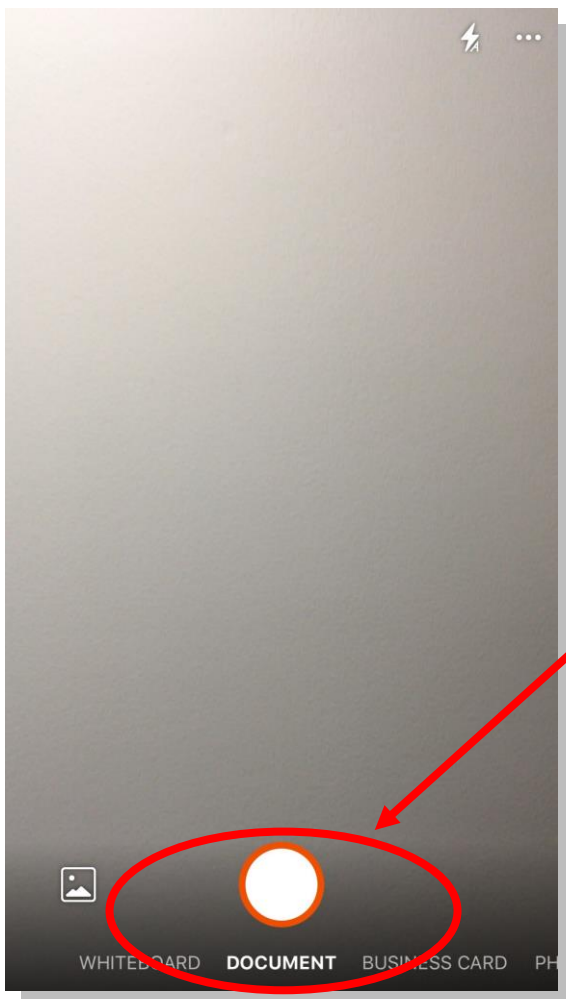


Office Lens for iOS

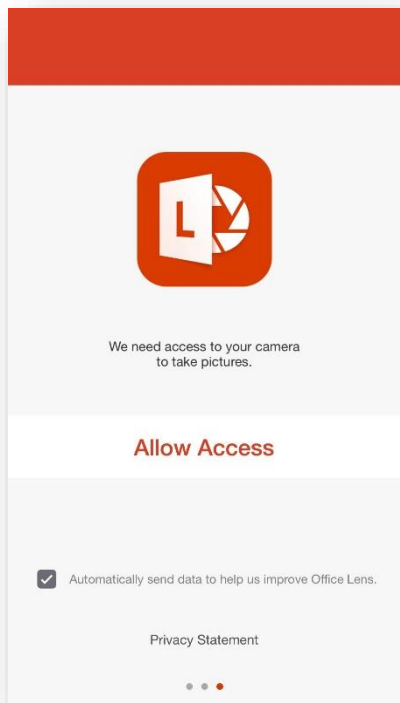
Download App

- 1) Open App Store
- 2) Search "Office Lens"
 - a. Insure that the icon matches the blue circle in the top/left of picture
 - b. Insure that the company is Microsoft (yellow underline)



Using the Application

- 3) Open the app when download has completed
 - a. Notice the shutter button (round, white circle) in the center, bottom of the screen
 - b. Notice optional document types at bottom. The default is "DOCUMENT," but business card, whiteboard, and photo options may be used as appropriate
 - c. This can be used to capture copies of notes or any document or switched to whiteboard to copy notes or formulas from the board, both of which will be saved as a PDF.

