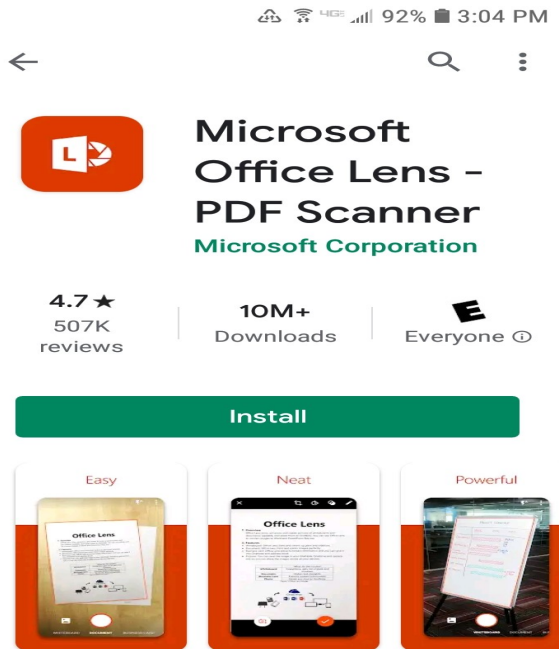


## How to Install Microsoft Office Lens for Android

The free Office Lens app turns your device into a powerful portable scanner that recognizes text automatically (OCR).

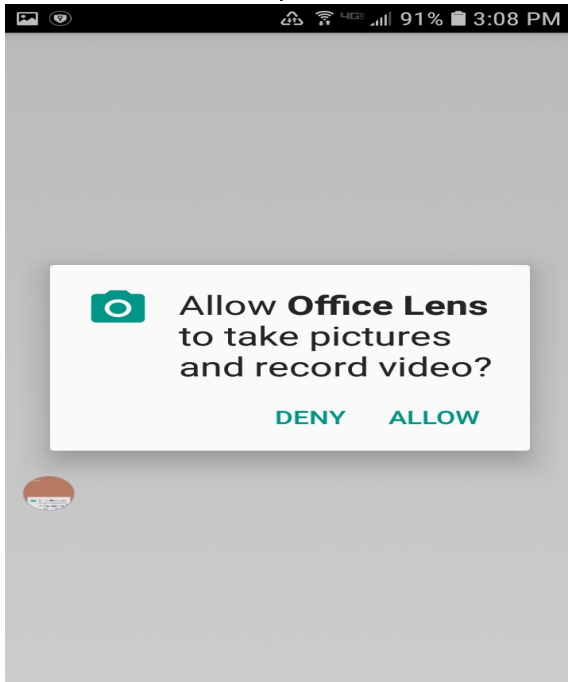
1. In the Android Play Store, search for "Microsoft Office Lens" and then click Install.



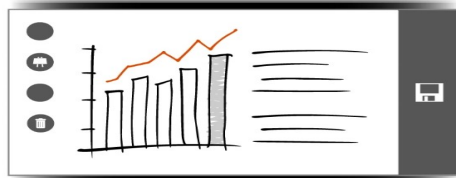
2. Click "Allow" Office Lens to access photos.



