Name: \_\_\_\_\_

Block: \_\_\_\_\_

Date:

### **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 email them
- Use Immersive Reader in the app to read the text on images

#### MODES PHOTO Best for: Capturing photos/images that contain scenery or people DOCUMENT Office Lens 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 WHITEBOARD DOCUMENT BUSINESS CARD

#### 1. CHOOSE A MODE

### 2. TAKE A PICTURE

<text></text>	<ul> <li>Position your camera</li> <li>Make sure the frame lines up with the item you want to capture</li> <li>Use the camera button to take the picture</li> </ul>
Fourth Origination         Provide Standing S	• Then click <b>Confirm</b>

#### **3. REVIEW AND EDIT**

	Card T Acct#: Card E Trans	ADODOC htry:SWIPE Type:PURCH Dde: 12345 1234 Bill hl:	1 37509 1 37509 1 3 10:16AM COOK9999 SE 9.47 Signature	
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\	T Text	Reorder		
1	<	0		
Add				•• ore

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

### **Functions**

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

# ⑩

Delete Tap to retake the photo

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Add Tap to take more photos

# 88,

- Tap to reorder multiple images
- You can try different functions like filters too ©
- When finished, click **done**

#### 4. SAVE AND SHARE

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TITLE Document 2	1	
SAVE TO		
allery		
PDF OneDrive		
OneNote Quick Notes		
OneDrive > Office Lens		
Word (OCR Document)	<b>S</b>	
PowerPoint OneDrive		
	Save	
OPEN WITH		
Read out text from images	Read	
< 0	111	

- Images captured in Whiteboard, Document, or Photo mode can be saved to 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 related to the topic
- Put the new name in the title section
   TITLE Document 2

## Immersive Reader

Click **Read** to have the text in the image read aloud