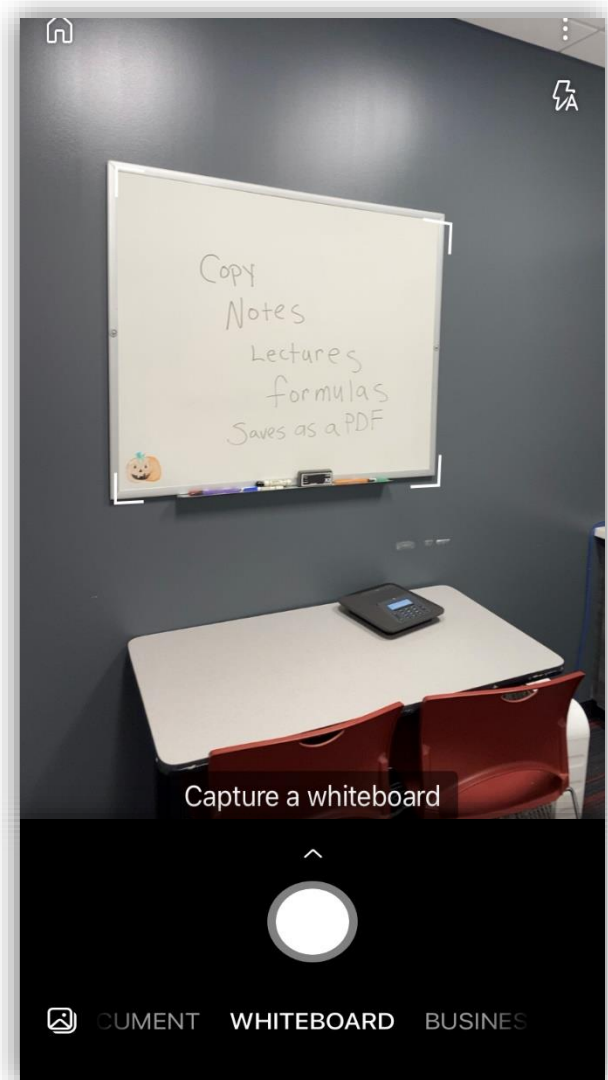


4) Allow Office Lens to use camera

This is typically default after first time opening up and using the app.

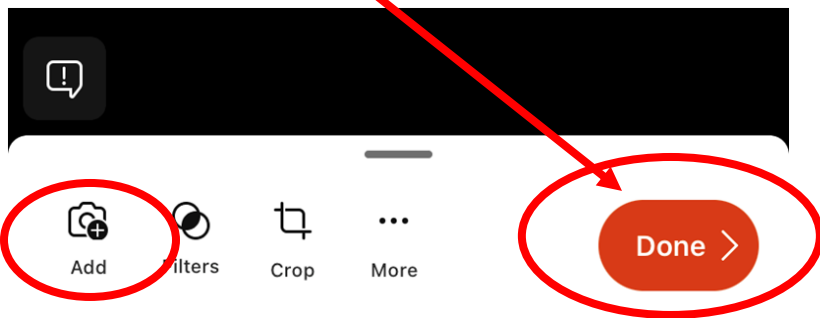
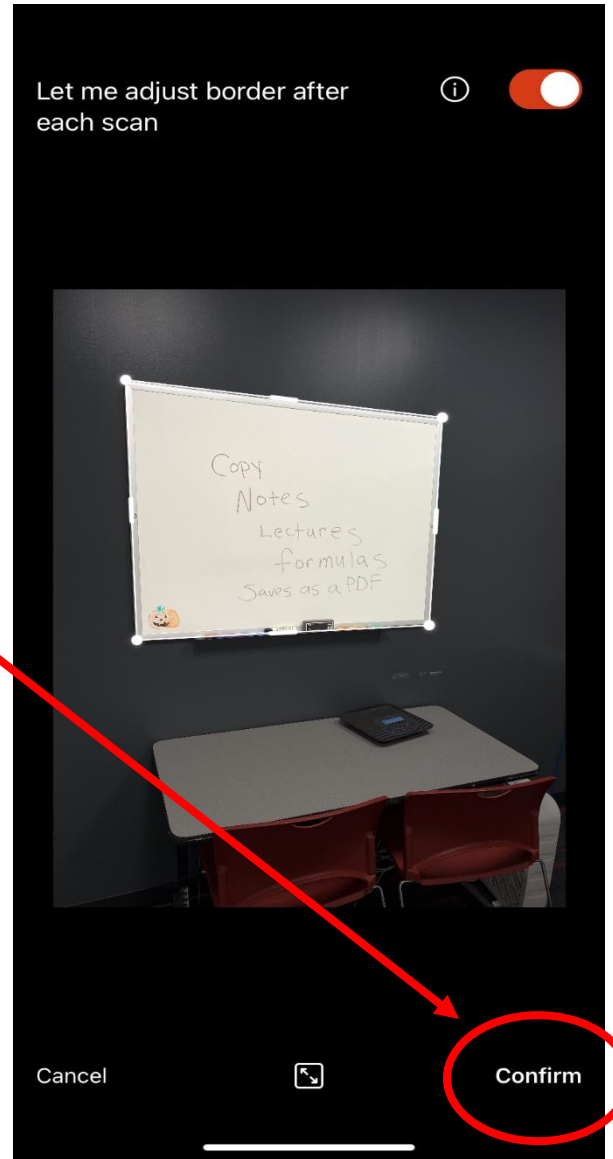
5) If you are using the Capture a Whiteboard feature: Insure the entire board is framed in the screen

