

Tutorial

Microsoft Lens

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Introduction

In this tutorial, you will learn how to use the **Microsoft Lens** app for [Android](#) and [iPhone](#) to photograph one or more pages of a printed or handwritten document with your smartphone or tablet, combine them into a PDF and then send it.

If scanning and sending documents is not new territory for you, it is best to use your usual tools.

Microsoft Lens

Android

Installation

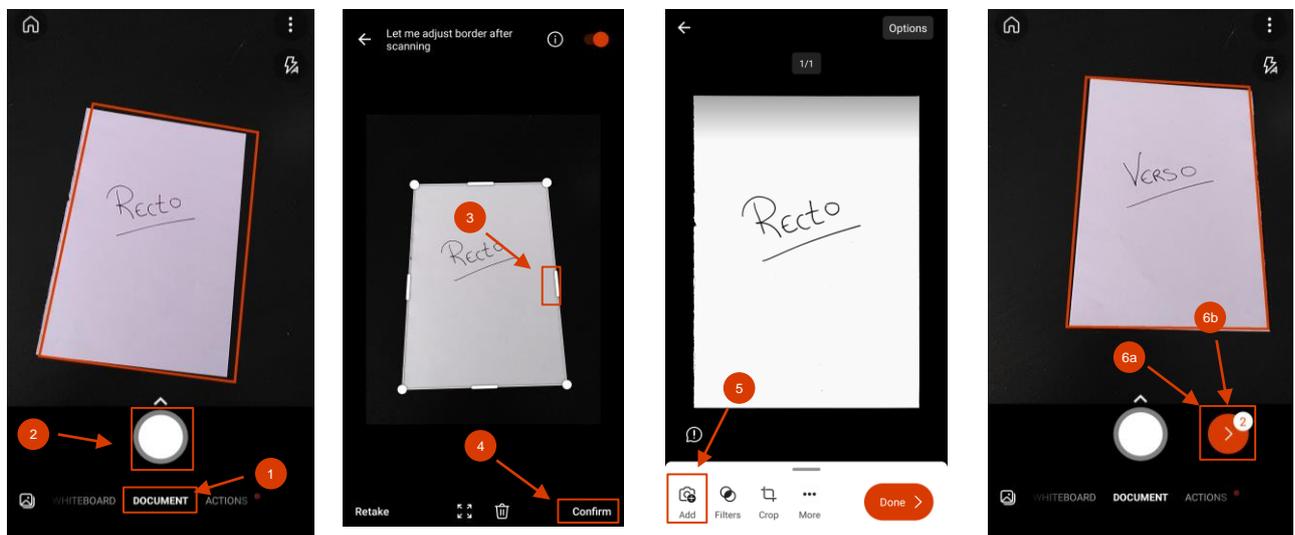
- Open Google Play on your smartphone and download the application **Microsoft Lens - PDF Scanner**.



