Microsoft Office Lens for iPhone & Android

Microsoft Office Lens is a great way to capture information from documents, whiteboards, or anything else containing text that you want to scan with your phone.

You can upload document and whiteboard images to Microsoft OneNote, Word, PowerPoint, or OneDrive, and you can also save them as PDF files or send them in email.

Step 1: Download the app

You can download the latest version of Office Lens for free from the Apple App Store or the Google Play Store

Step 2: Choose what to capture

As soon as you open Office Lens, you can choose a capture mode.

Swipe left or right near the bottom of the screen to select either **Whiteboard**, **Document**, **Business Card**, or **Photo**. We recommend **Document**:

 Document   This mode is optimized for small words that are written or typed on a page or on a note. It's also great for things like forms, receipts, posters.
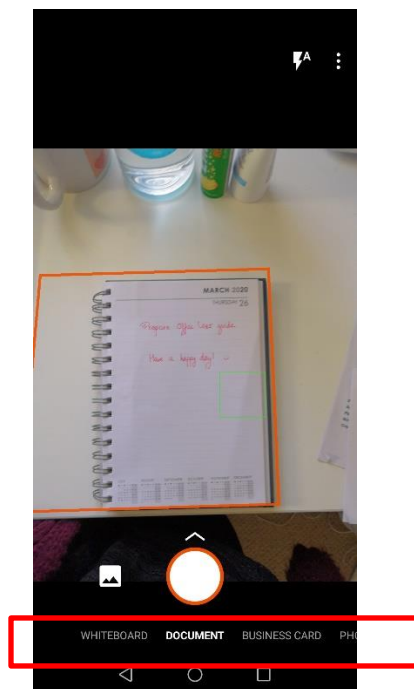
Step 3: Take a picture

After you've selected your capture mode in Step 2, take a picture with your camera.

To take a picture, point the camera at the item you want to capture and make sure that the orange frame in the camera outlines the item you want to capture. When you're ready to take the picture, tap the round **Camera** button at the bottom center of your screen.

If you want to retake the picture with your camera, go back, tap **Discard Image**, and then start over by returning to Step 2.


Orange frame
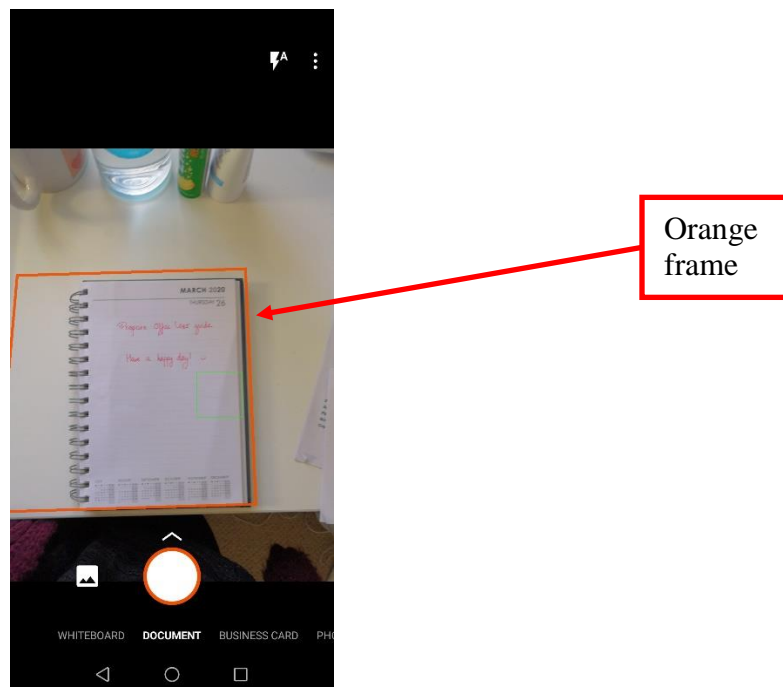
Step 4: Review and edit

Office Lens lets you edit a captured image before you save it, so it looks exactly how you want.

Tap any of the icons that appear in the top right corner to begin editing or adjusting the captured image. You can **Crop** or **Rotate** the image.