3. Click "Allow" to take pictures.



4. Tap the "Start Scanning" to begin the scan.



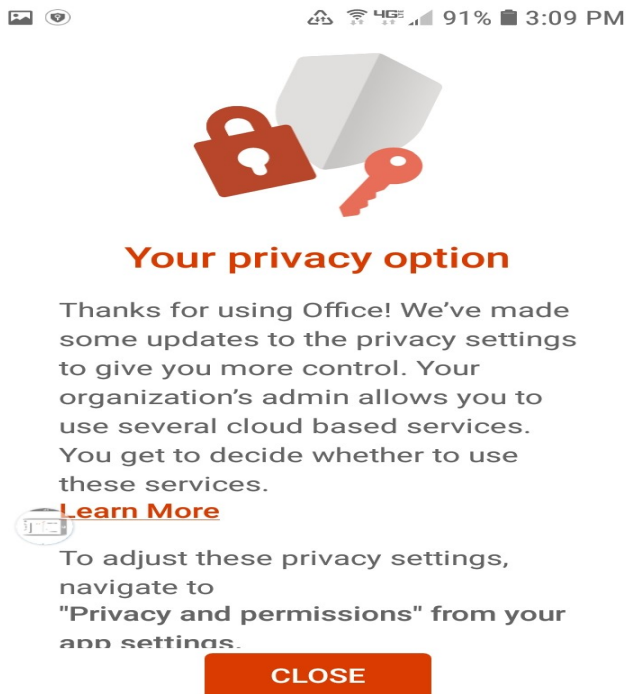
### Your pocket scanner

Frame your shot from any angle.  
We clean it up for you.

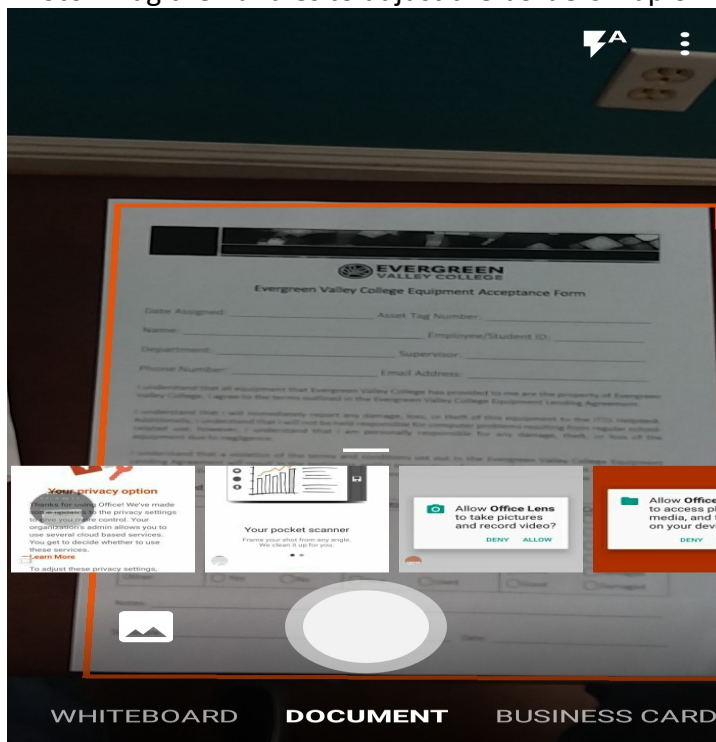


**START SCANNING**

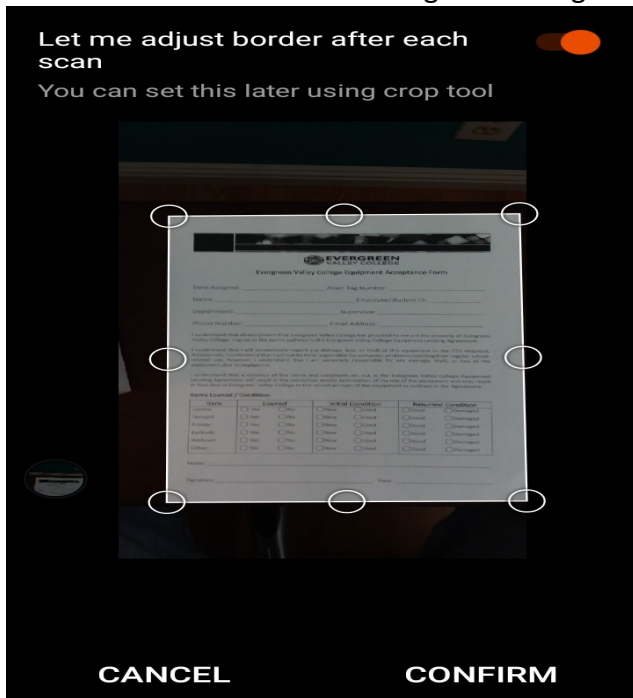
5. "Privacy option setup screen" click on "Close" to continue.