Photographing handwritten work

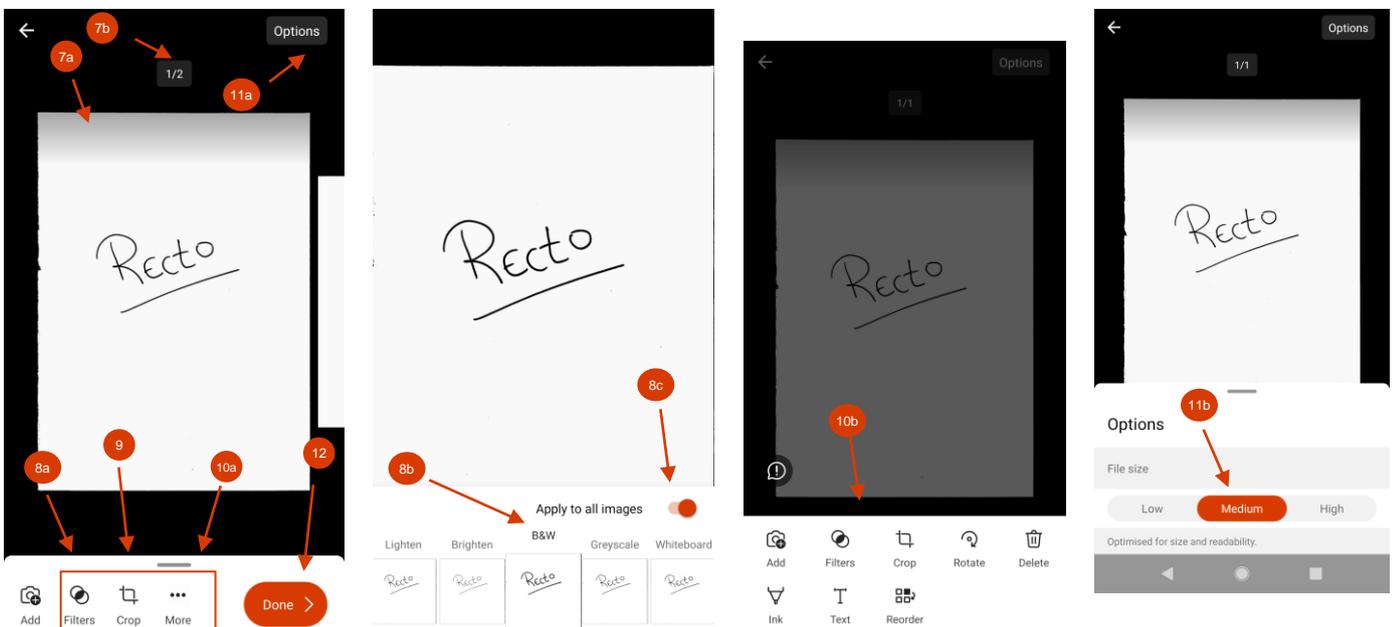
- After successful download, open the app and select the capture mode **Document** (1).
- Take the work to be scanned, hold your smartphone over the document until the edges (orange frame) are automatically recognised and take a **photo** (2) of the first page of the document.
- You will now be shown the image and have the option to **adjust the margins** (3) by moving them with the help of the markers.
- Select **Confirm** (4) to accept the image.
- You now have the option to add any additional pages by tapping the **Add** button (5).
- Photograph and confirm the missing pages and select the **arrow** (6a) as soon as you have photographed all the pages.

☞ The number displayed here (6b) informs you of the number of pages already photographed.



Editing and merging recordings

- You will now be taken back to the page where you can edit your recordings. Let's take a closer look at them:
 - You will see a **preview (7a)** of your recording. If you have photographed several pages, you can scroll here with a swiping motion. The **page number (7b)** tells you which page you are on and how many pages have been photographed in total.
 - Make sure that you have photographed all pages and have not captured any twice.
 - Use the **Filters (8a)** to adjust the visual appearance of the photograph. If possible, select the **Black & White (8b)** filter to keep the file size as small as possible.
 - Make sure that the document is easily readable. Do not hesitate to use another filter if necessary (e.g. for graphics).
 - If you have several pages, do not forget to activate the option **Apply to all images (8c)**.
 - With the **Crop (9)** you still have the possibility to adjust the margins of the respective page.
 - The **More button (10a)** offers you even more editing options, such as rotating, reordering, adding text or deleting the images (**10b**).
 - Before you complete the recording, you can set the file size under **Options (11a)** at the top of the screen. We recommend that you select **Medium (11b)**.
 - As soon as you have photographed all the pages and adjusted them according to your wishes, you can select **Done (12)** to prepare the document for dispatch.

