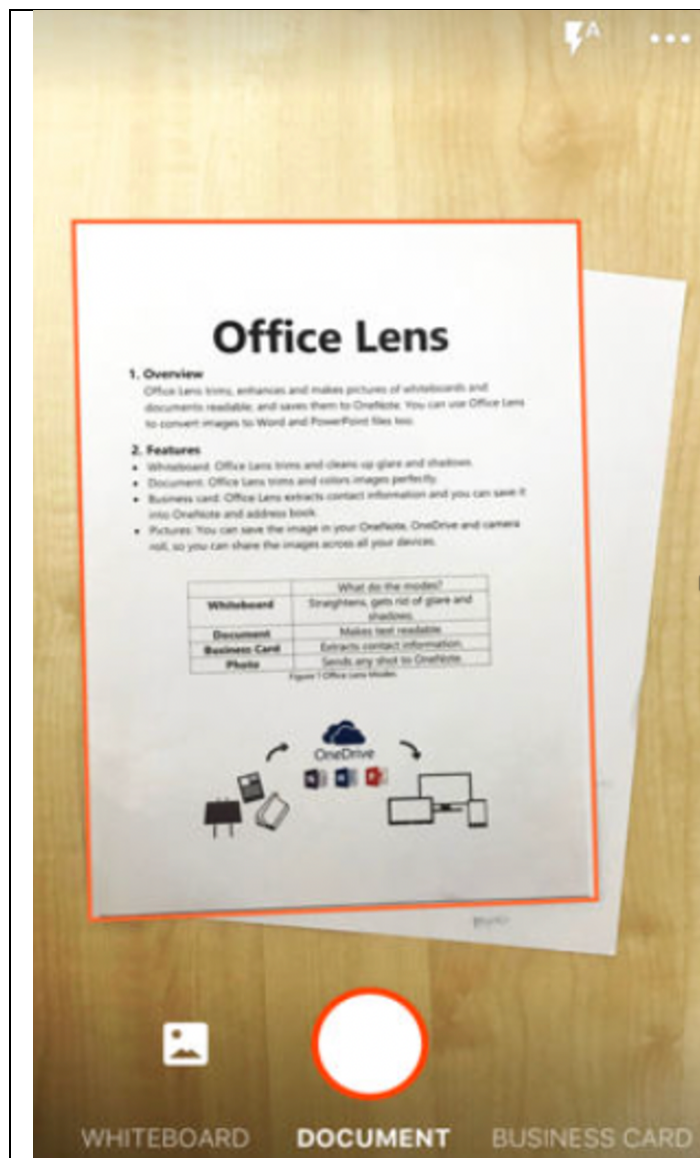# MICROSOFT LENS

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

1. CHOOSE A MODE

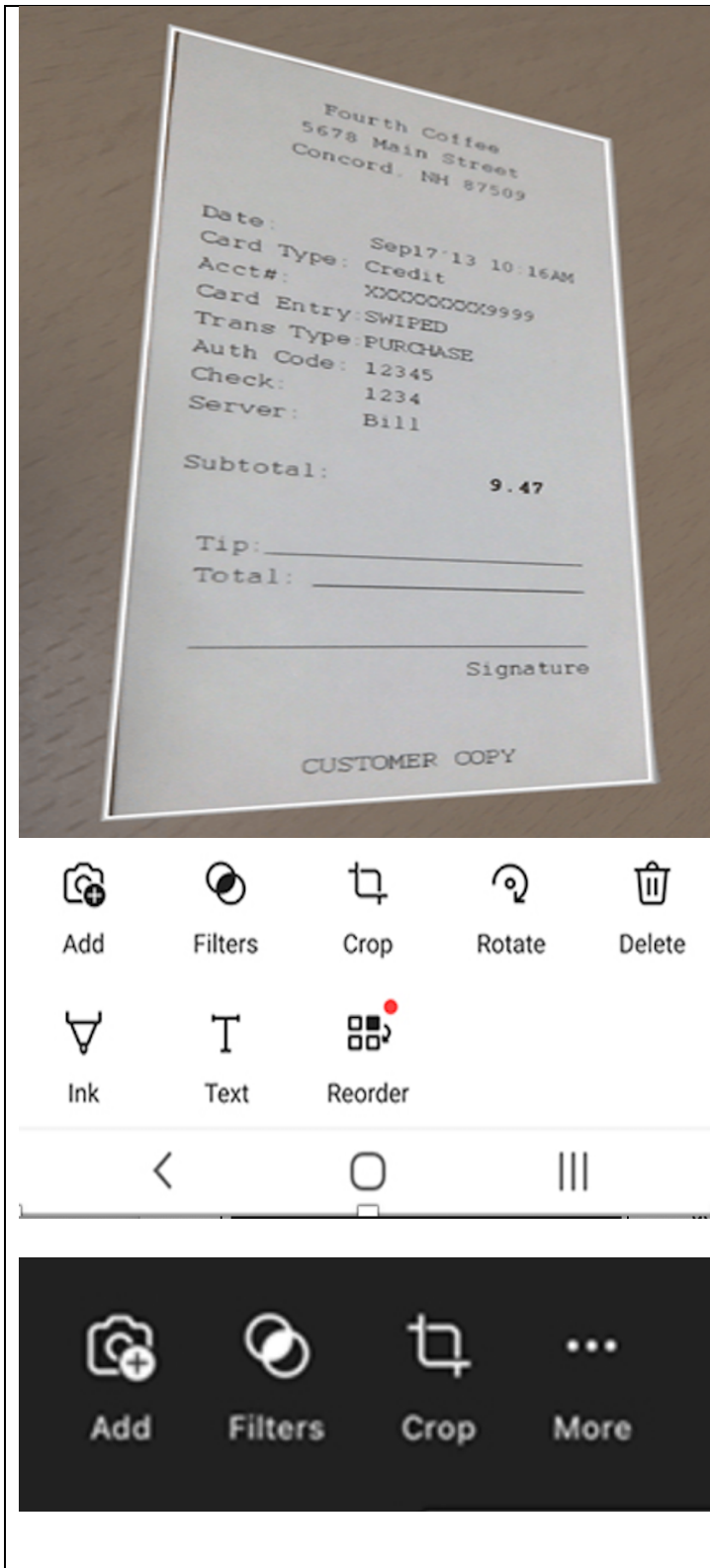| MODES |
|---|
| **PHOTO**
 Best for:
 • Capturing photos/images that contain scenery or people |
| **DOCUMENT**
 Best for:
 • Small words that are written or typed on a page
 • Great for things like forms or posters |
| **WHITEBOARD**
