

# Using Office Lens to scan and send written work

Sometimes your teachers may need you to send them a copy of written or hand drawn work that you have done so that they can assess and mark it for you.

Although it is easy for you to just take a picture using your iPad and send that to your teacher the quality of the picture you take might not be great and so make it difficult for your teacher to mark.

One of the best ways to scan and send written work and hand drawn work to your teachers is by using **Microsoft Office Lens**.

This is a scanning app that will take pictures of your work and neaten them up automatically so that they are much easier for your teacher to read and mark

This set of instructions is for using Office Lens on your iPad along with your school OneDrive, however you can use Lens on many operating systems.

To download Office Lens to your device you can use the following links but it will probably be easier to just search in the relevant app store.

iPad/iOS: <https://apps.apple.com/gb/app/microsoft-office-lens-pdf-scan/id975925059>

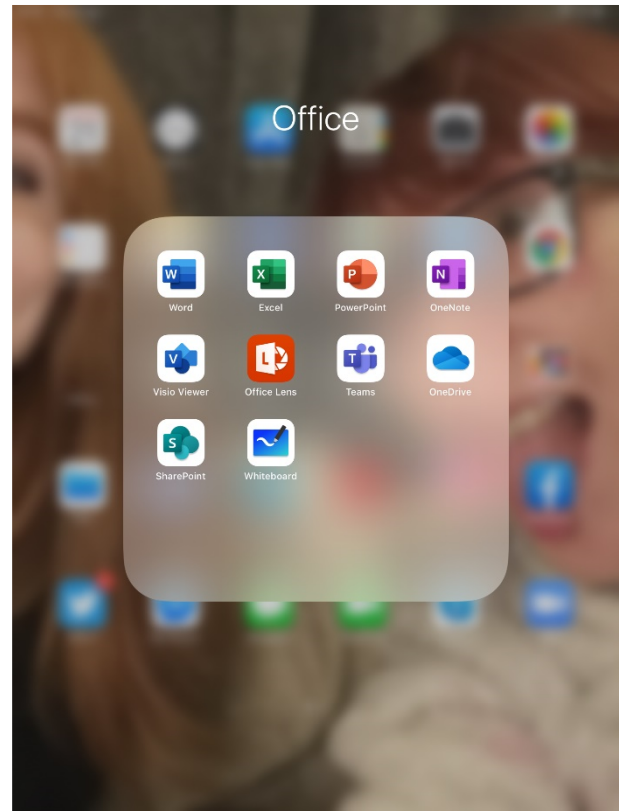
Android: [https://play.google.com/store/apps/details?id=com.microsoft.office.officelens&hl=en\\_GB](https://play.google.com/store/apps/details?id=com.microsoft.office.officelens&hl=en_GB)

Windows: <https://www.microsoft.com/en-gb/p/office-lens/9wzdncrfj3t8?activetab=pivot:overviewtab>

## SOME TIPS AND POINTS ABOUT SCANNING A DOCUMENT IN A CLEAR MANNER TO SEND TO YOUR TEACHER

- 1: Make sure the document you are scanning is **illuminated well** and white parts of pages are as white as possible. This makes written feedback from your teacher given on Firefly easier for you to read.
- 2: Try to ensure that the pages of your document **are as flat as possible** when you scan them.
- 3: Try to have a **high contrast background** to place your document on for scanning.
- 4: Try to get rid of unwanted parts of the scan. EG. If scanning a page of your exercise book and Lens picks up the other page then adjust the borders of the image as shown in part 6 and 7 of this document.
- 5: **Scan multiple pages of a piece of work in to one single document.** This is easier for teachers to deal with on Firefly compared to multiple images.
- 6: **Save your document with a suitable name** before uploading it on Firefly. This makes it easier for you to find later if you need it. Also add your name at the end of the document name as your teacher may download the whole class set of work to look at in one go so this will enable them to identify your work.

1: Install and open Office Lens on your iPad.



2: Choose a high contrast background (where the colour of the document and the background are very different) to place your document on for scanning.