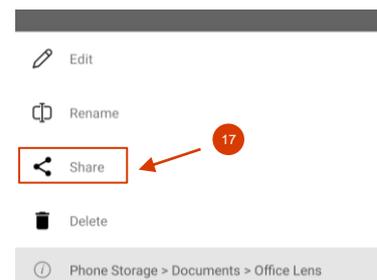
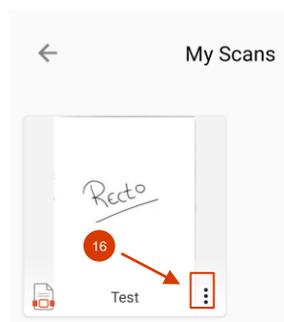
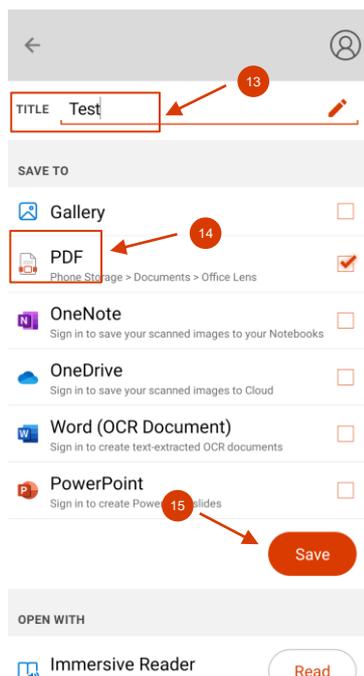


Save the document as PDF and send it

Keep the following points in mind when submitting the document:

- Name the document according to the teaching team's instructions.
- It is best to submit the document as a single PDF file.
- Check that the document is not too large.
- Follow the instructions of the teaching team when handing in the document (e.g. upload to Moodle, send by e-mail, etc.).

- Change the **title** (13) of the file and select the **PDF** format (14). Then select the Save button (15).
- You are now accessing your documents. Find the document you want to send and tap on the three vertical dots (16) in the file.
- Now select the **share symbol** (17) and finally your **mail app** with which you can send the document to yourself.



iPhone

Installation

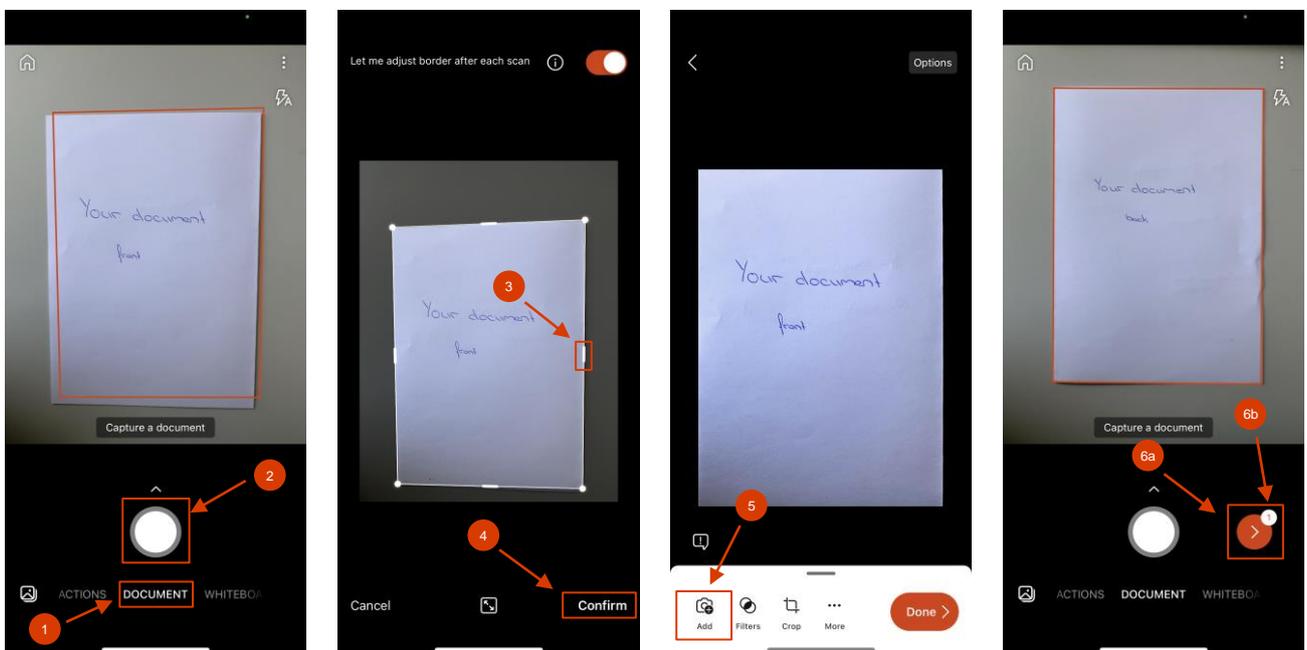
- Open the App Store on your smartphone and download the application **Microsoft Lens: PDF Scanner**.