 Best for:
 • Capturing handwritten notes and ones on a dry erase 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
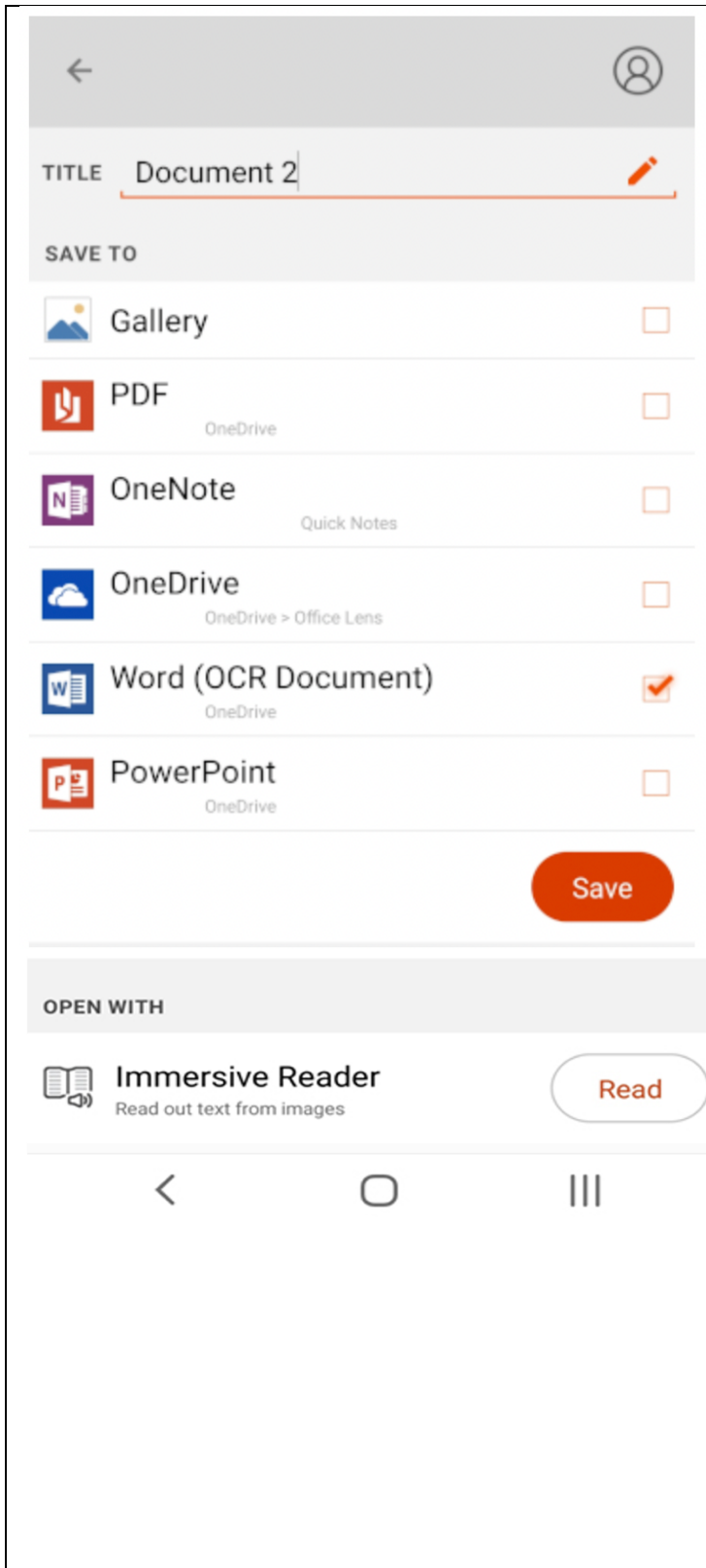
- 📷 **Add** Tap to take more photos

- ▦ Tap to reorder 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 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

Immersive Reader

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