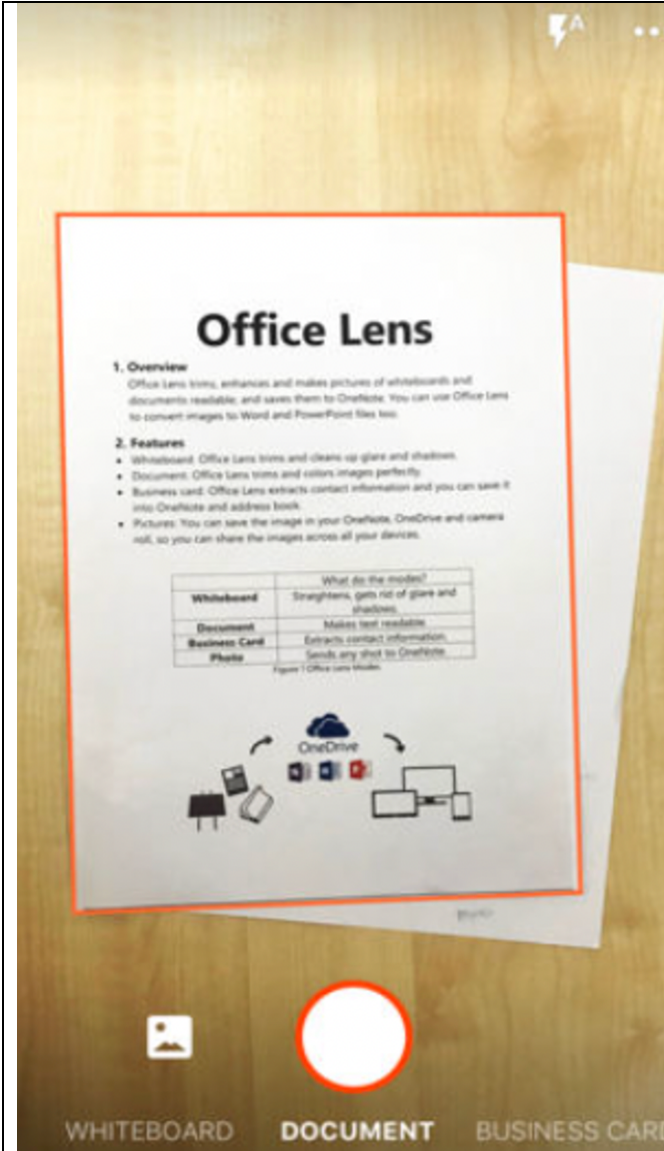**Name:** _____   **Block:** _____   **Date:** _____
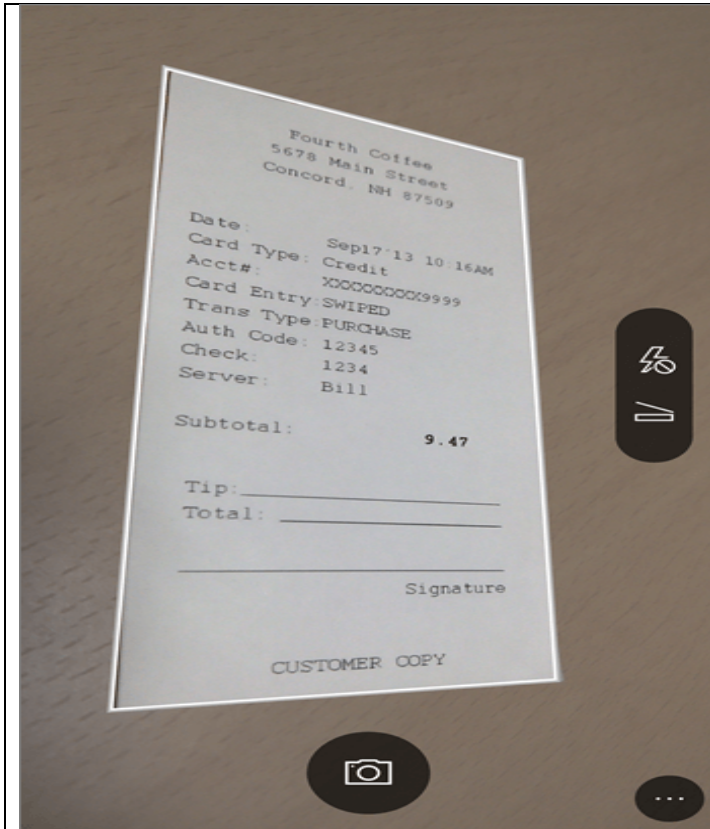
MICROSOFT LENS

Why use Microsoft Lens?

