

# Office Lens and Word to complete tasks

\*This tutorial has been completed in partnership with SD71 Comox Valley School.

## Introduction

Office lens is a Microsoft app that allows you to take / capture photos of any material for later use. You are able to take photos using four distinct formats: documents, whiteboards, business cards and photos for editing. You can also convert / send / open the files/ images taken into Word, OneNote, and Power Point to be edited. You can adjust photos taken from any angle, as Office Lens will align the documents / photos automatically and accurately in a readable form. You can crop / align the captured image/ document to your preferences. In a school setting students are able to take a photo of the handouts, and work on it directly after exporting it into Word.

## Learning Objectives

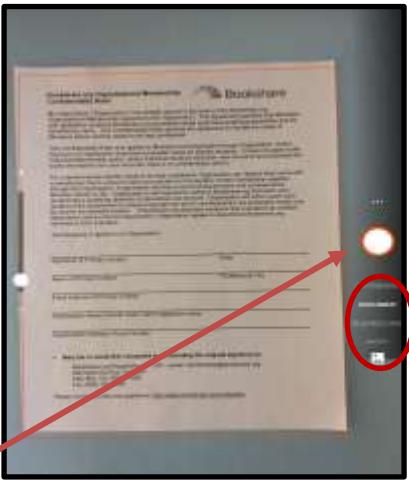

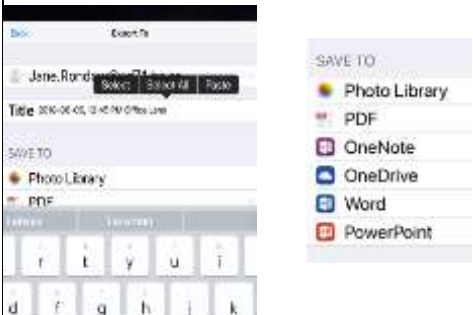
Completion of this tutorial will give you experience with the following:

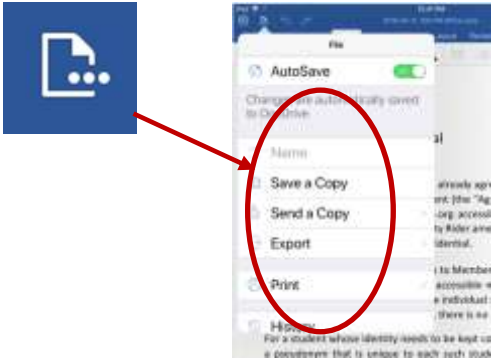
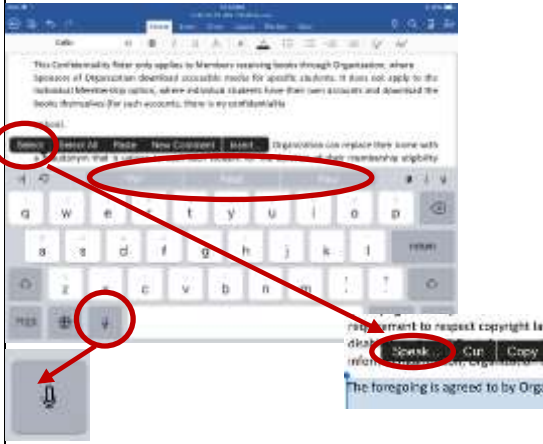
- Using Office Lens to take a photo or capture the text
- Automatically aligning or manual aligning and cropping a photo or document
- Sending, opening and exporting into Word, One Note, One Drive or Power Point
- Preparing a document to be worked on
- Options for Accessibility to read or input text

## This tutorial assumes

- Office lens is installed and running
- Have the most recent version of Office Lens installed
- Word app is installed
- Requires iOS version 10.0 or later

## Using Office Lens

<p>1</p>	<p>Open Office Lens app</p> <p>Chose the type of file you want to capture:</p> <ul style="list-style-type: none"> <li>• Whiteboard</li> <li>• Document</li> <li>• Business Card</li> <li>• Photo</li> </ul> <p>Hold the iPad with the camera over the entire document you want to capture.</p> <p>Touch the Round capture button.</p>	
<p>2</p>	<p>Edit the captured document with the following tools as required, Cropping, Rotation, Type of File, and Color Pen, symbols</p> <p>Once you are happy with the final capture touch the White Checkmark to export the document.</p>	
<p>3</p>	<p>Rename the document by touching the title and typing a new name.</p> <p>Choose the app you want to open your document with. In this case, we will choose WORD.</p>	

<p>4</p>	<p>The file will open ready to be worked on in the selected app.</p> <p>Touch the page with dots icon to save your file and export the file.</p>	
<p>5</p>	<p>Use Accessibility tools turned on in the iPad settings to read, and input text into the document.</p> <p>See the other iPad tip sheets for the following accessibility features.</p> <p>Speak Selection</p> <p>Enable dictation</p> <p>Word Prediction</p>	
<p>6</p>	<p>You may also send it using email.</p> <p>Touch the person plus icon, send a copy, send with another app and then Mail and the document will be attached to an email to send.</p>	