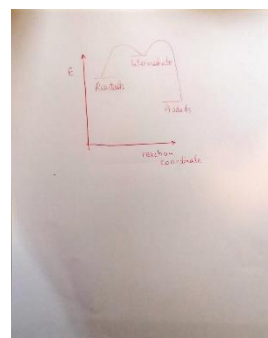
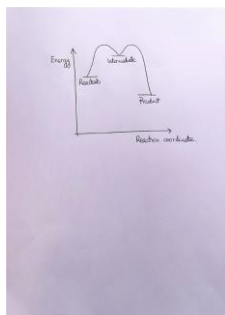


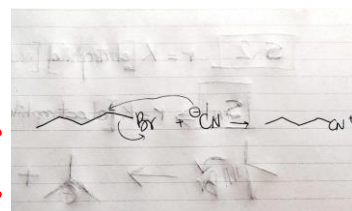
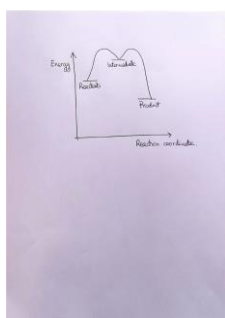
Tips for Good Quality Images with Office Lens

Preparing the document

1. **Use black ink.** You should use black ink for the main text, but you could use a different colour ink to highlight/drawing curly arrows.

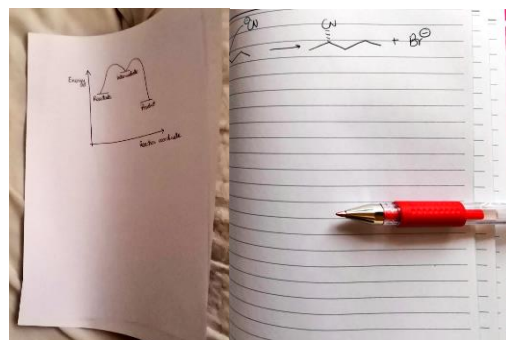
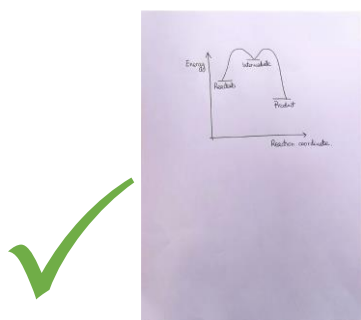


2. **Write ONLY on one side of the paper.**

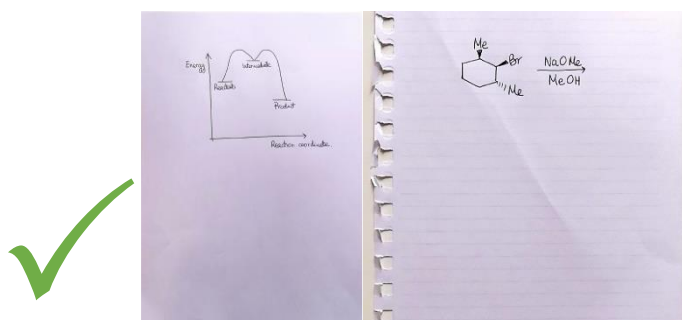


Using Office Lens

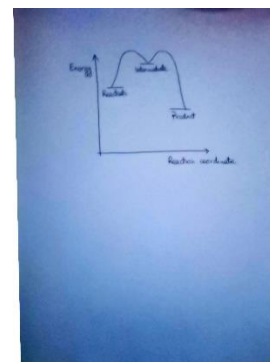
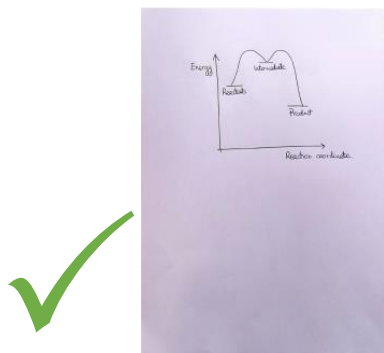
3. Place paper on a flat surface.



