

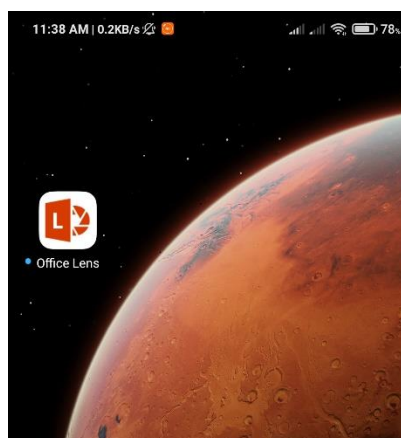
Installing and setting up Microsoft Office Lens

First you need to install the Office Lens app on your mobile or tablet in the usual way you do for other apps. It is free to download online from iOS, Android or Google Play. The steps below are from an Android phone.

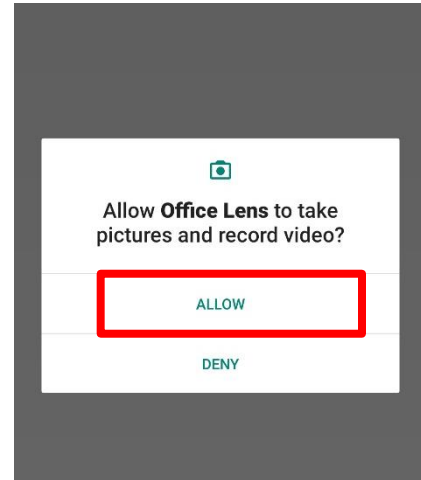
01. Search in the Play Store or App Store for Microsoft Office Lens – PDF Scanner. Then click the install button.



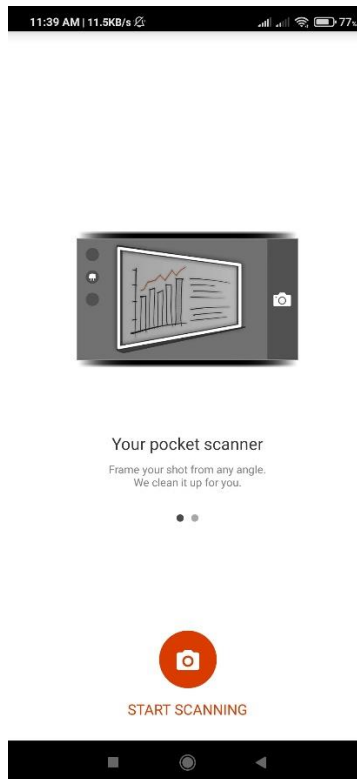
02. Once Office Lens has been installed find the icon on your phone and click to open.



03. To use Office Lens you need to give permission to take pictures and access to files on your device. Click Allow button.

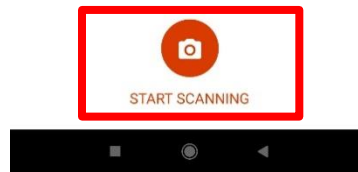


04. You are now ready to start scanning your work.

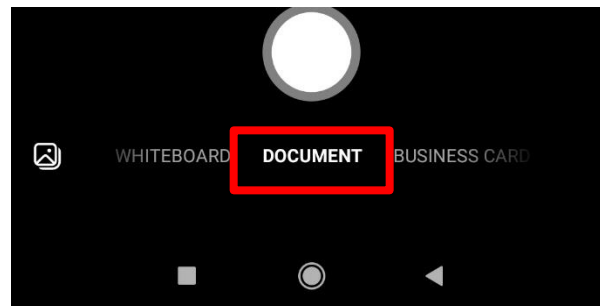


Capture your work to PDF using Office Lens

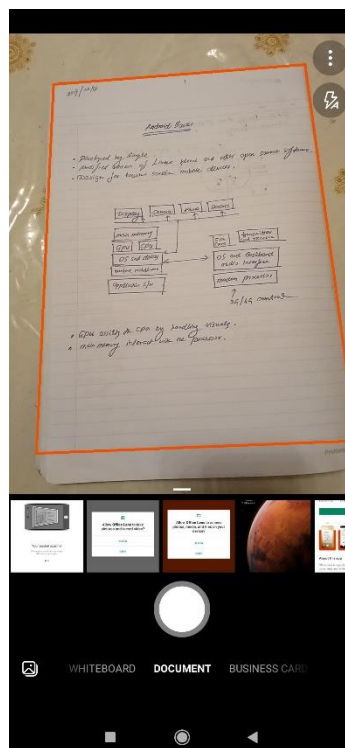
01. Place your answer sheet on a table that has good light conditions.
02. Open Microsoft Office Lens application on your device. Click on **START SCANNING** for the first time.



