

Microsoft Lens

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Office Lens is like having a scanner in your pocket. Like magic, it will digitize notes from whiteboards or blackboards. Always find important documents or business cards. Sketch your ideas and snap a picture for later. Don't lose receipts or stray sticky notes again!

Scenarios:

- Capture and crop a picture of a whiteboard or blackboard and share your meeting notes with co-workers.
- Make digital copies of your printed documents, business cards, or posters and trim them precisely.
- Printed and handwritten text will be automatically recognized (using OCR), so you can search for words in images and then copy and edit them.

Features

- With Whiteboard mode, Office Lens trims and cleans up glare and shadows.
- With Document mode, Office Lens trims and colors images perfectly.
- The scanned picture can be saved to your choice of OneNote, OneDrive, or locally on the device.
- Business Card mode can extract contact information and save it into your address book and OneNote. This feature works best with the following business cards: English, German, Spanish and Chinese.
- Choose to convert images to Word (.docx), PowerPoint (.pptx), or PDF (.pdf) files that are automatically saved to OneDrive.

Step 1: Install Office Lens on your device, run the app, then give it permission to access your camera.

You will find it in the Play Store on an Android phone or the App Store on an iPhone.

Step 2: The default "view" in the app is a live camera viewfinder. Choose one of the available image types -- Photo, Document, Business Card or Whiteboard -- then point the camera at whatever you want to capture.

Step 3: For documents and whiteboards, you'll see the app attempt to automatically frame the image as you move around. Once the frame encompasses the desired area, tap the shutter button.

Office Lens doesn't always do a perfect job framing images, so you can crop if needed.

Step 4: After a moment of processing the image, Office Lens gives you a preview of it. If it needs cropping, tap the Crop icon in the upper-right corner. Once you're done cropping, or you're just ready to save the image, tap Done.

Step 5: Now it's time to choose the destination for this item. If it's OneNote or OneDrive, you'll first need to sign into your account (a one-time step). Then you can give the image a title and choose the notebook in which to file it. Alternately, Office Lens can export to your OneDrive account, or to Word or PowerPoint (whether or not you have the associated apps on your device). Other export options include PDF, e-mail and your photo library.

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After you've exported your file, you'll find yourself back at the viewfinder, ready to capture another one. If you need to scan a multiple page document, click Add and then repeat the process.

If you swipe to Whiteboard mode, the app will attempt to remove glare and shadows.

Photos are exported in JPG format or PDF. Documents can become Word (DOCX) files or PDF.

Whiteboard images become PowerPoint (PPTX) or PDF files.

Typed text becomes editable text, ready to be cut and pasted and changed—and dare we say spell-checked. When you convert a whiteboard sketch into a PowerPoint file, every line you drew becomes a PowerPoint drawing object that you can recolor, resize, move, and edit. That's great for lines and boxes and arrows, but if your whiteboard has a lot of text on it, it'll probably be faster to just retype it—or use the slide as-is in your presentation.