4. Loose paper. Take an image of loose paper, not the notebook.

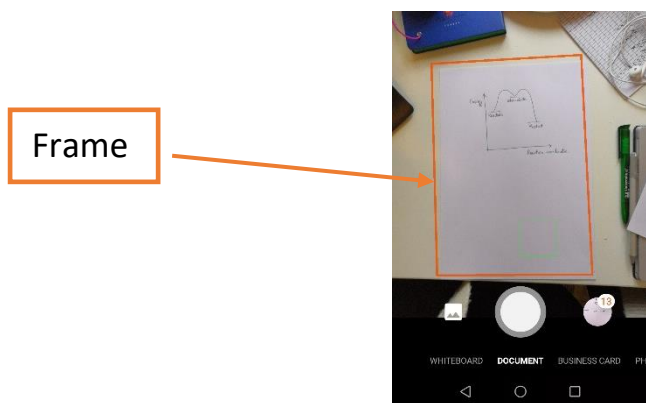


5. Ensure room is well lit.

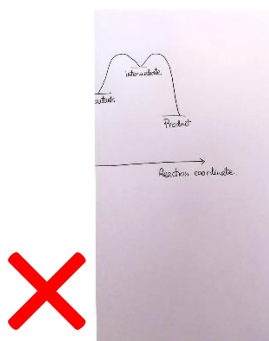
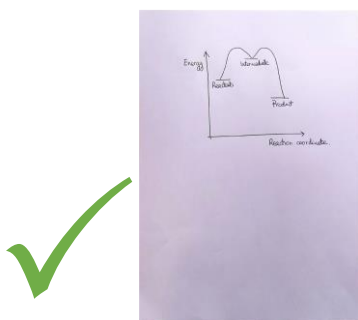


6. Choose **Document mode** on Office Lens. This mode can be used to enhance small words and details on a page.

7. **Frame on the page.** As you focus and move the camera, Office Lens will try to frame the page. Once you get a clear focus, press the button to capture your image.

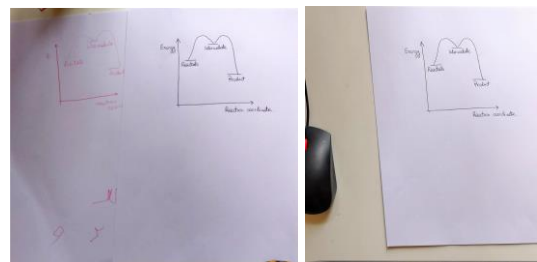
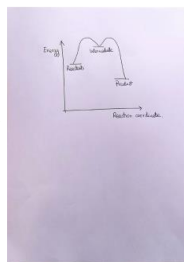
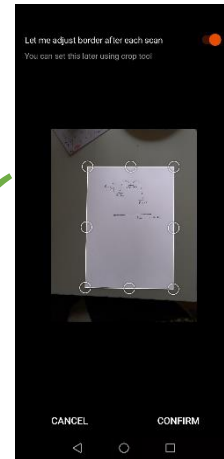
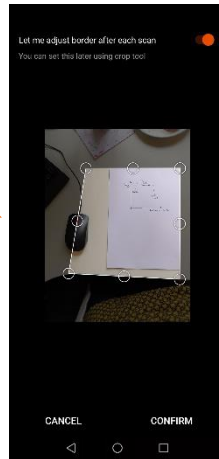


8. **Full page in the image.** Ensure the image shows the whole page – you may need to repeat the photo if not.

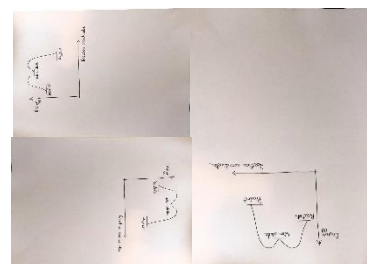
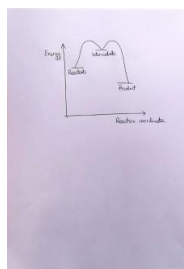


9. Only one page in the image. Office Lens usually frames and crops your image, you may need to crop the image if it was not done automatically.

Crop image to select only the page



10. Correct orientation. Ensure all the document pages are RIGHT-SIDE UP.



11. Ensure ALL pages are scanned. Check your document, ensure you have included all the pages and they are IN ORDER.