03. Make sure the application is in Document mode.

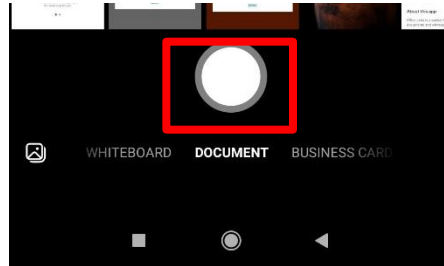


04. Line up the first page of your work within the orange outline appearing in the Microsoft Office Lens app.

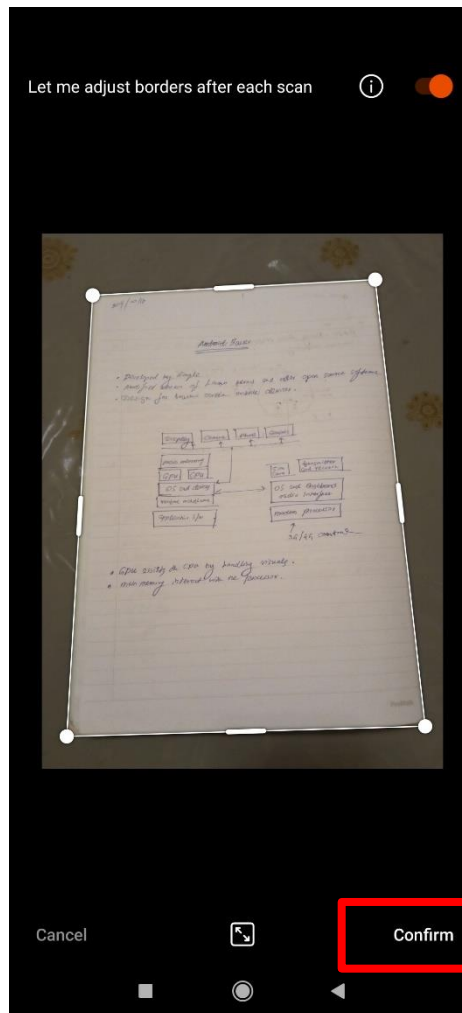


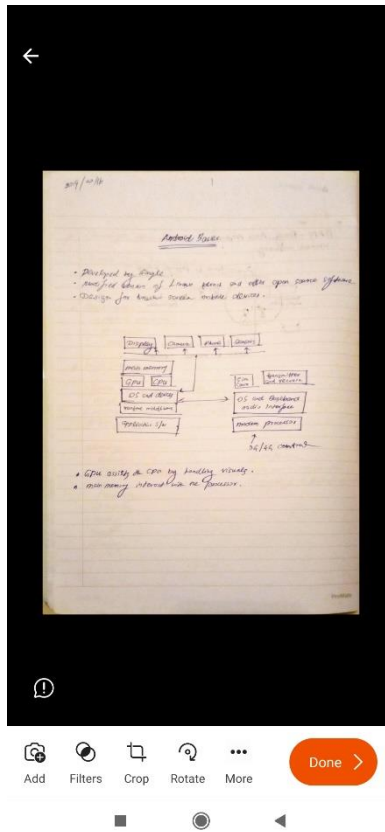
05. You can click the screen to focus the document for better capture.

06. Click on the White capture button to take image of your first page.

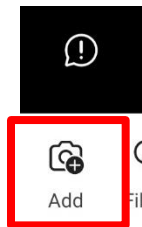


07. Then you will see the captured image of your work. You can adjust the borders of the image and click Confirm button.

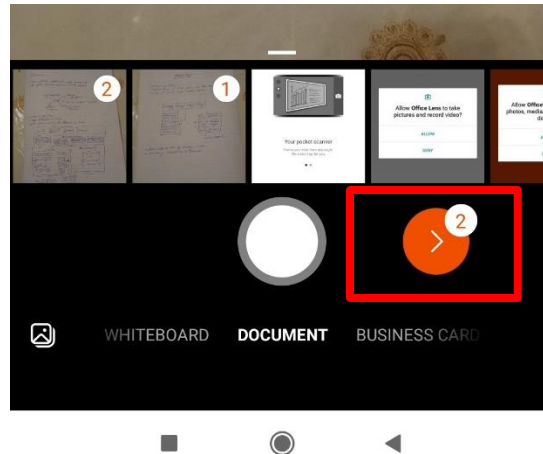




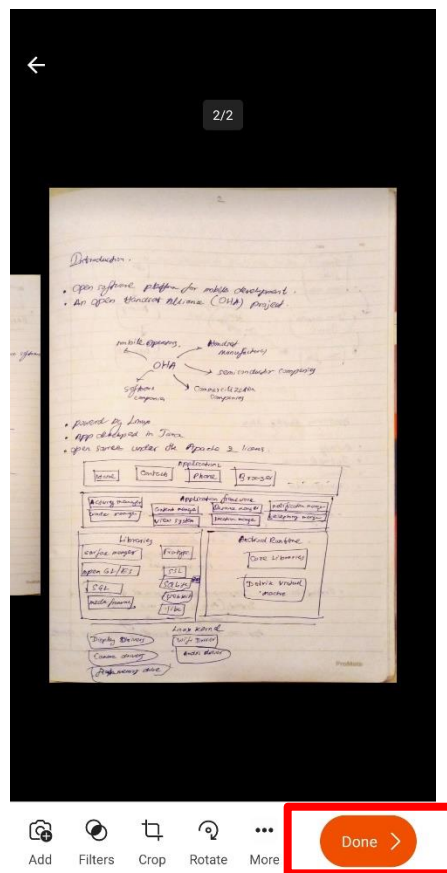
08. If you need to add second page of your answer, click on Add button and repeat steps 04 to 07 and continue following these steps until all pages of your work have been captured.



09. Once you complete your capturing, click on the Next icon button.



10. You will see all your pages. Click on Done button to save your work.



11. You need to select save type as PDF and you can rename your file by clicking pencil icon on the top.

12. Finally, click on save button to save your document.