Photographing handwritten work

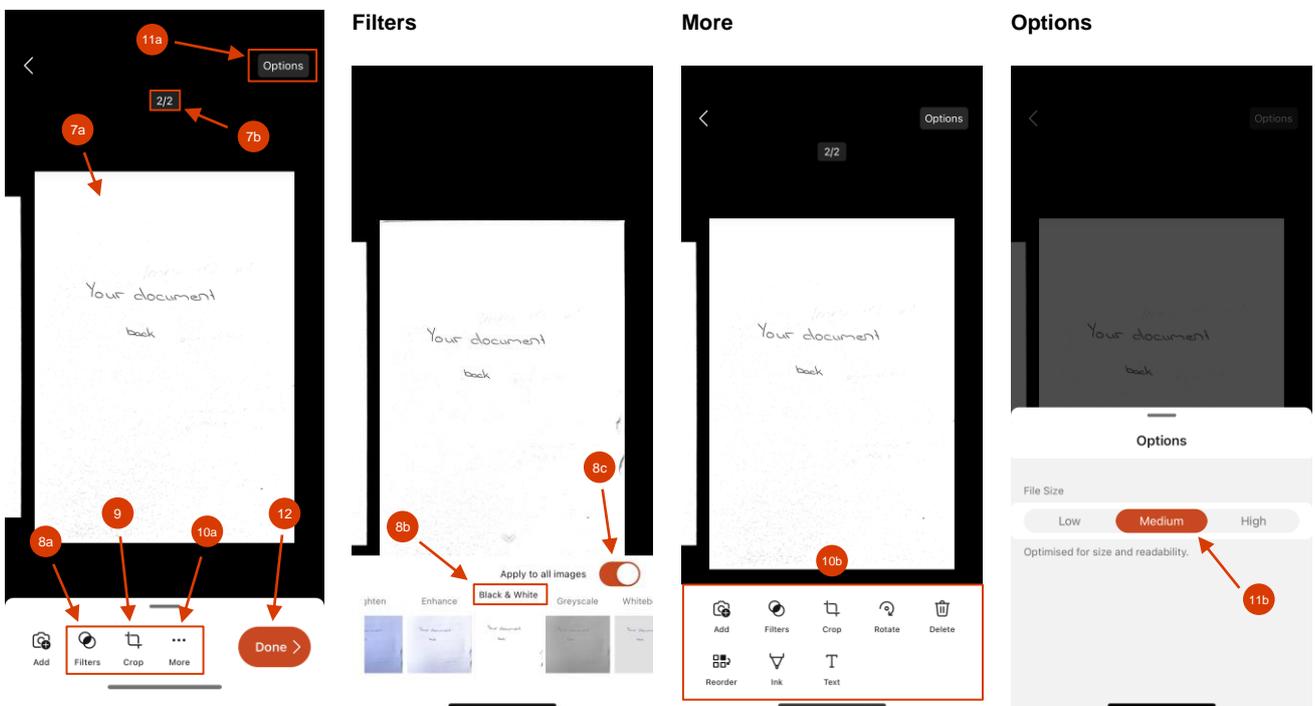
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 - It is best to submit the document as a single PDF file.
 - Check that the document is not too large.
 - Follow the instructions of the teaching team when handing in the document (e.g. upload to Moodle, send by e-mail, etc.).
- Change the **title (13)** of the file and select the format **PDF (14)**.
 - !! **Caution:** If you were to select the options under **Share to (15)**, the file would not be saved as a PDF.
 - Select **Phone Storage (16)** to save your file.
 - This will take you to your scans. Open the file **(17)** you want to send by tapping on it.
 - Now select the **share symbol (18)** and finally your **mail app** with which you can send the document to yourself.