- Capture notes/drawings from paper and whiteboards
- 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

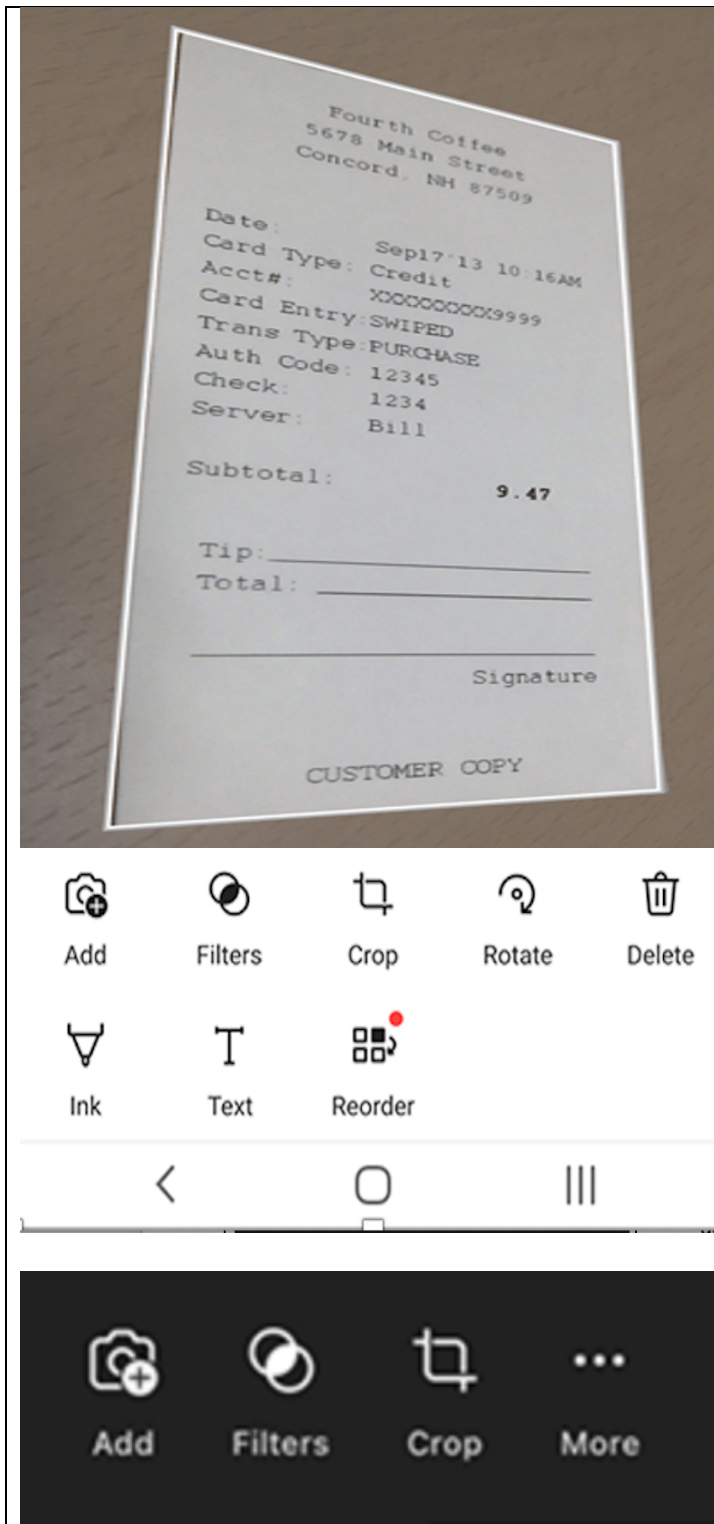| MODES |
| :---: |
| **PHOTO**
 Best for:
 • Capturing photos/images that contain people or scenery |
| **DOCUMENT**
 Best for:
 • Small words that are written or typed
 • Great for things like forms or posters |
| **WHITEBOARD**
 Best for:
 • Capturing handwritten notes <br> and ones on a dry erase board |

