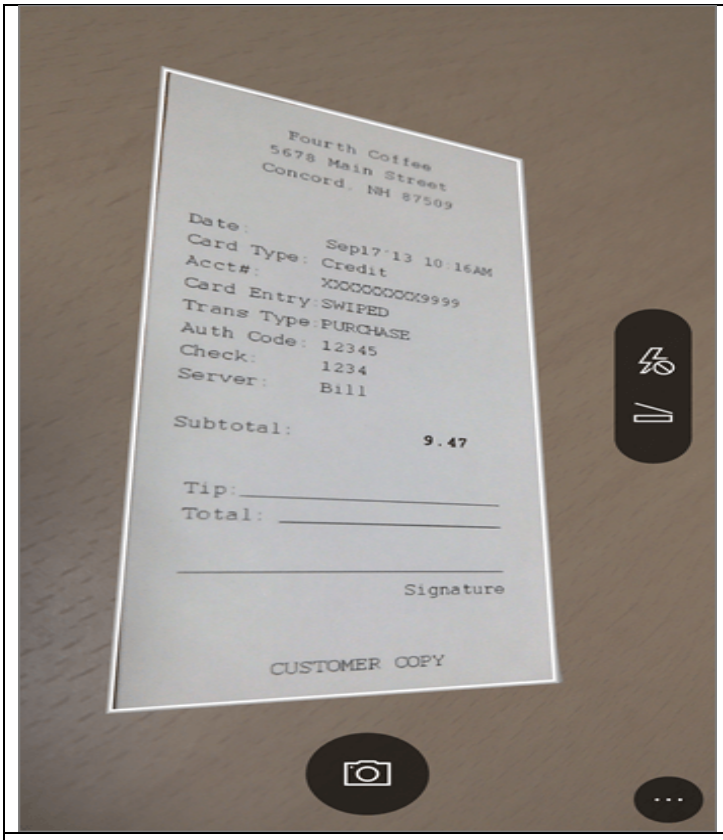
- Capture notes, info from whiteboards, drawings and equations
- No more taking rushed notes or misplacing important info
- Upload documents and images to Word, PowerPoint, OneNote and OneDrive
- Save images as PDFs or send them in email
- Use Immersive Reader in the app to read the text on images

