

Microsoft Office Lens App can be used as a mobile scanner on any smartphone or tablet device. This app utilizes the built-in camera on your device to scan a document to be saved as a PDF File. We recommend using Microsoft Office Lens so that your documents are crisp, clear and legible so they are easily converted into our system.

How to Use Microsoft Office Lens:

- 1) Download the free Microsoft Office Lens PDF Scan App from your app store.
- 2) During set up, allow access to your device camera to take and convert your photos to scanned documents.
- 3) To scan a document, place it on a flat surface and position the camera over the page. Microsoft Office Lens will place a red rectangle around the document. When the document is outlined by the rectangle, tap on the circle to scan the image.
- 4) You can edit the document by cropping, rotating, adding text or highlights. The icons can be found at the top of the screen. You also have the option to add an additional page by selecting 'Add New' in the bottom-right corner. Once you have completed any edits, select *Done*.
- 5) After completing any edits, you are brought to the *Export To* screen. You can edit the scan *Title* to name your file. Select where you'd like to save or share your scan to complete the scanning process.
- 6) NWTC's preferred method for receiving documents is as a PDF file. Save your image as a PDF to send via email or to upload to specified links.

Contact Us with any Questions or for Further Assistance:

Call or Text

Live Chat

Email

Toll Free: 1-888-385-6982
Locally: 920-498-5444

[Chat with us](#)

More.Info@nwtc.edu