- a. The app will automatically “crop” the image with the rectangle
- b. If you are sitting on an angle the final cropped image will straighten out capturing everything on the board.
- c. Press the shutter button to take picture
 - i. This can be used to:
 1. copy notes
 2. copy formulas
 3. copy images

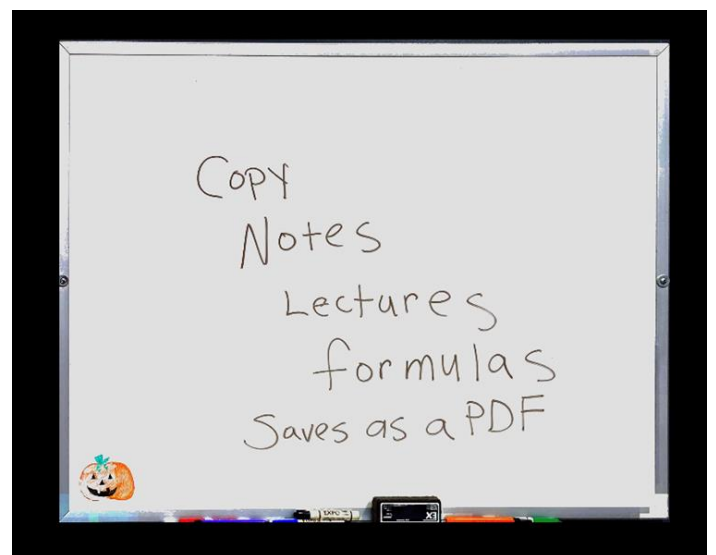


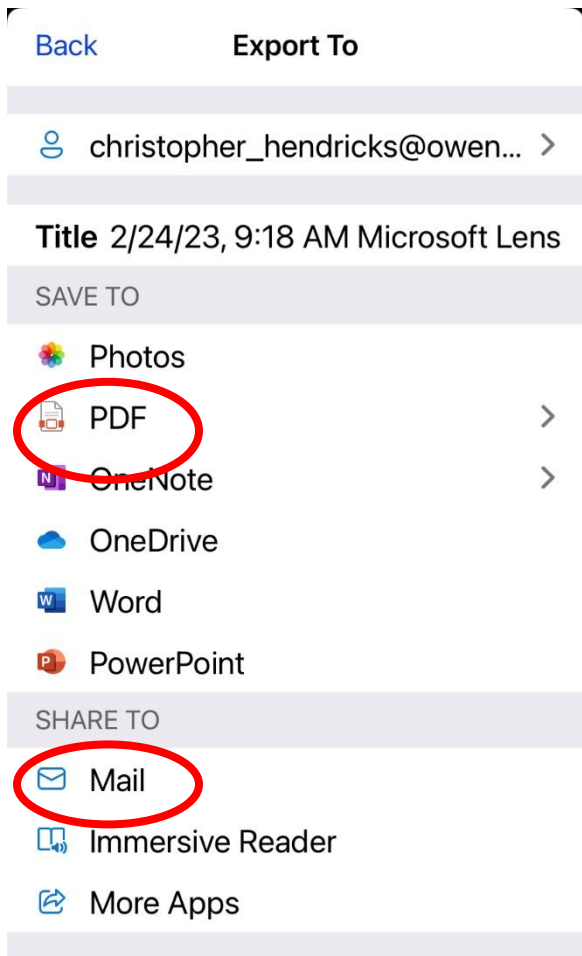
6) Office Lens will automatically crop the image
Typically, the image will be close to perfect:

- a. If the cropping is incorrect, tap corner dots or side bars to manually crop the image
- b. Click confirm in the bottom right corner when you are pleased with the cropped image.
- c. Click "Add" in the bottom left corner to add more images
- d. This will open the camera again to continue to take more pictures of the next set of notes, or if in document mode, the next page(s).
- e. Click done (bottom right) when you have added all pages and they are appropriately cropped



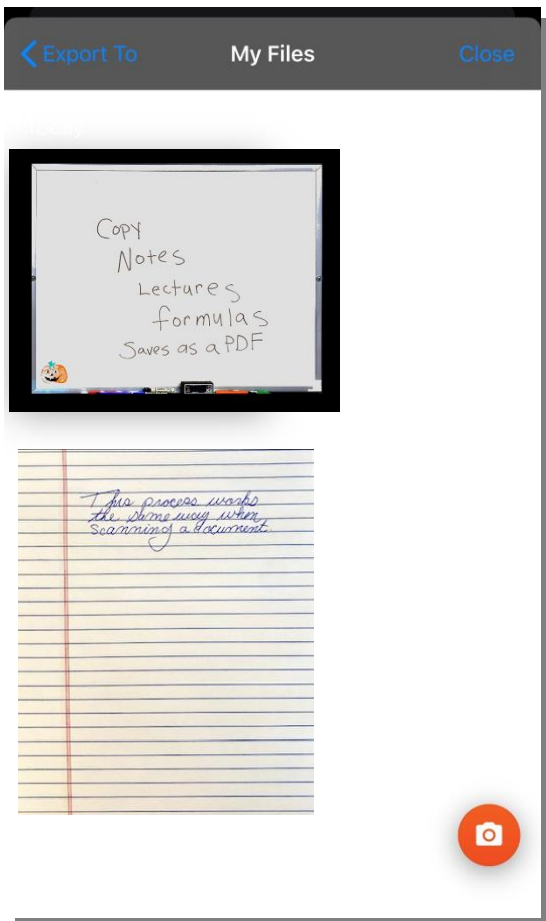
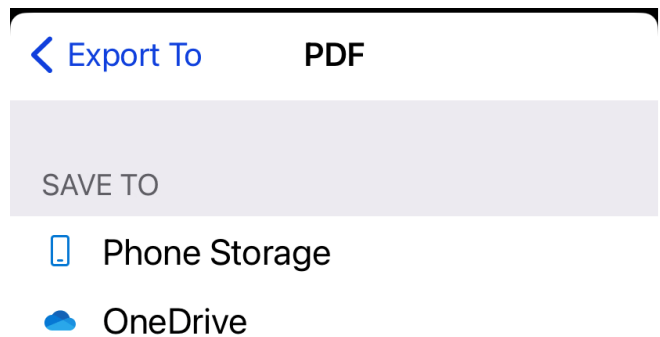
The final image will be straightened up and will include anything that was included within the frame of the original picture.



