Microsoft® Office 365

Mobile iOS

JAMES COOK UNIVERSITY
AUSTRALIA

Information &
Communications Technology

Office Lens: Quick Start for iOS

Office Lens is like carrying a scanner in your pocket and is specially designed for capturing images, whiteboard content, business cards and documents. Office Lens can also trim, enhance and make pictures of whiteboards and documents more easily readable. You can use Office Lens to convert images to PDF, Word and PowerPoint files, and you can even save images to OneNote or OneDrive.

Installation and Setup

1. **Open** the **App store** on your iOS device (iPhone or iPad).
2. **Type Office Lens** into the search bar and select Office Lens from the list of suggestions.
3. **Click Get** to download.
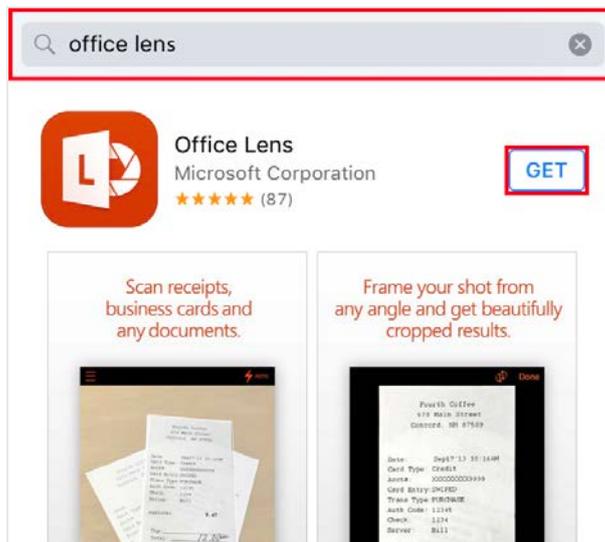
4. **Open** Office Lens on your iPhone or iPad and **swipe** through the introduction slides.
5. **Allow Access** to the camera, to be able to use app features.
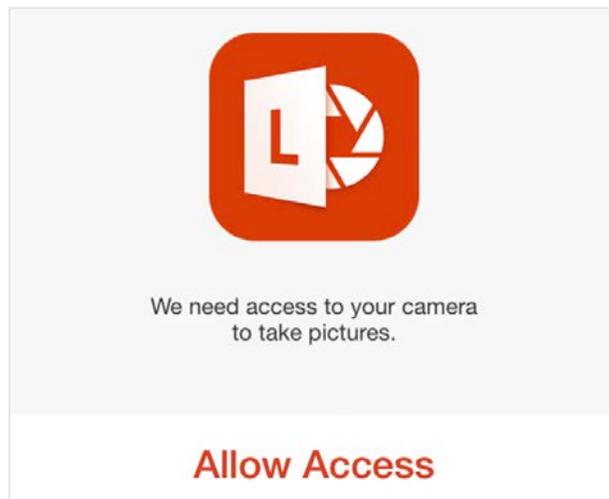
Document Capture

1. Document capture options are listed near the **red** shutter button. **Swipe** or **Tap** to **select**. Options include:
   - Business Card   Record and save business cards
   - Photo   Capture standard photos (native camera application recommended)
   - Document   Best for documents
   - Whiteboard   To capture whiteboard images (if whiteboard is reflective, choose Document or Photo)
2. For best results position subject in centre of frame. Try to avoid casting shadows on the document.

3. To take a photo, hold the camera straight and still and **tap** the **red** shutter button. Once the image is captured it is displayed on-screen.

4. To add another page to the document **tap +1**.
   To **delete** the captured image or page, tap the **trash can**.
   If cropping or rotation is necessary **tap crop**.

5. Once all pages have been captured, **tap Done**.
6. **Tap Save All** (if saving multiple images) and select a location to save the captured images, eg: Photo Library, OneNote or OneDrive.

Saving a Business Card

1. **Select Business Card** from the document capture options.

2. Hold the camera straight and still over the business card and when the white box lines up with the card, tap the **red shutter**.
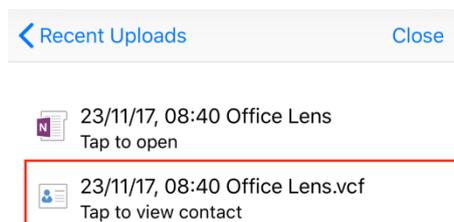

3. **Tap Done** when any required editing is complete.
4. Select **OneNote** from the export options (sign in with JCU email and password may be required).

5. Add a **Title** and select a **Location** in OneNote to save card. Tap **Save**.
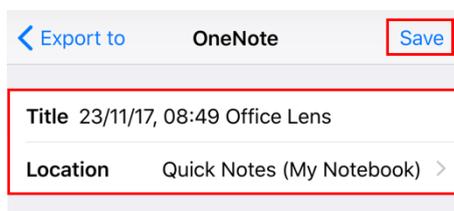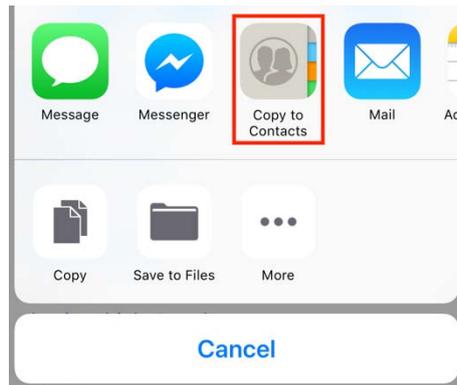

6. After tapping save, the note will take a few seconds to process and upload, when complete select the note and **Tap to view contact**.
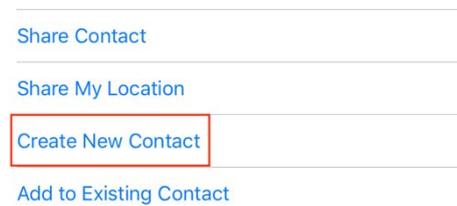
7. Tap the **upload** in the top left.

8. Tap **Copy to Contacts**.

9. Scroll to the bottom and select **Create New Contact**.

10. Check contact details, correct if needed and **tap Done**.