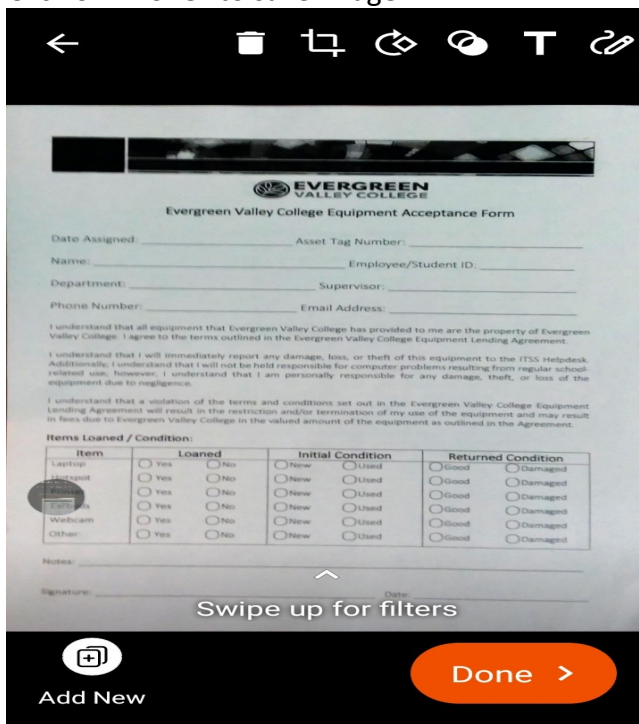
6. As soon as you open Office Lens, you can choose a capture mode. Swipe left or right near the bottom of the screen to select either Whiteboard, Document, Business Card, or Photo. Drag the handles to adjust the borders. Tap on "camera" button.



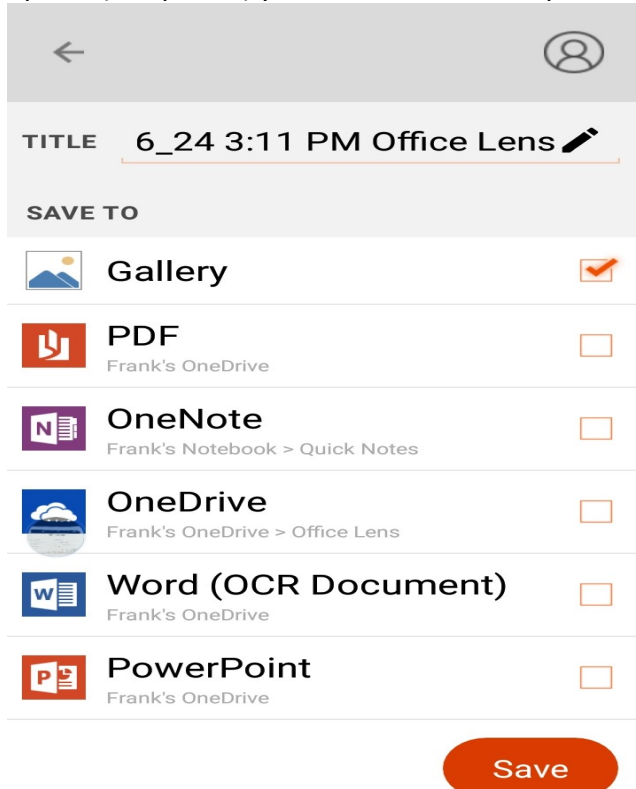
- Click on CONFIRM to acknowledge that image is OK.



- Office Lens lets you edit a captured image before you save it, so it looks exactly how you want. Click on "Done" to save image:



- If your image was captured in Whiteboard, Document, or Photo mode, you can save it to your Android phone's Gallery. You can also save the image as a PDF (Portable Document Format) file, or save it to Microsoft OneNote, OneDrive, Word, or PowerPoint. Check the option (or options) you want, and then tap Save.



- Returns to Scan image screen to take another image:

