

How to Use **Office Lens**



A step-by-step guide

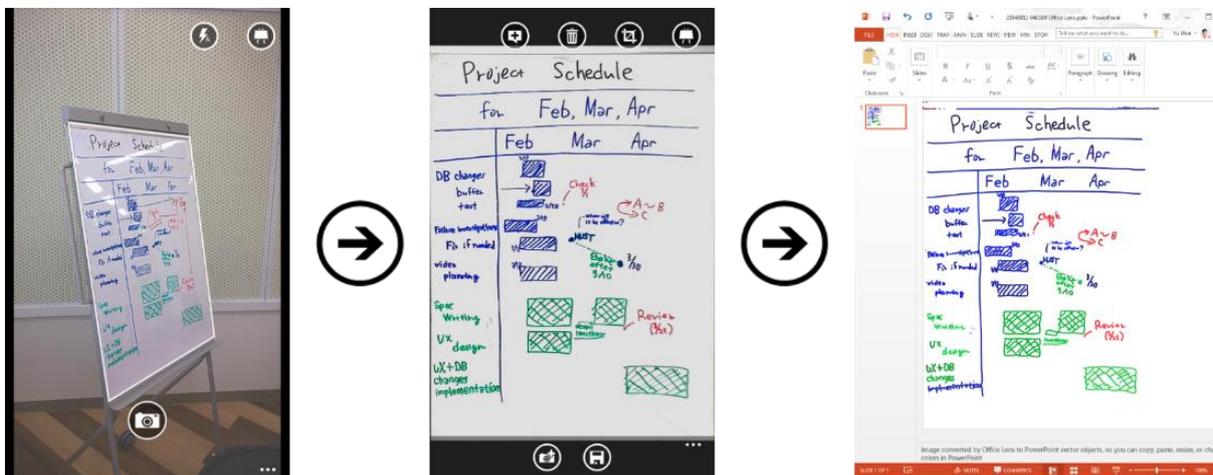
What is Office Lens?



Office Lens is an app by Microsoft that captures notes and information from whiteboards, menus, signs, handwritten memos, or anything with a lot of text.

Office Lens gets rid of shadows and odd angles, so that images are easier to read.

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



Download the Microsoft Translator app for free from the app store.



Capturing Images

Choose a mode

As soon as you open Office Lens, you can choose your mode — Photo, Document, Whiteboard, or Business Card.

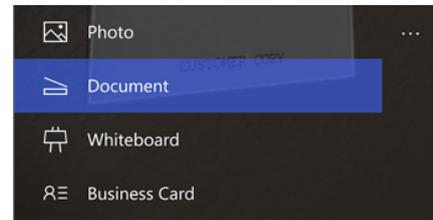


Photo - This is a good mode to use if you're taking pictures of scenery or people.

Document - This mode will help you get the most out of small words and details on a page. It's great for things like posters, fliers, or restaurant menus.

Whiteboard - Use this mode to capture notes. Office Lens will adjust images so the background isn't too bright and the words are easier to read. It's an ideal setting for blackboards and sketches, too.

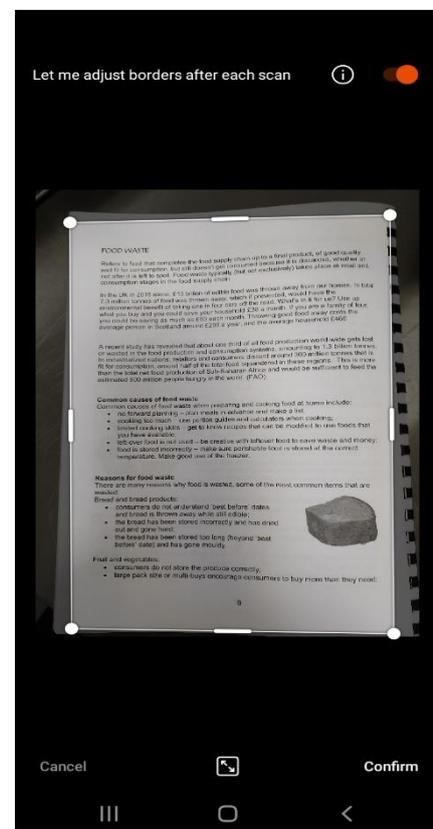
Business Card - This mode will help you extract contact information and save it into your phone's contacts and into OneNote. This feature currently works best with business cards in English, German, Spanish, and Simplified Chinese.

Take a picture

Choose whether or not to use a flash, and then make sure the frame lines up with the item you want to capture.

Use the Camera button to take a picture.