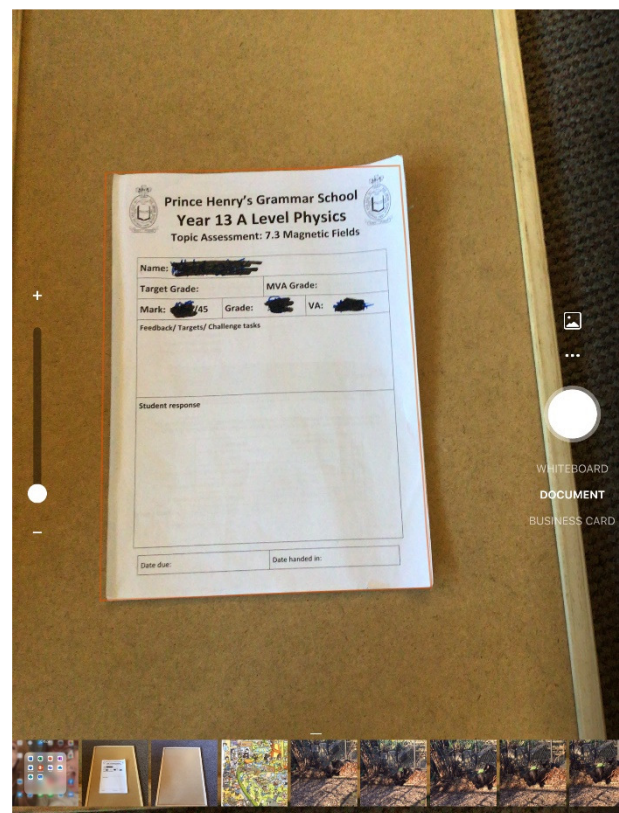
This is because Lens automatically looks for the edge of your document and the greater the contrast between the document and the background the easier and better it can do this.

Try to make sure the pages of your document are flat as possible to give the best quality image scan.

When you take a scan of your document you don't have to be directly above but can do it from an angle (to avoid shadows, ect).

Lens will show where it thinks the edges are by the orange lines.

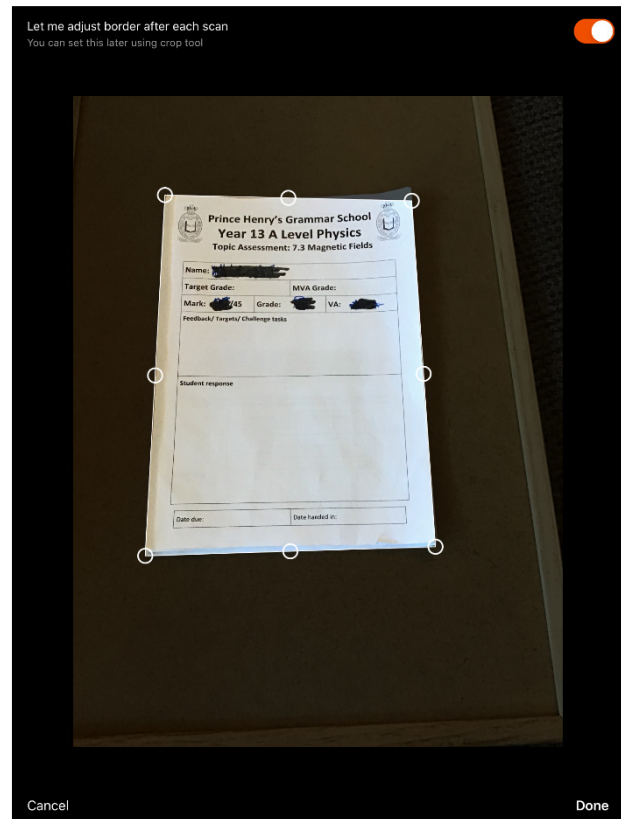
Once the orange lines show the edge of your document then click the "take picture" button on the right-hand side of the screen.



3: When you click the “take picture button”. Lens will capture the image and identify what it thinks are the edges of your document.

If the edges are not in the correct place you can use the small circles to adjust where they are.

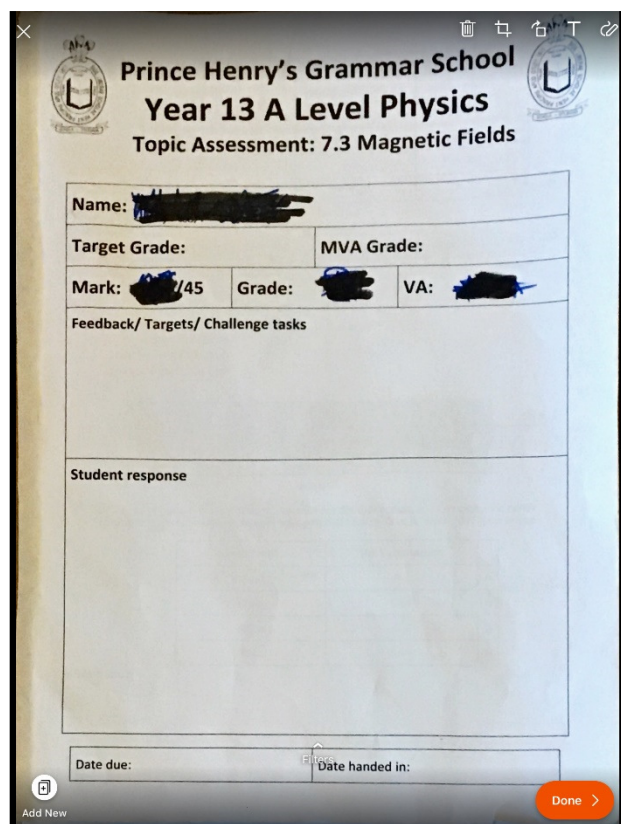
Once the edges are okay then click “Done” in the bottom right hand corner.



