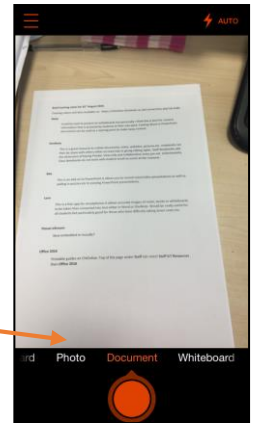


Office Lens

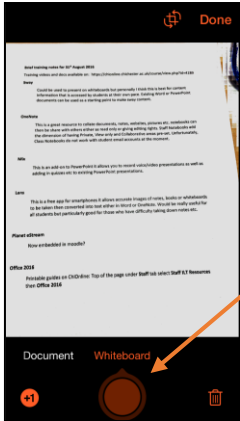
Open office lens

Rotate the selector to whiteboard, document photo or business card



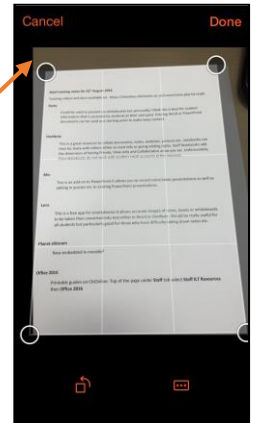
Aim the camera to get as clear of a shot of the text as possible

Click button to take photo



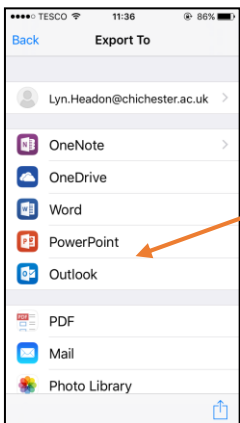
If the image is not straight on the page, click on the cropping button just to the left of the Done button.

Then move the four anchor points to select the area to be used, click Done when finished.

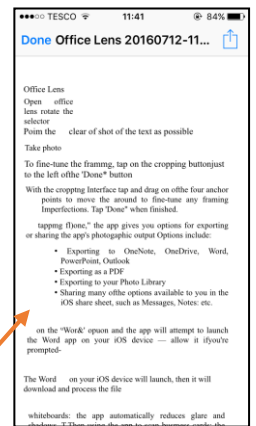


You now have the following options:

- Exporting to OneNote, OneDrive, Word, PowerPoint, Outlook
- Exporting as a PDF
- Exporting to your Photo Library
- Sharing through Mail, Messages, Notes, etc.



Selecting Word will process the document, when it is done if you click tap to open Word will open with the converted text at the top and the image underneath.



Notes:

- When selecting whiteboard, the app automatically reduces glare and shadows.
- When using the app to scan business cards, the app allows you to add details direct to your Contacts.