If you prefer, you can import an existing image from the local gallery on your device. If you want to retake the photo, tap the Trash button icon to delete it, then tap the Take More button to retake the displayed image. If you want to take more photos, tap the Take More button.

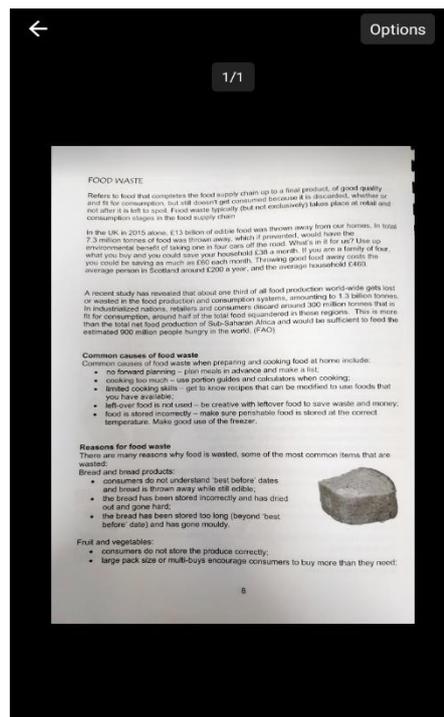


Review and edit

You can edit your image before you save it so it's exactly the way you want it to be.

Tap the Crop icon to trim away any parts of the image that you don't need. You can also add a caption to the image. This caption will be used as the alt text in OneNote and the file title on OneDrive.

After you edit an image, tap Save at the bottom. If you take more than two images, Office Lens will show all the images you took in the gallery.



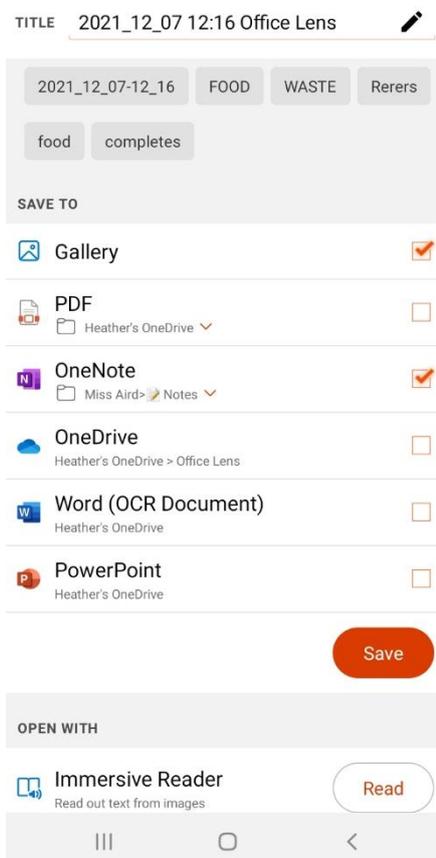
Save

When you're happy with your edits, choose where to save the image:

For captures taken in Photo, Document, or Whiteboard modes, you can save images to OneNote, OneDrive, as a Word or PowerPoint file, or as a PDF. You can also save them to your local photo gallery and edit their titles.

Add a title when prompted (optional).

By default, images saved to OneNote will be in your main notebook, but you can change the location to keep your notes organized in a way that suits you.



Additional information about capturing images

- Images saved as Word or PowerPoint files, or as PDFs will be in your Documents folder in OneDrive or OneDrive for Business, so you can access them from any of your devices. Office Lens doesn't just import an image into a Word or PowerPoint file. The final Word and PowerPoint documents are real Office documents.
- For Word, Office Lens recognizes the text, handwritten or printed, and the document layout. All of the text, formatting, and the layout in the Word document it creates is fully editable — just like you authored it at your desk.
- For PowerPoint, all of the handwritten lines and strokes are transformed into PowerPoint drawing objects that can be recolored, resized, moved around, and edited. You can remove the background of drawings as well, which makes it easier to reuse the drawings in other presentations.
- For PDFs, Office Lens extracts the text information. You can search the content in a file with the text and you can highlight or copy part of the page with your PDF reader app.