4: Clicking “Done” will change the image to a neatened-up version which will be much easier for someone else to read when you send it to them.

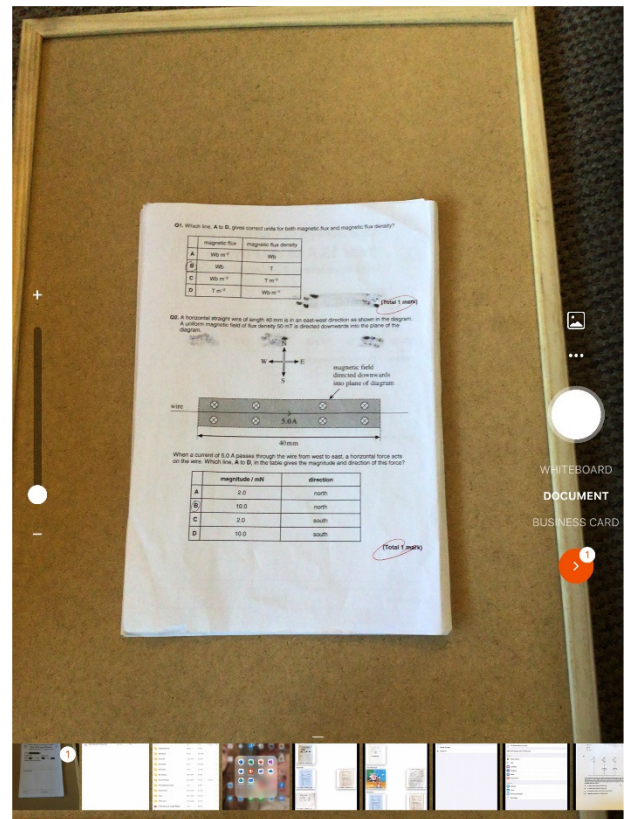
If you only need to add more pages to your scan press “Add New” in the bottom left corner.

If you do not need to add any more pages then click “Done” in the bottom right hand corner and go to step XX



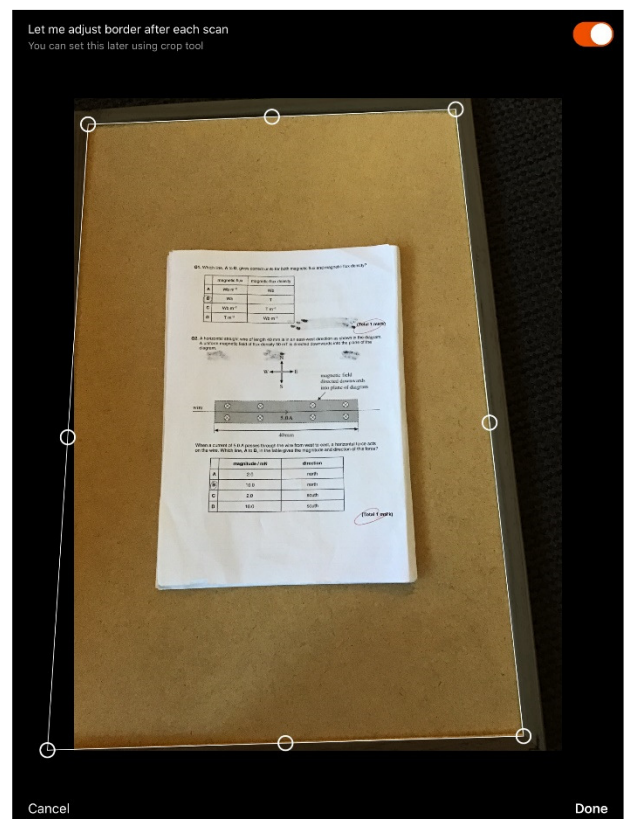
5: Clicking “Add New” allows you to add a new page to the same scan document, so you do not need to send multiple images to someone if you have more than one page of work.

You can add as many pages to your scan as you like.