You can also tap **Filters** at the bottom center of the screen to quickly apply visual enhancements to selected image (for example, to remove all colors from a document).
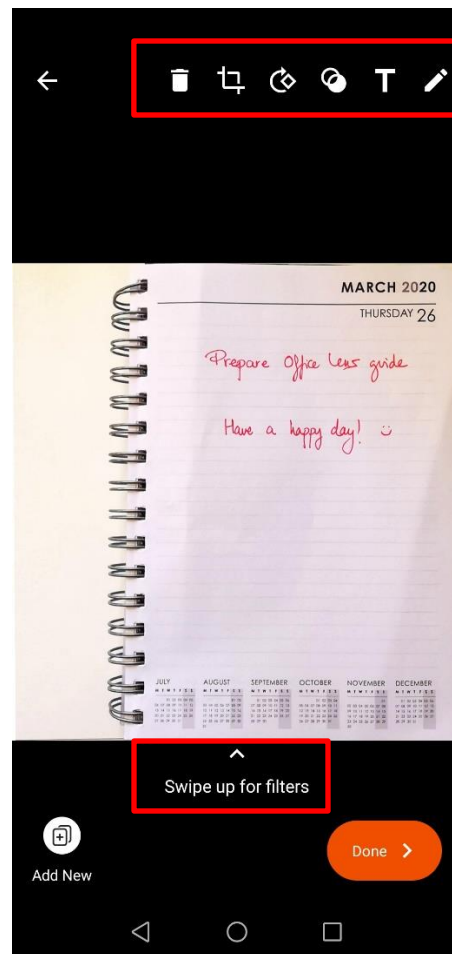
If you are scanning a multiple page document, use the add photo option to add extra pages to your scan.
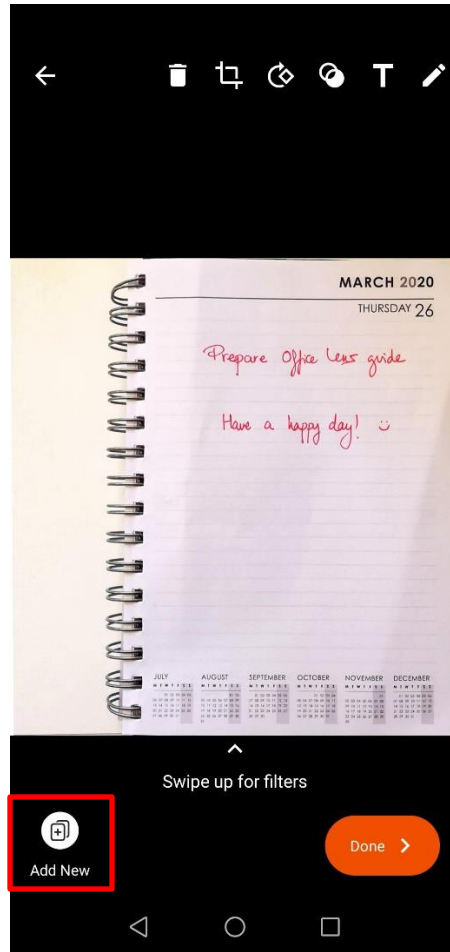
Simply repeat steps 3 and 4 until you have scanned the whole document.

Step 4: Save and share

If your image was captured in **Whiteboard**, **Document**, or **Photo** mode, you can save it to your phone. You can also save the image as a PDF file, or save it to Microsoft OneNote, OneDrive, Word, or PowerPoint. In addition, you can also send the image via Microsoft Outlook or the Mail app.
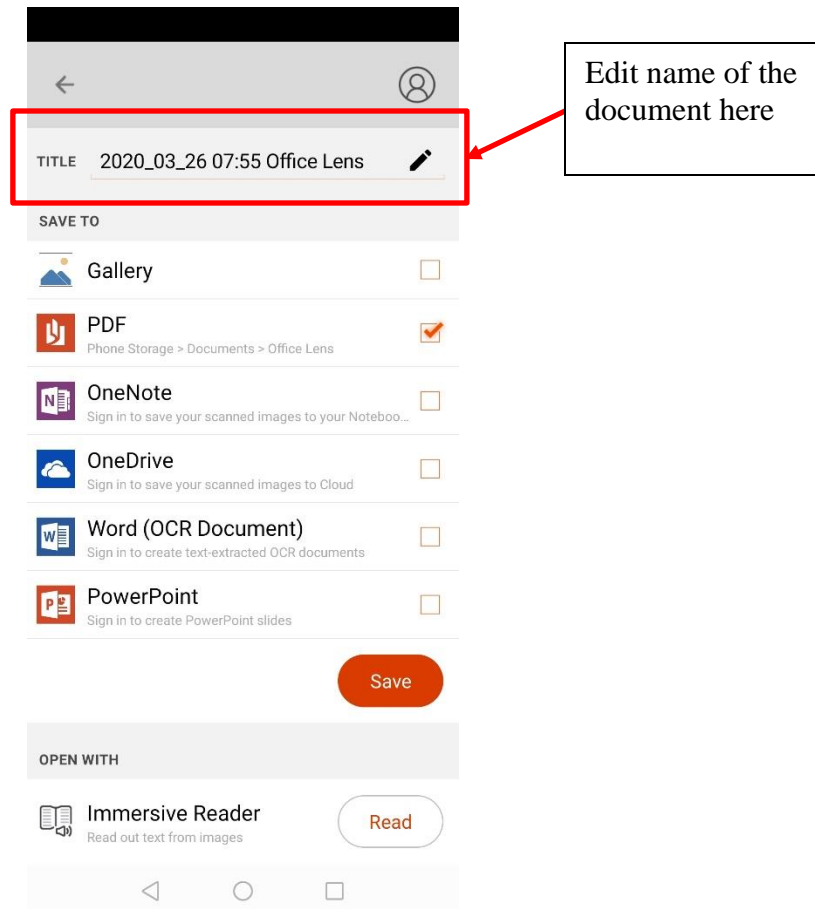
Note: If you choose to save the image to OneNote, OneDrive, Word, or PowerPoint, you may be prompted to sign in.

Please sign in with your UoN account.

If you have a personal OneDrive or OneNote account and difficulty finding the file you have created, please check you personal OneDrive folder or OneNote notebook.