Office Lens Instructions for Use

Do you like to print your assignment and then write your answers on it (instead of typing those answers)? Office Lens can help you submit your written assignments easily in an acceptable format. (Images are not acceptable for CVA.)

Office Lens is an app that can be used to scan your document and upload it to your One Drive account. You can save in a format acceptable for grading in Blackboard, such as Word or as a PDF.

Using Office Lens With Your iPhone or Android Phone

1. You will need two apps on your phone: **Office Lens** and **OneDrive**
2. Sign in to your OneDrive account.
3. Open Office Lens.
4. At the bottom, you will have the option of choosing between Whiteboard, Document, Business Card or Photo.
5. Choose **Document**.
6. Take a picture of your document.
7. You can adjust the borders after the scan if necessary and then press **Confirm**.
8. If you have additional pages, click on **Add** and repeat the process.
9. When all pages for the assignment have been scanned, press **Done**.
10. Create a title for the assignment at the top of the screen.
11. Choose the format by adding a checkmark to either **PDF** or **Word** AND put a checkmark next to **OneDrive**. (Note: If you choose ONLY PDF, you will not be able to edit the document. If you choose Word, you will be able to edit at a later date.)
12. Click **Save**.
13. The document will now be found in OneDrive in a folder labeled **Office Lens**.

Using Office Lens on Your Desktop/Laptop/Tablet

1. Go to https://www.microsoft.com/en-us/p/office-lens/9wzdncrfj3t8?activetab=pivot:overviewtab to download Office Lens to your device. Give Office Lens permission to access your camera.
2. Make sure you are signed into OneDrive on your device.
3. Open Office Lens.

4. On the right side of the screen, click on the scanner icon.
5. When the choices appear at the bottom of the screen, choose **Document**.
6. Hold your document up to the screen and then press the camera icon.
7. Crop options are on the top right of the screen.
8. If you have additional pages, click on the camera icon with the + sign in the lower right corner.
9. When you are finished with all pages, click on the Save option in the lower right corner.
10. Create a title for the assignment at the top of the screen.

11. Choose the format by adding a checkmark to either **PDF** or **Word** AND put a checkmark next to **OneDrive**. (Note: If you choose ONLY PDF, you will not be able to edit the document. If you choose Word, you will be able to edit.)
12. Click **Save**.
13. The document will now be found in OneDrive in a folder labeled **Office Lens**.