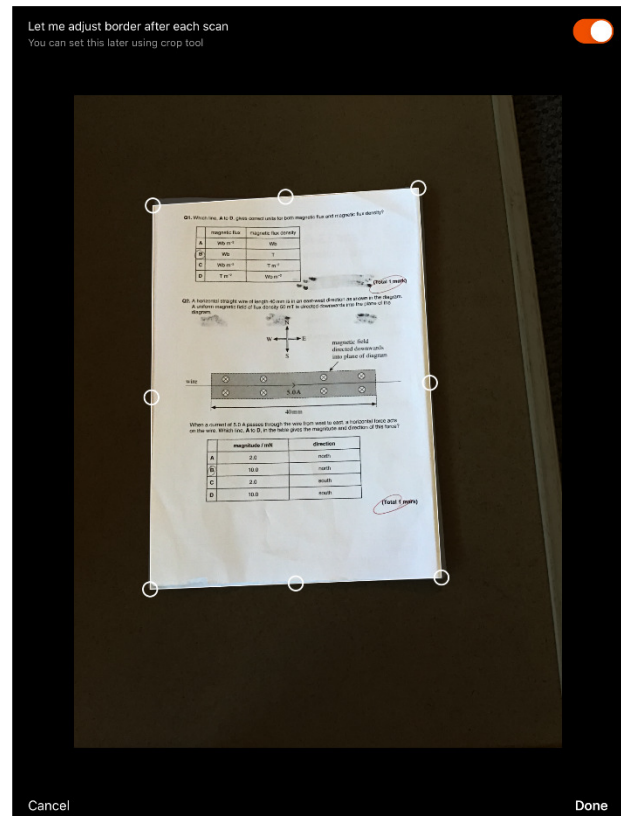


6: Sometimes Lens picks up the edges of your document incorrectly.

If this happens then you can either use the small circles to change the position of the borders or click “Cancel” in the bottom left hand corner to discard the image and try again (this keeps any earlier pages you have already scanned so don’t worry about losing them)



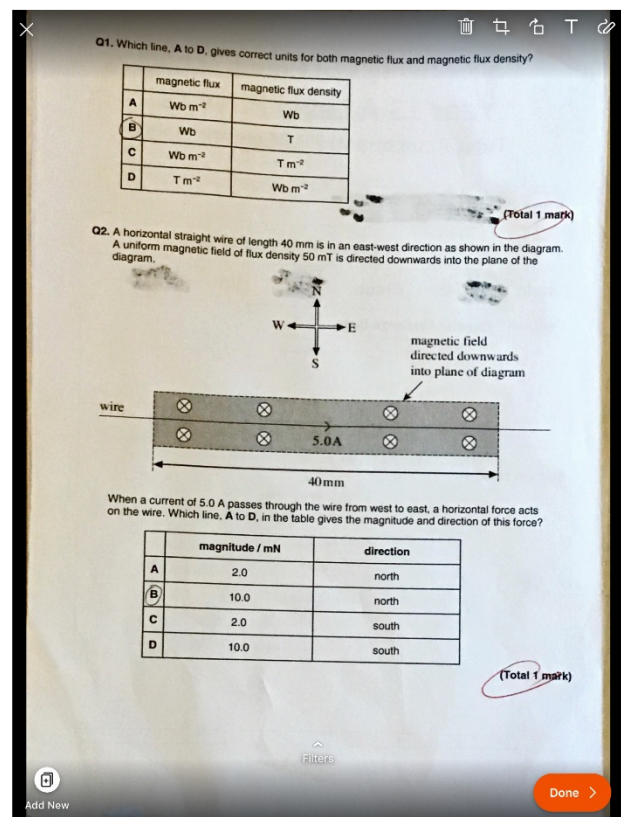
7: Once the border markers have been adjusted, or you have rescanned the image click “Done” in the bottom right hand corner.



