**Capture and upload multipage handwritten documents with Office Lens**

The Office app for mobile incorporates the Office Lens function, which uses a mobile phone camera as a document scanner. Multiple pages can be captured and complied into a pdf for upload to OneDrive or to be sent on via email. This can facilitate the submission of handwritten work, sketches, formulae, etc.

* Download the Office app from your app store#:
  + Google Play Store: <https://play.google.com/store/apps/details?id=com.microsoft.office.officehubrow&hl=en>
  + IOS App Store: <https://apps.apple.com/us/app/microsoft-office/id541164041>
* Sign in to your University account using you usual credentials.
* Open the app and click the + icon and select ‘Lens’ option. (Permit the app access to the camera if prompted)



Screenshot 1: The + icon at the bottom of the screen allows you to create content, including capturing content from ‘Lens’

* Capture the first page of the document, and then click the ‘Add New’ button in the bottom left corner to add additional pages.
* When the whole document is captured click ‘Done’
* A picture containing object, drawing

  Description automatically generatedA preview of your multipage document is displayed. Click the ‘Share button’
* You will be able to upload your pdf to OneDrive, or click ‘Send a Copy’ to email the pdf directly.
* You can tick the ‘Keep Local Copy’ to also store a copy of this pdf on your device.

You will find a video guide here: [Panopto video guide on using Office Lens](https://uol.cloud.panopto.eu/Panopto/Pages/Viewer.aspx?id=9fb07174-b16e-4c4e-972c-ab8400c2fef8)