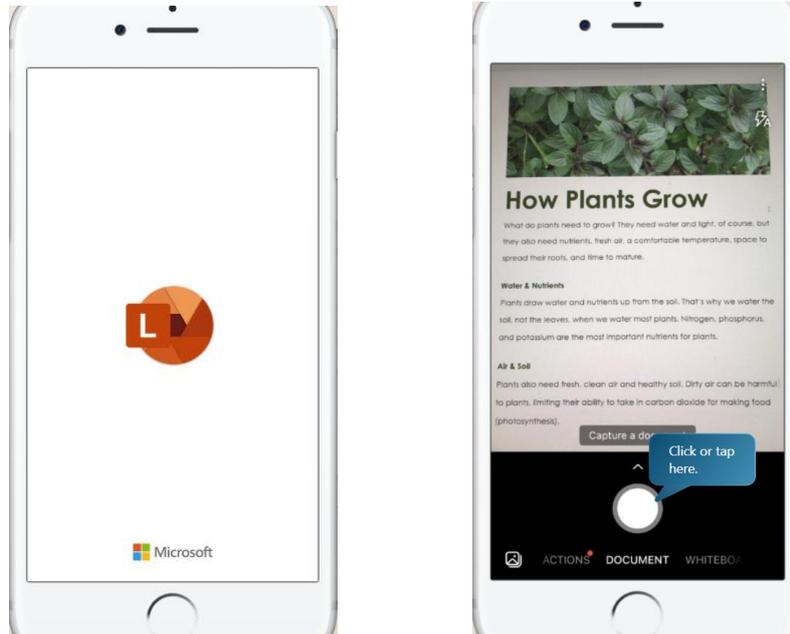
| Save Destination | Target Text/Input | Languages |
|------------------------------|-------------------|---|
| Word, PDF, OneDrive, OneNote | Printed Text | English, Simplified Chinese, Traditional Chinese, Czech, Danish, Dutch, Finnish, French, German, Greek, Hungarian, Italian, Japanese, Korean, Norwegian, Polish, Portuguese, Russian, Spanish, Swedish, Turkish |
| OneNote | Handwriting Text | English |
| Business Card mode (OneNote) | Business Card | English, Simplified Chinese, German, Spanish |

Immersive Reader and Microsoft Lens

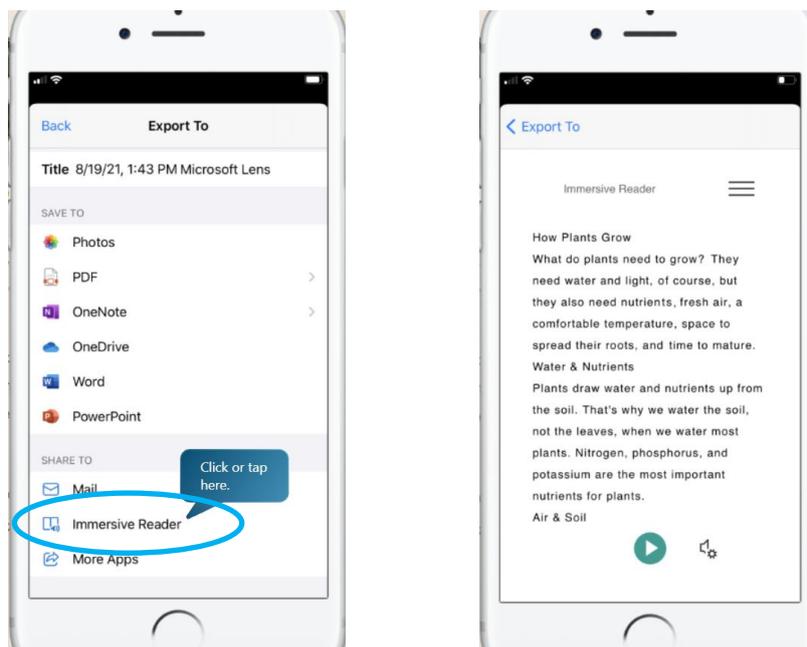


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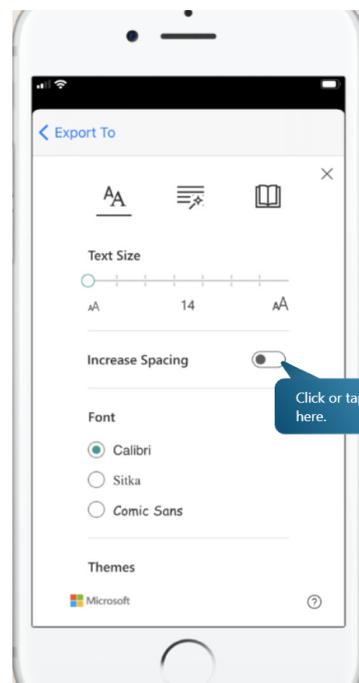
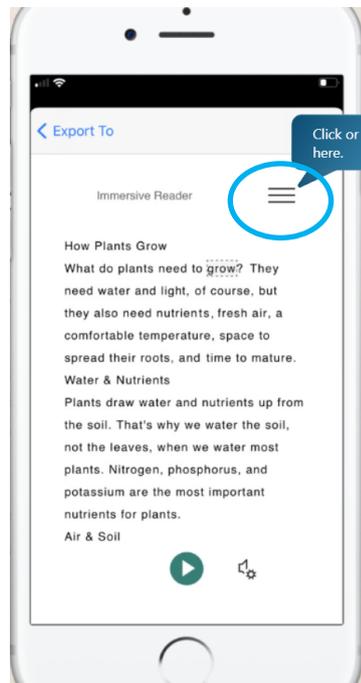
Open the App and capture an image of any text that you want to read, this can be typed documents, books or written text.