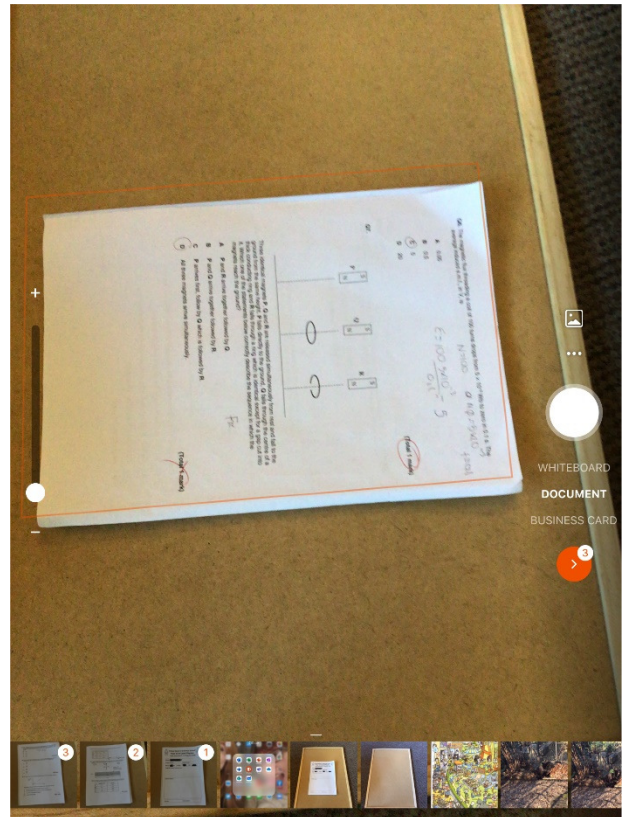
8: This will neaten up your new page and add it to the overall scanned document.

You can keep adding as many pages as you like to the scan.

Once you have added all the pages you want click “Done” in the bottom right hand corner and proceed to step XX

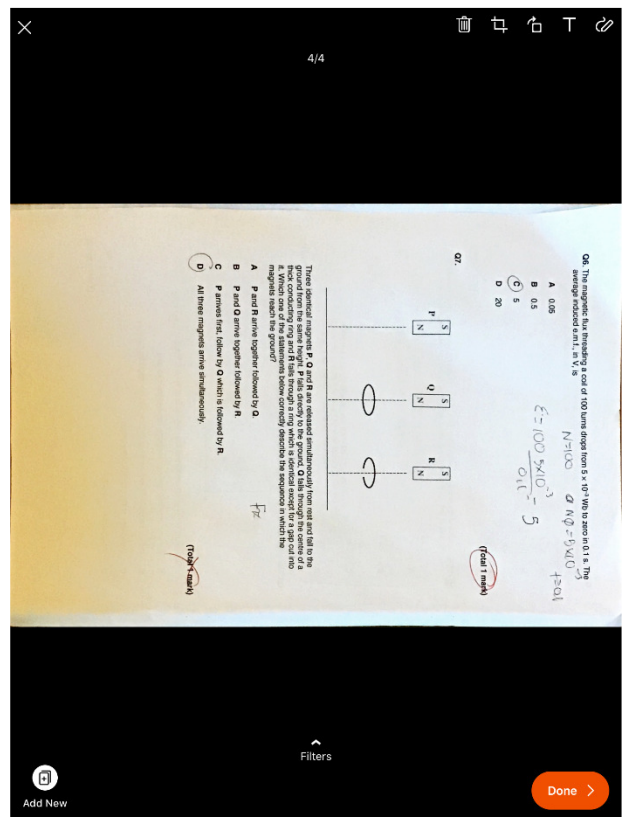


9: If you scan the document sideways this can be a problem for the person looking at it when you upload it.

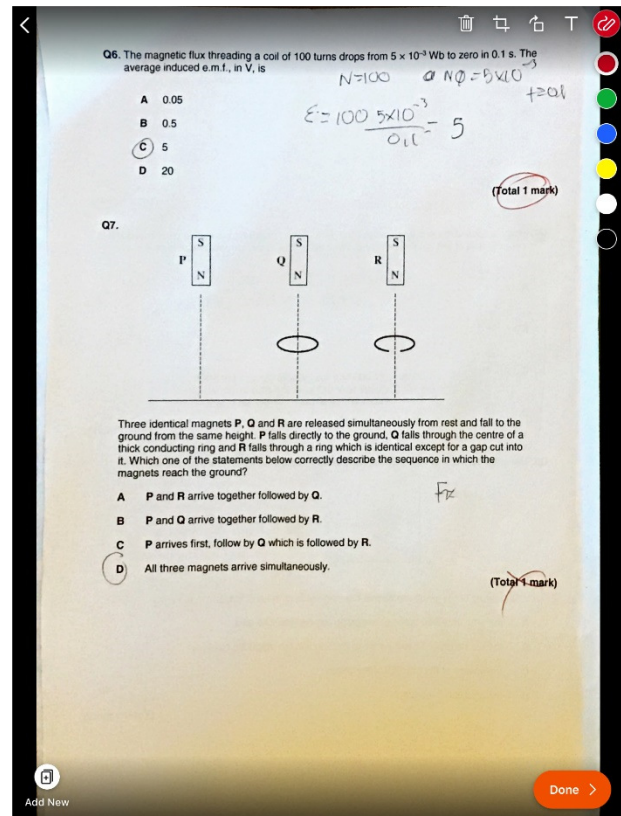


10: If the scan image Lens neatens up for you is sideways then use the “Rotate” button in the top right-hand corner of the screen.