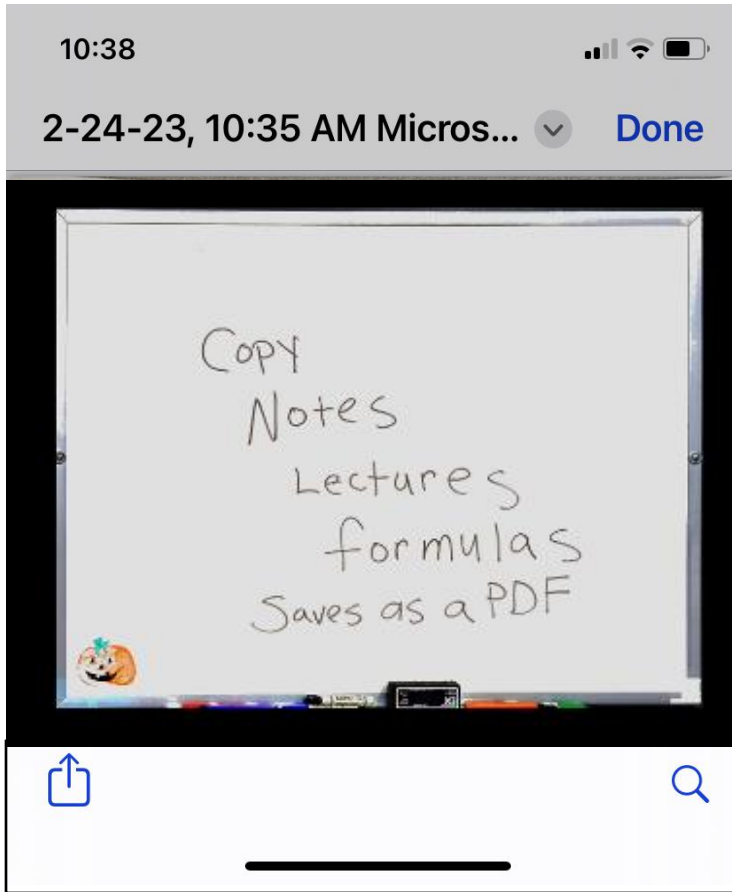


Once you have selected "Done," the "Export To" screen will ask how and where you want the scan saved.


- f. Choose PDF as the file format (as seen on left)
- g. Then choose "Phone Storage" for location (See below). If you are comfortable using OneDrive, this option will work as well.
- h. You may also scan directly to mail and send the document or PDF as an email, however if you are scanning the white board or documents it is best to save them as pages in your phone or OneDrive.

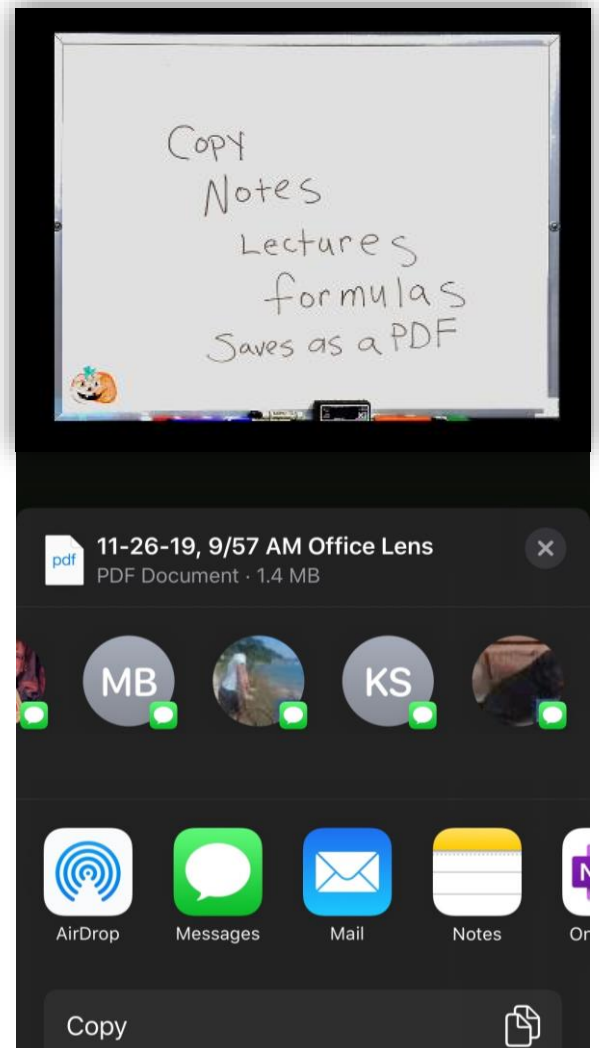


- 7) Scanned document will be saved locally to phone or OneDrive whichever you selected.
 - a. Note: You may see a spinning wheel for several moments as the file saves
- 8) The saved .pdf Document can now be found under "My Files"
 - a. Tap the icon of the correct PDF document to open
 - b. Tap "Close" to exit "My Files"