2. TAKE A PICTURE

- Position your camera

- Make sure the frame lines up with the item you want to capture

- Press the camera button to take the picture

- Then click **Confirm**

3. REVIEW AND EDIT

- After clicking **Confirm**, different functions will appear at the bottom

- If you don't see all of them, click on the ellipsis ● ● ●

Functions

⊐ꓕ
Crop

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

🗑
Delete

Tap to retake the photo

📷
Add

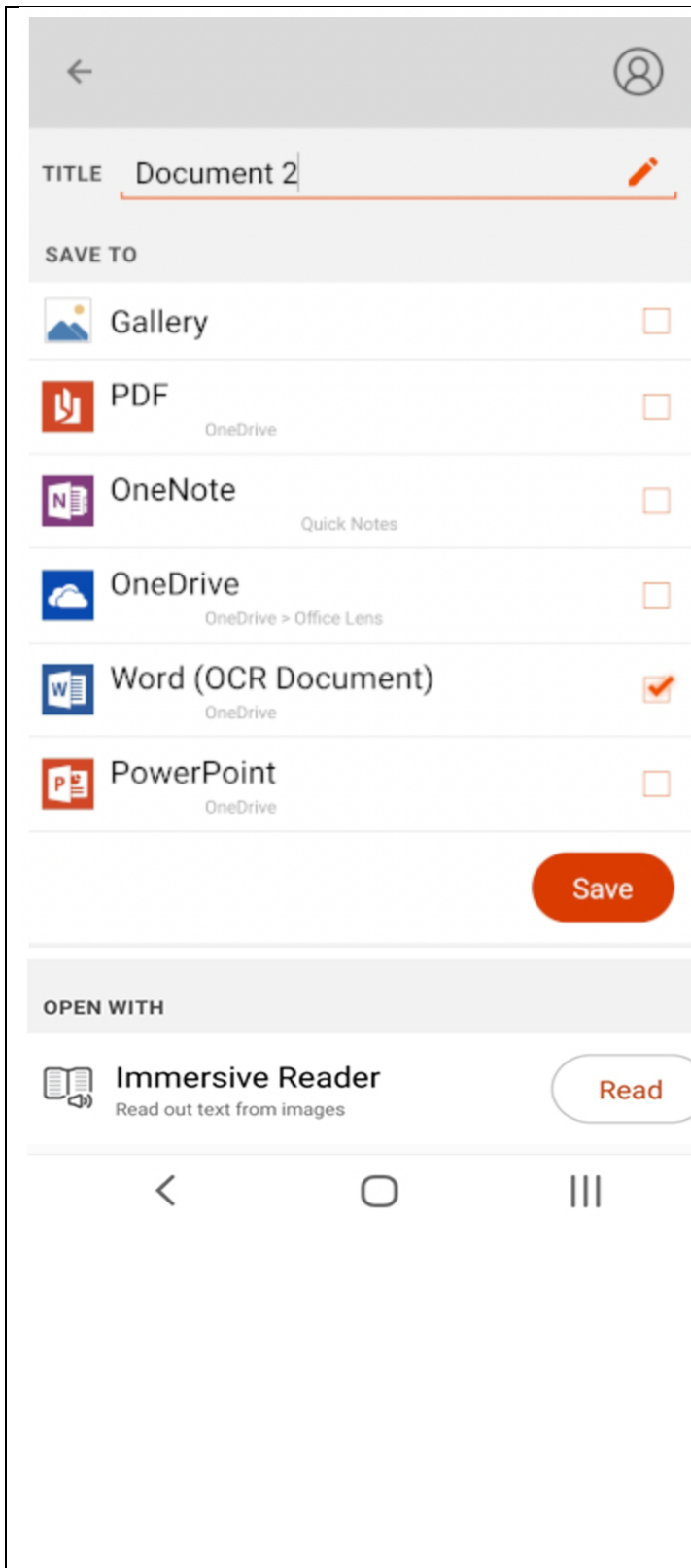Tap to take more photos

⊞
Reorder

Tap to reorder multiple images

- You can try different functions like filters too ☺

- When finished, click **done**

4. SAVE

- Images 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 OneDrive, Word, OneNote, and PowerPoint

- 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