Lens will rotate your scan image 90 degrees each time you click it.

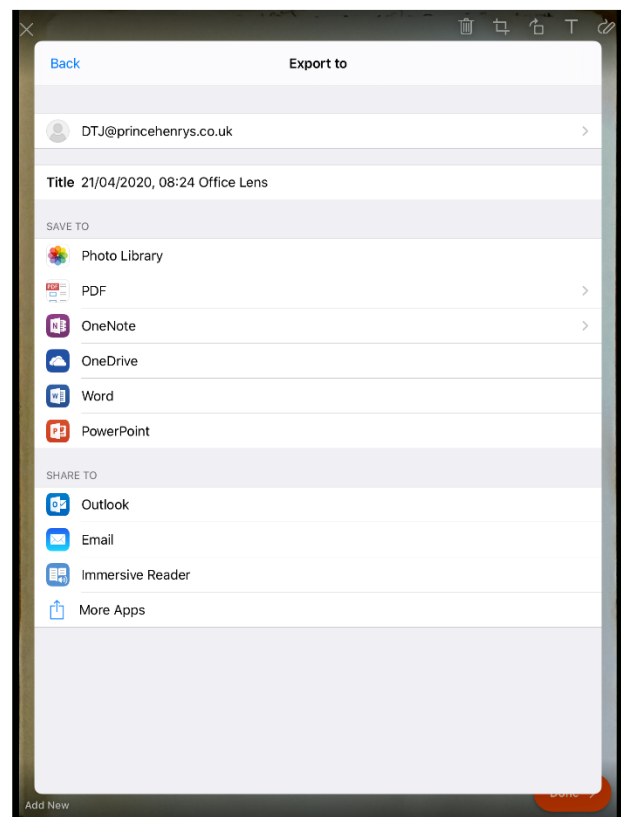


11: Once the page is in the correct orientation then click either “Add New” or “Done” depending on whether you need to add more pages or are ready to complete the document.



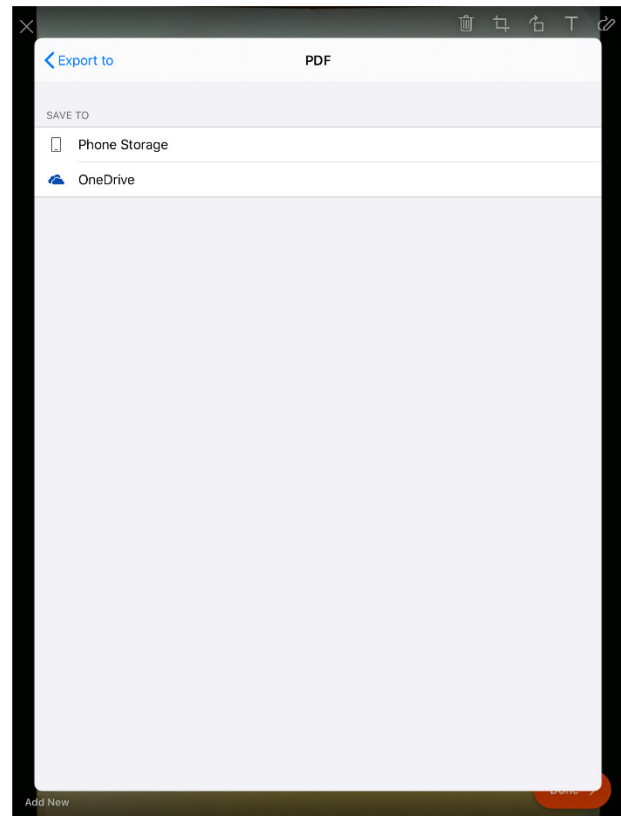
12: Once you click “Done” then you have options of how to save your scan.

For written work that you want to send to a teacher it will be best to export to PDF format so click the “PDF” icon.



13: Once you have chosen PDF you will then need to choose to export to your OneDrive.