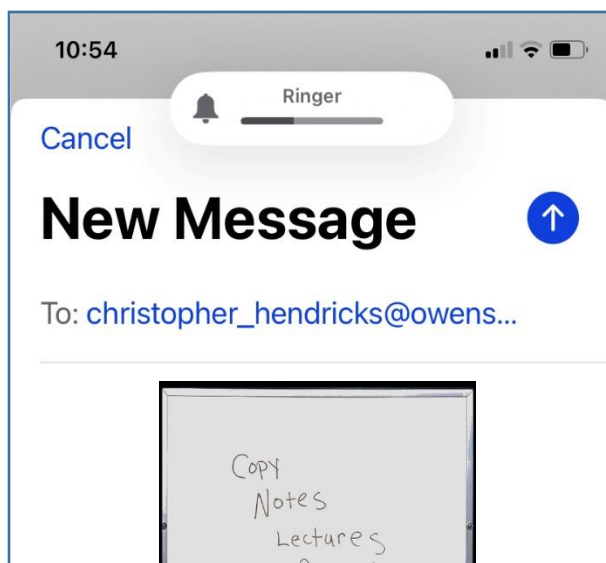
9) Open the Document and "Share"

- a. Tap the document that you want to share or send.
- b. In the bottom left Corner click on the send button 



10) Tap the mail button for your preferred email service.

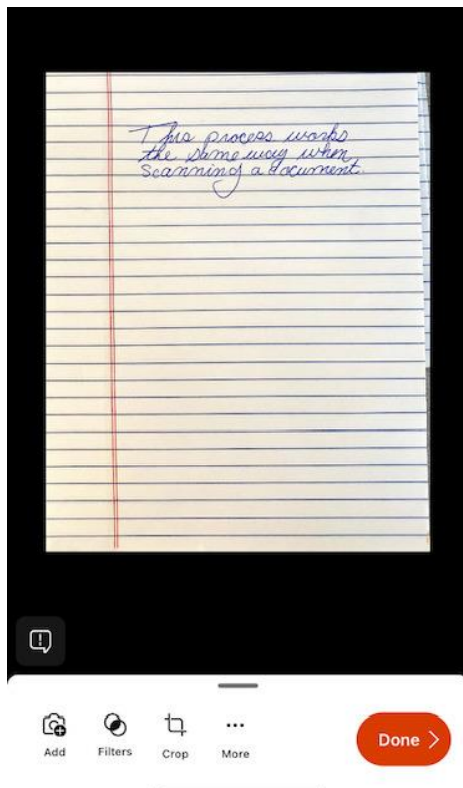
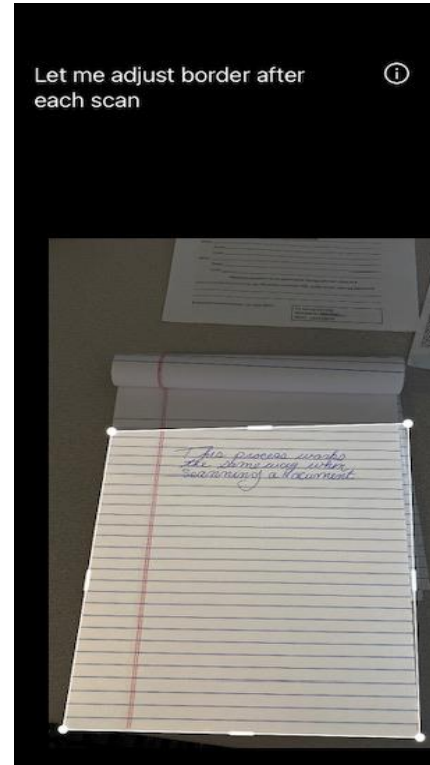
- a. Select email preference
- b. New Message opens up with your PDF or image attached.
- c. Click on the blue arrow in the upper left



This process works the same way when scanning a document to save or send.



- 11) Select document in the scrolling options at the bottom of the app.
 - a. Line up the edges of the white box with the edges of the document you want to scan, click the white dot to take a picture or scan of the document.
 - b. Just like the white board you can adjust the edges to get the document even.
 - i. You can even use this time to crop out certain portions of the document before you click confirm in the lower left corner.



The final document will appear cropped to your specification.

If you have more pages to scan tap add in the left bottom corner and continue to scan additional documents following the same initial process.

When you have all of the pages scanned, tap on Done.

Follow the same procedure listed for the white board to save the document as PDF and share as an email or print...