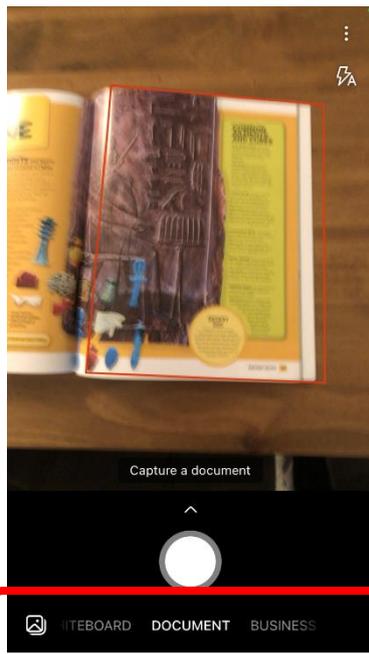# Using Micorsoft Lens (freely available APP) to photograph work on paper or documents using a phone or tablet:

Download the APP and open.

It will ask for permission to your photos – this doesn't need to be allowed as you are going to take the photos in the APP.

The screen will look like this:

At the bottom of the screen you can swipe to change what you are capturing a photo of - but it defaults to 'Document' which is what you need to capture work on paper etc.

You will already see a red rectangle that is outlining this book page I am capturing.

Even though the page is not completely flat, it will fix this for you.

You do not have to be directly above the document either.

Click to capture!

This is checking if you wish to make manual adjustments each time – it is worth leaving on just in case.

The highlighted part is now the section it will capture as a document and realign.

You can cancel and re-take (this will only cancel this picture for you to re-take if you are capturing multiple pages).

Once you are happy – click CONFIRM!
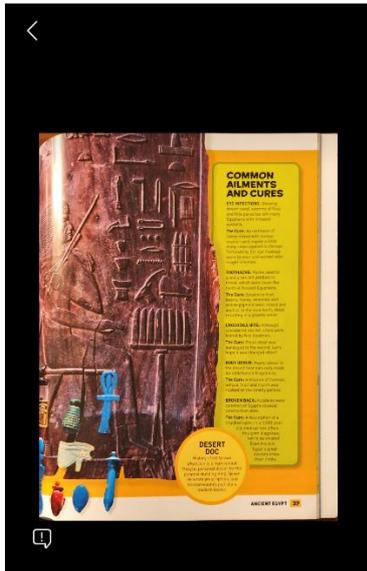
You can now see your realigned image as a document.

If you wish to capture more pages so that they all save as one complete document, simply click 'Add' and repeat the process above. Once you have all your pages ready – click DONE!
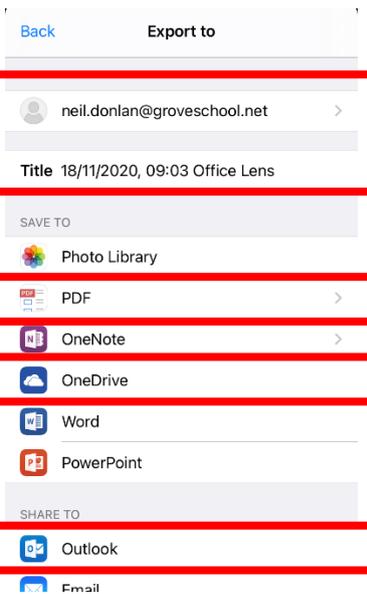
I have already stored my school email address – but these are easy to add – simply click and complete your login details.

At this point there is a default title for the document – simply click on the text and amend it. It is best to include your name when submitting work to a member of staff for ease.

You may wish to save it as a pdf at this point – it will create one complete document with all pages captured.

If you set up your OneDrive account on your device you can save it directly into your OneDrive – this makes it available in MS Teams to attach and submit for any Assignment.

If you have Outlook on your device for checking emails you can click here to share your document using it – I often email documents to myself so that I can then easily save them in my OneDrive area this way too.