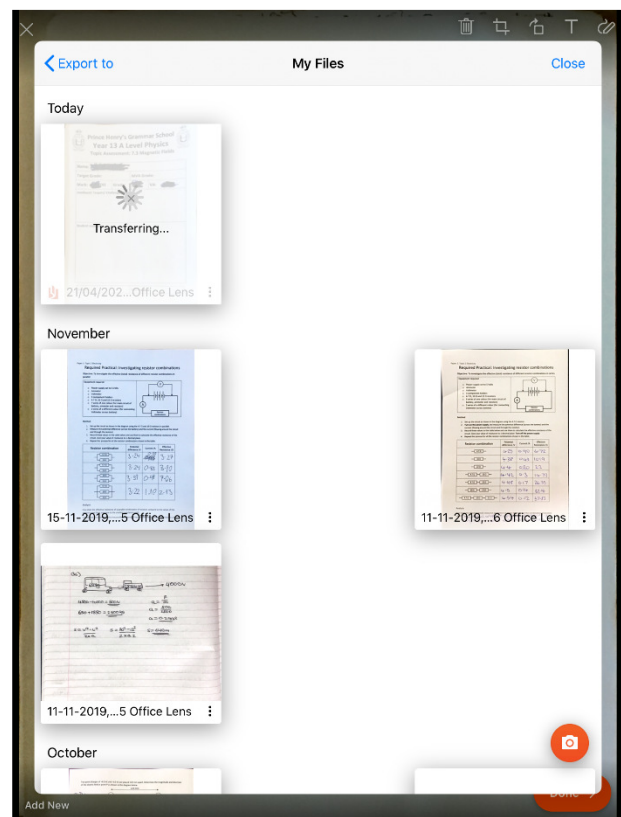
Exporting to your OneDrive means that the document is available from any device that you have connected to your OneDrive, such as iPad, Laptop, PC, ect



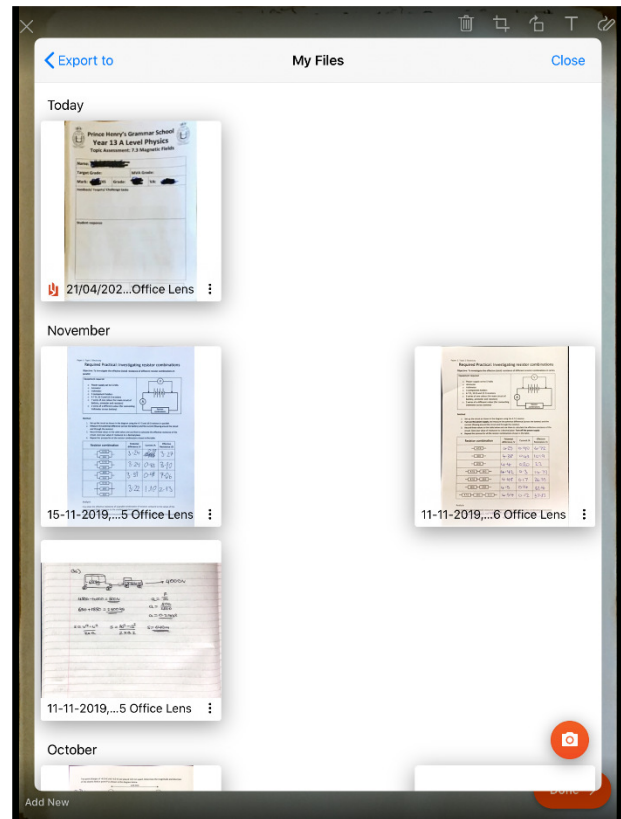
14: Lens will then convert your scan to PDF and save it to your OneDrive.

This can take a few moments so be patient.

The more pages scanned the longer it will take.



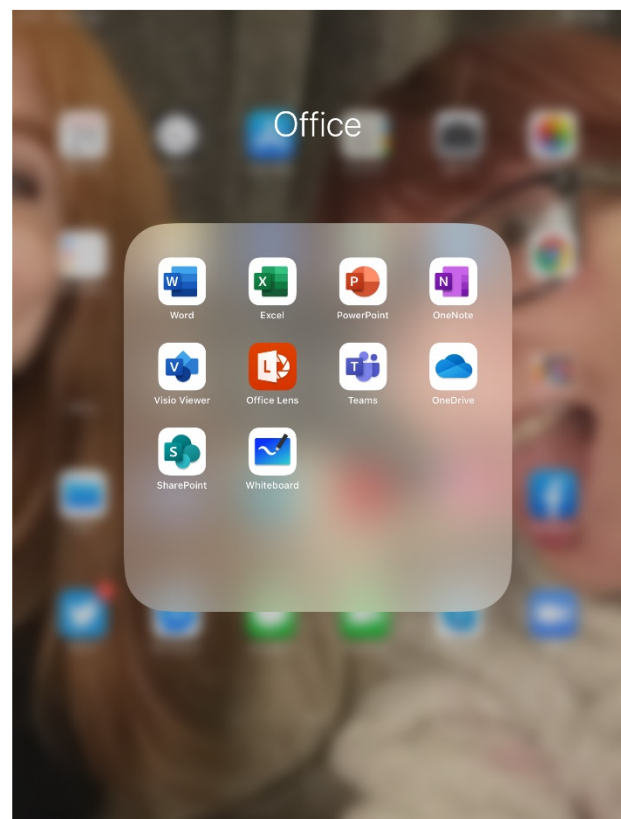
15: Once Lens has converted and saved your scan to OneDrive it should show up as an icon showing the first page of the scan.