Export the image to Immersive Reader. Microsoft Lens automatically scans the picture to turn it into text that can be read aloud.

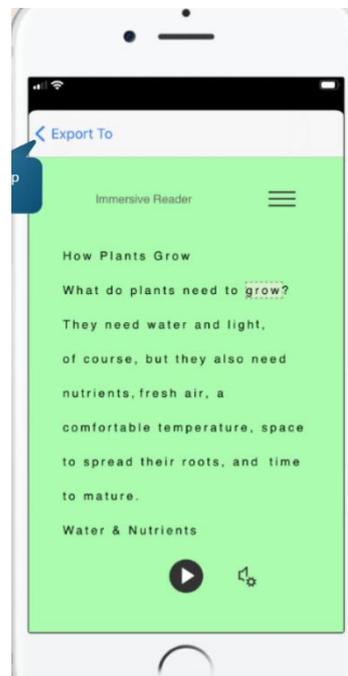


Click the three lines to open the menu. You will then be able to access the other immersive reader features.



You can then change the following:

- Line spacing
- Font size
- Grammar options
- Page Colour
- Line Focus
- Translate



Use Picture Dictionary in Immersive Reader

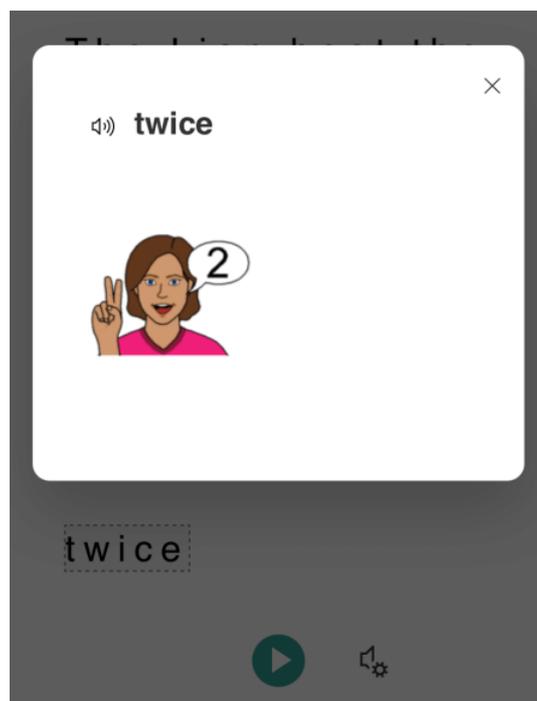
If you want to see a picture related to a common word in the text or hear how the word is pronounced, use Picture Dictionary. Note that not all words have an image available.

To turn on Picture Dictionary, tap with four fingers near the top of the screen. You hear: "Double-tap to dismiss pop-up window." Swipe right until you hear "Menu button," and double-tap the screen. Swipe left or right until you hear "Reading preferences, button," and double-tap the screen. Swipe right until you hear "Picture dictionary, unticked" and double-tap the screen. If you hear "Ticked," the option is already on. To return to the document, swipe left until you hear "Close menu, button," and double-tap the screen.

In the document, bring the focus to a word you would like to see a picture of, and then double-tap the screen. The image related to the word appears in a separate pop-up window on top of the text. You hear: "Listen, button."

To hear how the word is pronounced, double-tap the screen.

To close the image pop-up window, swipe left until you hear "Close button," and double-tap the screen.



Translate text in Immersive Reader

With Immersive Reader you can translate your text into up to 67 languages. Tap with four fingers near the top of the screen. You hear: "Double-tap to dismiss pop-up window." Swipe right until you hear "Menu button," and double-tap the screen.

Swipe left or right until you hear "Reading preferences, button," and double-tap the screen.

To translate the text to another language, swipe right or left until you hear "Choose a language for translation," and double-tap the screen. The list of available languages appears at the bottom of the screen.

To select whether to translate the entire text, by word as you select them, or both, swipe right until you hear "Translate document" or "Translate words." Double-tap the screen to make a selection.

To return to the document, swipe left until you hear "Close menu, button," and double-tap the screen.

If you selected to translate both the entire document and by word, the text appears in the target language. You can now have Immersive Reader dictate the translation to you.