1. CHOOSE A MODE

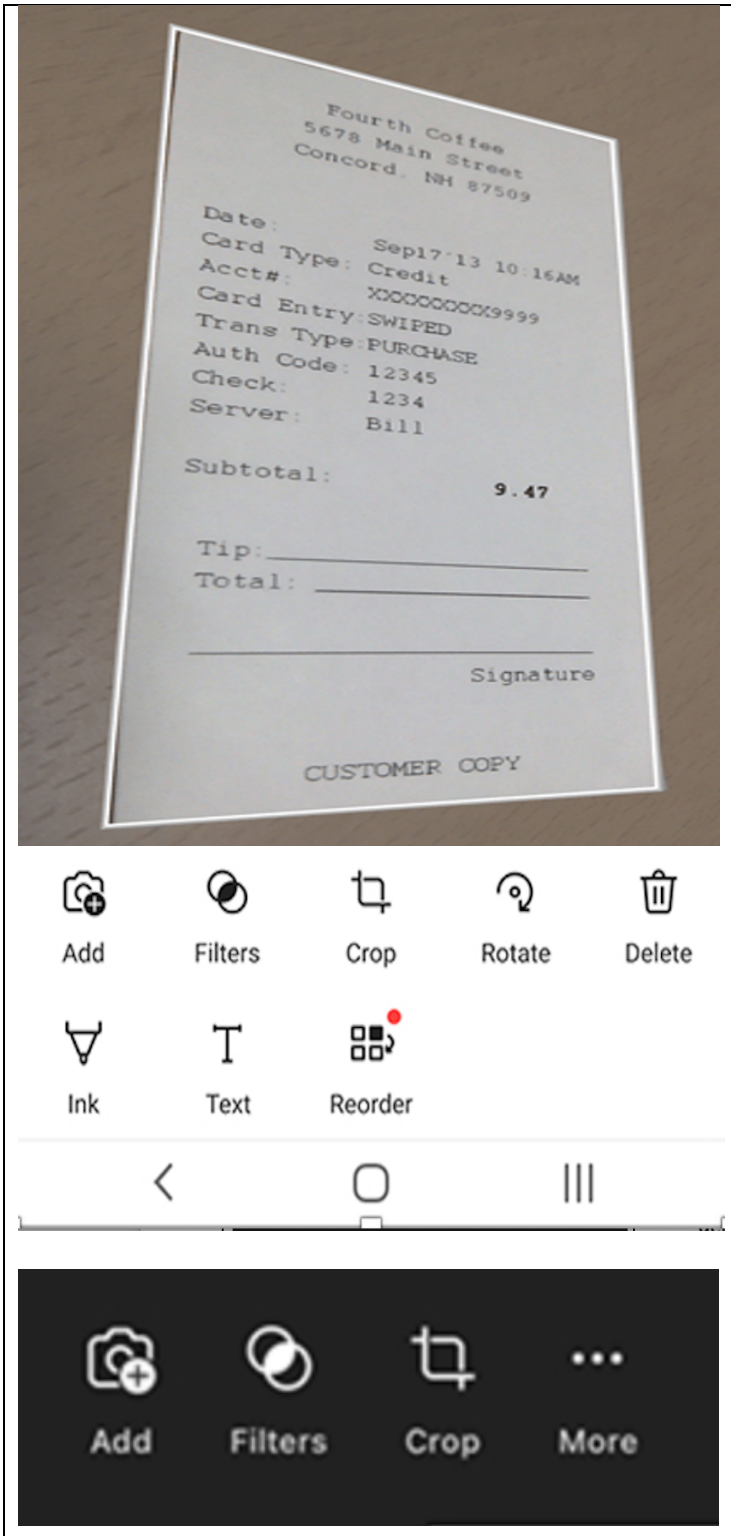


MODES
PHOTO *Best for:* -Capturing photos/images that contain scenery or people
DOCUMENT *Best for:* -Small words that are written or typed on a page -Great for things like forms or posters
WHITEBOARD Best for: -Capturing handwritten notes and ones on a dry erase board
BUSINESS CARD Best for: -Capturing contact information from a business card -Saves it to the contacts app on your phone

2. TAKE A PICTURE

	• Position your camera • Make sure the frame lines up with the item you want to capture • Use the camera button to take the picture
	• Then click **Confirm**

3. REVIEW AND EDIT



- After clicking C**onfirm**, different functions will appear at bottom of the image
- If you don't see all of them, click on the ellipsis ●●●

Functions

- Crop Tap to trim away any parts of the image that you don't need

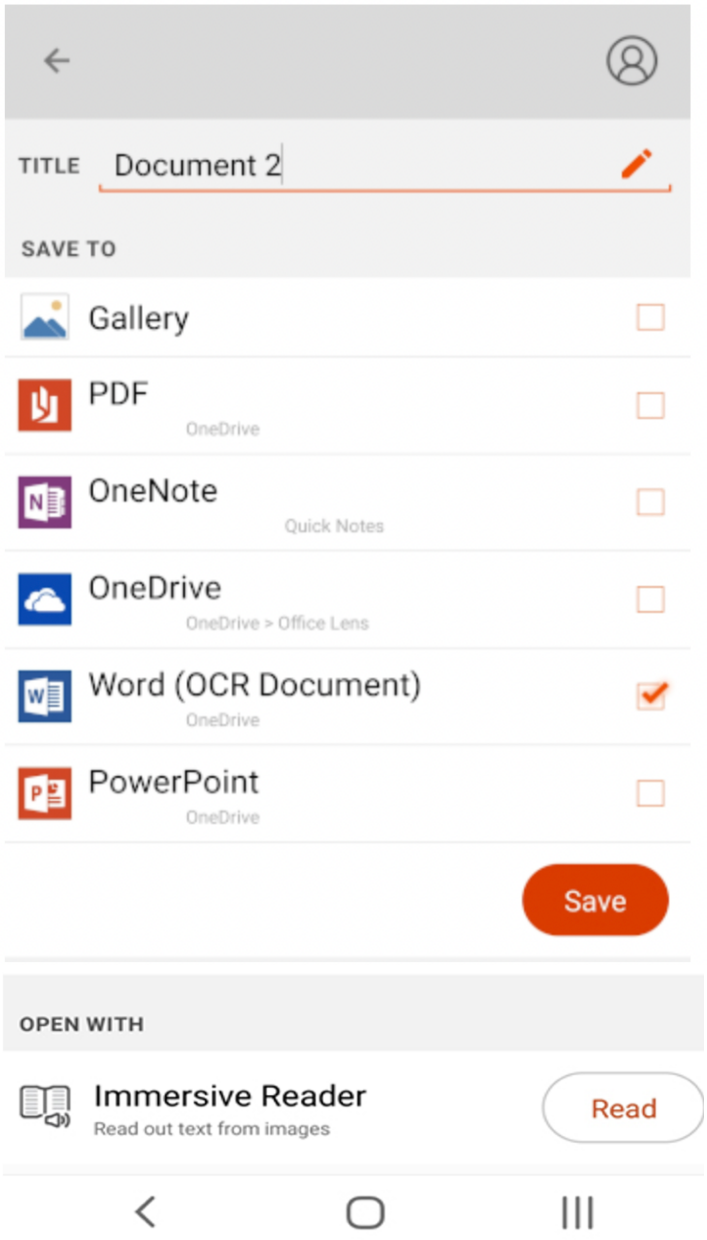
. Delete Tap to retake the photo

- Add Tap to take more photos

- Tap to reorder icon multiple images
- You can try different functions like filters too ☺

- When finished, click **done**

4. SAVE AND SHARE



- Images captured in **Whiteboard**, **Document**, or **Photo** mode can be saved to the photo library on a phone, computer or other devices
- After clicking **Done** in step 3, you will see a save screen (left image)
- Images can be saved as PDF files or to Microsoft OneNote, OneDrive, Word and PowerPoint so they can be accessed from other devices
- Images can be sent via Microsoft Outlook or the Mail app
- Give documents specific names. (Not just **document** ☺)
- Put the new name in the title section

- **Immersive Reader**

  Click read to have the text in the image read aloud