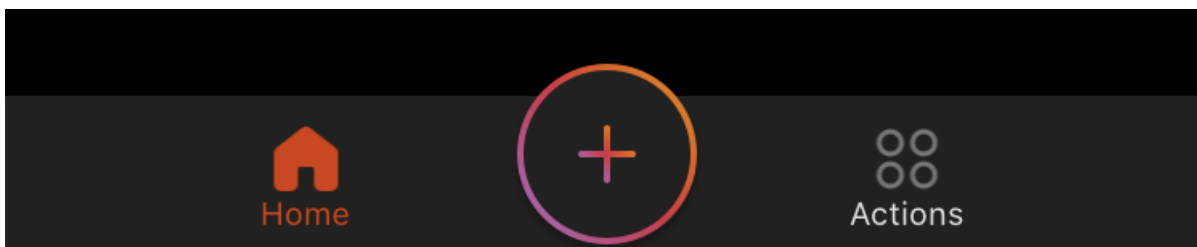




Capture and upload multipage handwritten documents with Office Lens

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 compiled 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 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](#)