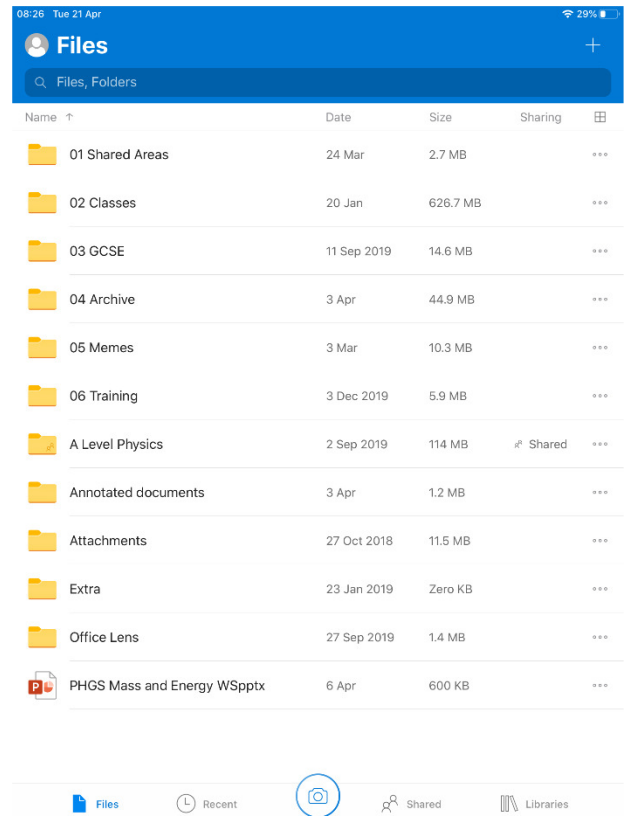
16: The scanned document should now be in your OneDrive, so open OneDrive on your iPad.

If you do not have the OneDrive app installed on your iPad you can download it from the App Store

NOTE: You can download the entire Office Suite to your iPad. In fact, you can download Office on to 5 devices using your school account.



17: OneDrive will have created a folder called "Office Lens". This is where your scanned document will be stored.

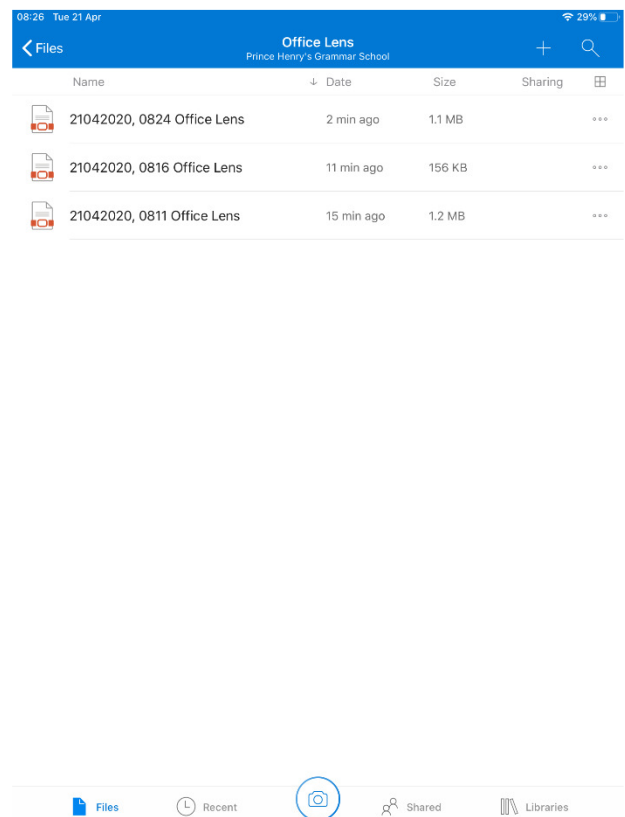


18: If you open the Office Lens folder you will have access to all the documents you have scanned.

From here you can rename them and then move them to other folders as you require.

If you rename a document to send to a teacher makes sure you give it a useful name that will help them know what it is.

Also it can be useful to add your name or initials to the name.



If you have a PC then you should be able to access your OneDrive from your PC folders like any normal drive area or USB stick. This makes it very easy to send the scanned document wherever you need to.

