

# Microsoft Lens app & Word to complete tasks

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

## Introduction

Microsoft Lens is a Microsoft app that allows you to take / capture photos of any material for later use. You can take photos using five distinct options: actions, documents, whiteboards, business cards and photos for editing. You can also annotate, convert image in to text / send / open or save the files/ images taken into a PDF, Word, OneNote, Onedrive and PowerPoint to be edited or saved. You can adjust photos taken from any angle, as Microsoft 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 can take a photo of notes on the board (handwritten or text), a handout or assignment and have the image converted into text to be read out loud with Immersive Reader or be exported into Word to work on it directly.

## Learning Objectives

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

- Using Microsoft 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, OneDrive or PowerPoint
- Preparing a document to be worked on
- Options for Accessibility to read or input text

## This tutorial assumes

- Microsoft Lens is installed and running
- The most recent version of Microsoft Lens is installed
- Word app is installed
- Requires iOS version 10.0 or later

## Using Microsoft Lens

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Open Microsoft Lens app

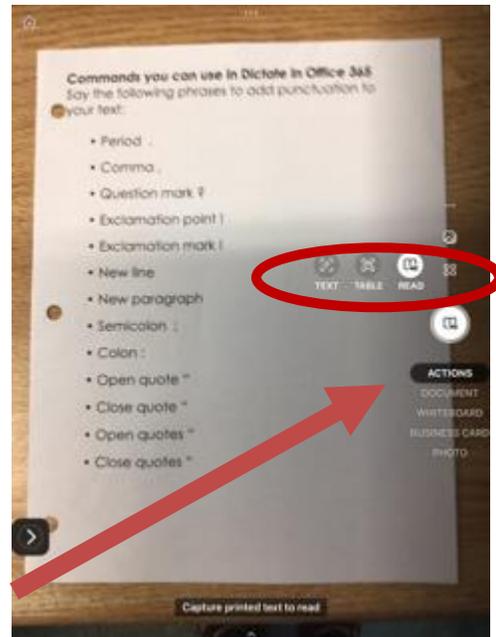
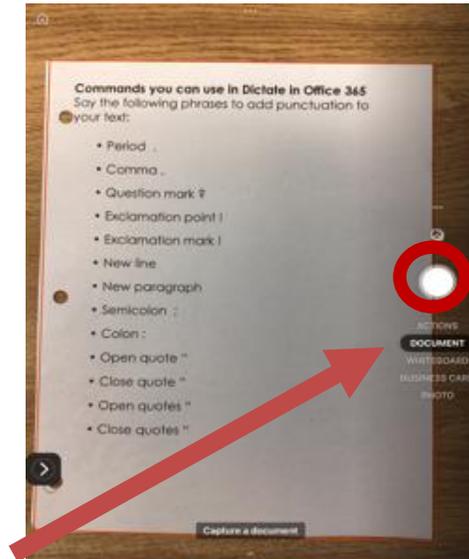
Chose the option you want for your capture:

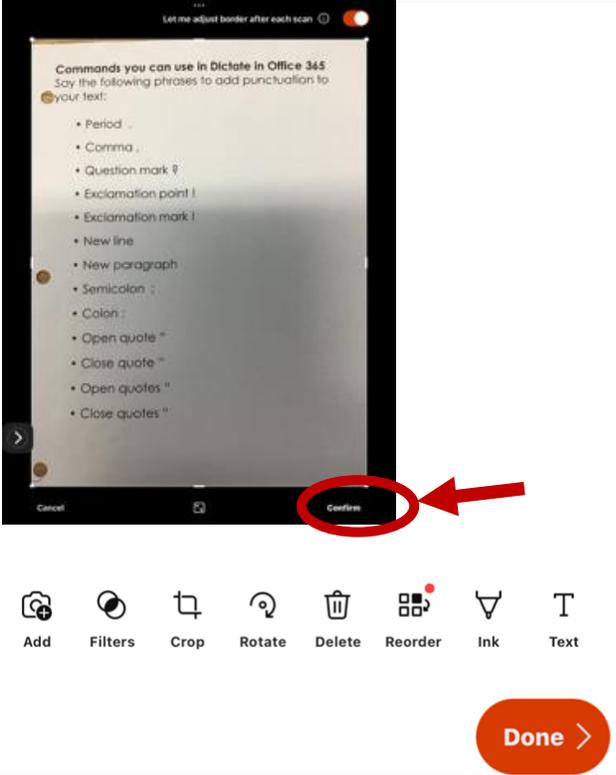
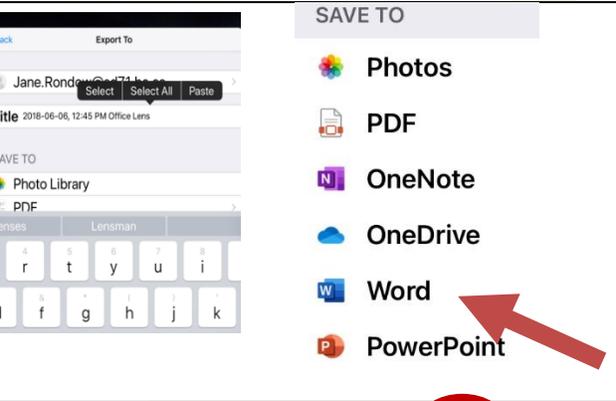
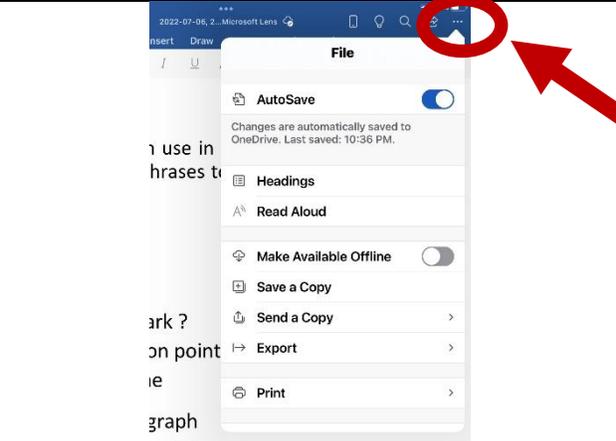
- Actions
- Document
- Whiteboard
- Business Card
- Photo

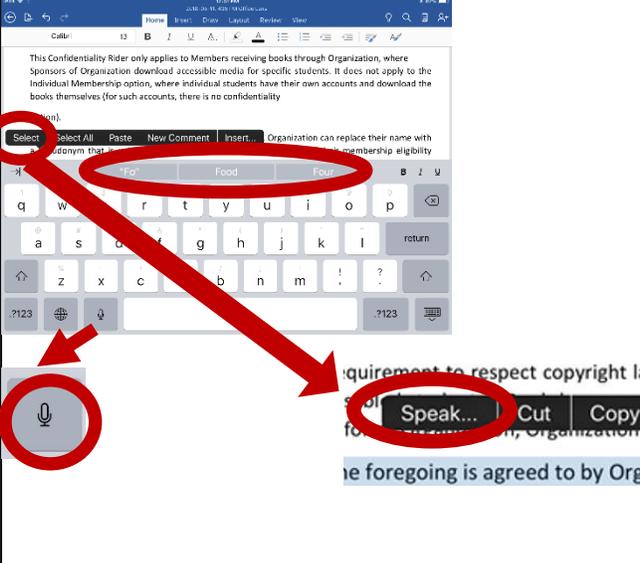
Hold the iPad/ phone with the camera over the entire document/ item you want to capture. Select the round capture button.

The Actions option provides 3 choices.

1. Text - Converts the photo of the text to editable text using OCR (Optical Character Recognition). It will work with handwriting or digital text. (GREAT for capturing class notes)
2. Table – Captures items in a table format
3. Read – Captures the text and brings it into Immersive Reader to be able to have the text read out loud. (Helpful for students with visual impairments, or those that struggle with reading)



<p>2</p>	<p>If using the document option. Crop your image by dragging the corners in and then select Confirm.</p> <p>Annotate the captured document with the following tools as required, Filters, Crop, Rotate, Delete Reorder, Ink (Color Pens) or Text.</p> <p>When finished select Done</p>	
<p>3</p>	<p>Rename the document by selecting after the title and type 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>Select the file and it will open ready to be worked on in the selected app (Word).</p> <p>Touch the 3 dots (top right) to save, send or export the file.</p>	

<p style="text-align: center; font-size: 2em; font-weight: bold;">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> <ul style="list-style-type: none"> <li>● Speak Selection</li> <li>● Enable dictation</li> <li>● Word Prediction</li> </ul>	
<p style="text-align: center; font-size: 2em; font-weight: bold;">6</p>	<p>Share the document by selecting the send/ share icon (top right) and invite others, send a copy in an email or using another app (Mail, Teams, Canvas, D2L, Seesaw...).</p>	