

A QUICK GUIDE TO

OFFICE LENS

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.

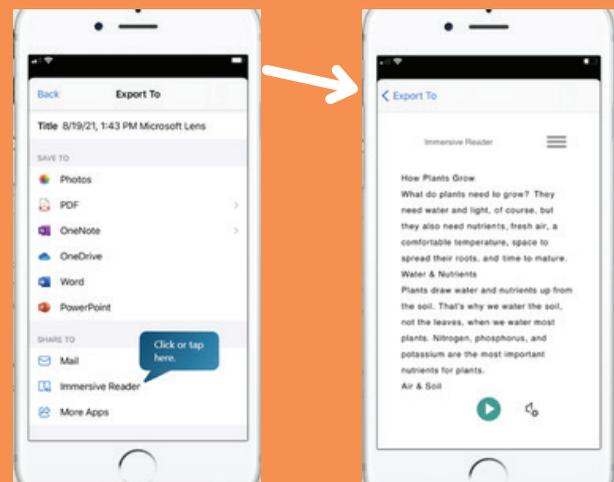
CAPTURE MODES

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



IMMERSIVE READER

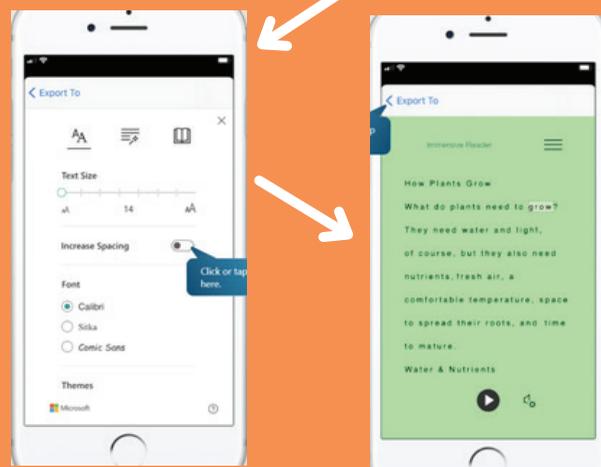
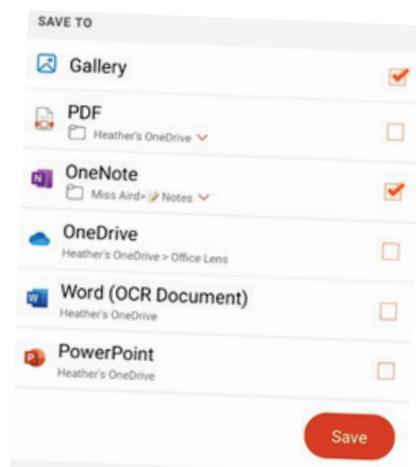
Export the image to Immersive Reader. Microsoft Lens automatically scans the picture to turn it into text that can be read aloud.



SAVING YOUR IMAGES

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.



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