

Creating a Single Document for Class Test or Exam upload using Microsoft Lens

This guide was made with a Samsung Galaxy S8 running Android Pie (9.1) and using version 16.0 of the MS Lens App.

There may be subtle differences in the visual aspects if you are using older or newer versions of Android or MS Lens



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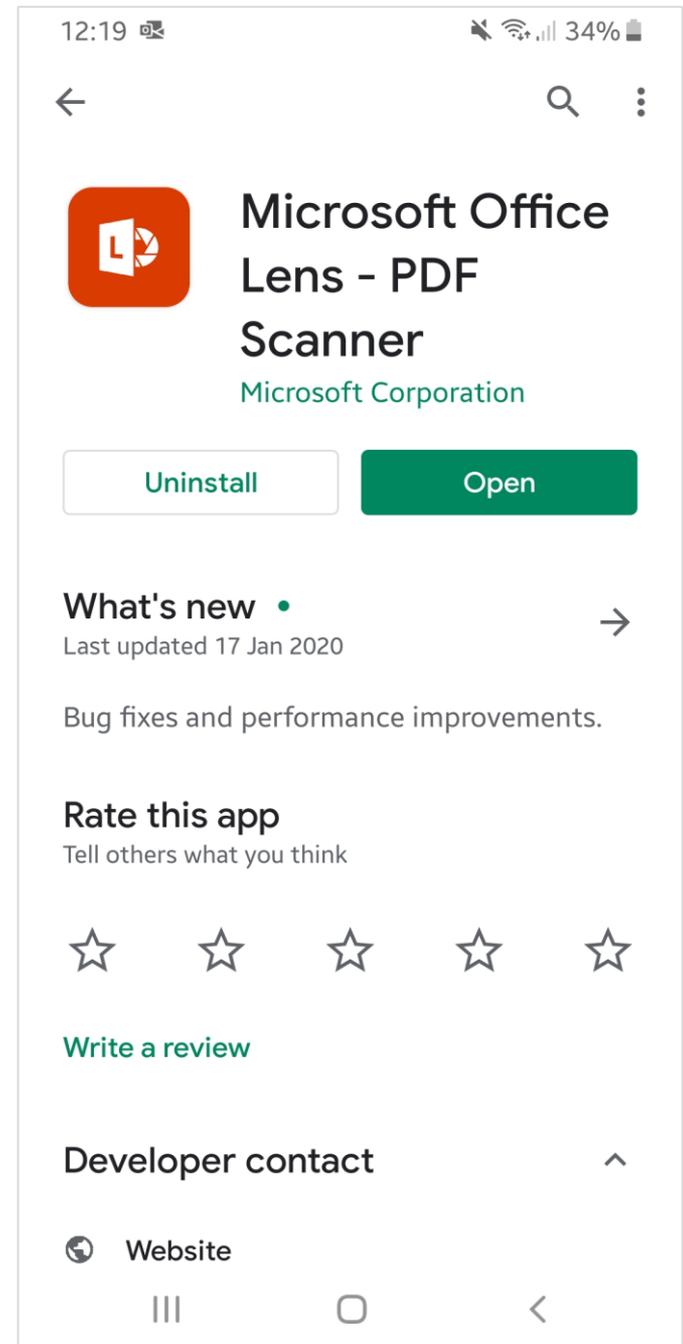
Go to the Play Store and find search “**Microsoft Office Lens**”.

You should find the app “Microsoft Office Lens – PDF Scanner” as the top result.

Install the App (*this app is free*).

It would be a good idea at this point to install the **OneDrive** App.

Link your university **OneDrive** account to your device for easier upload once the document is created.



Open the Office Lens App on your Android device.

It should look like this as it loads.

 Microsoft

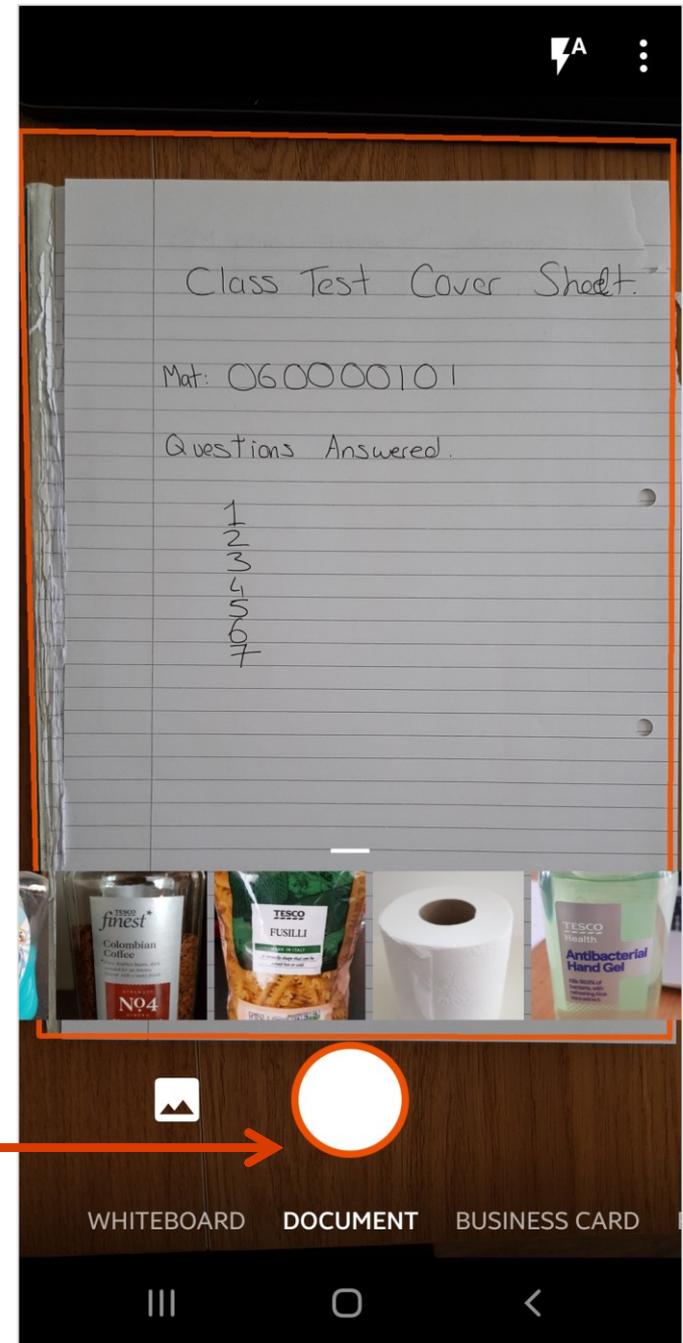


Ensure you are in **DOCUMENT** mode at the bottom of the screen.

Use the camera to get the document you want captured in the flashing **orange box** that appears (It does not need to be perfectly aligned).

Press the large white 'capture' circle to capture an image.

You may or may not see your recent photos in the bar on the screen.

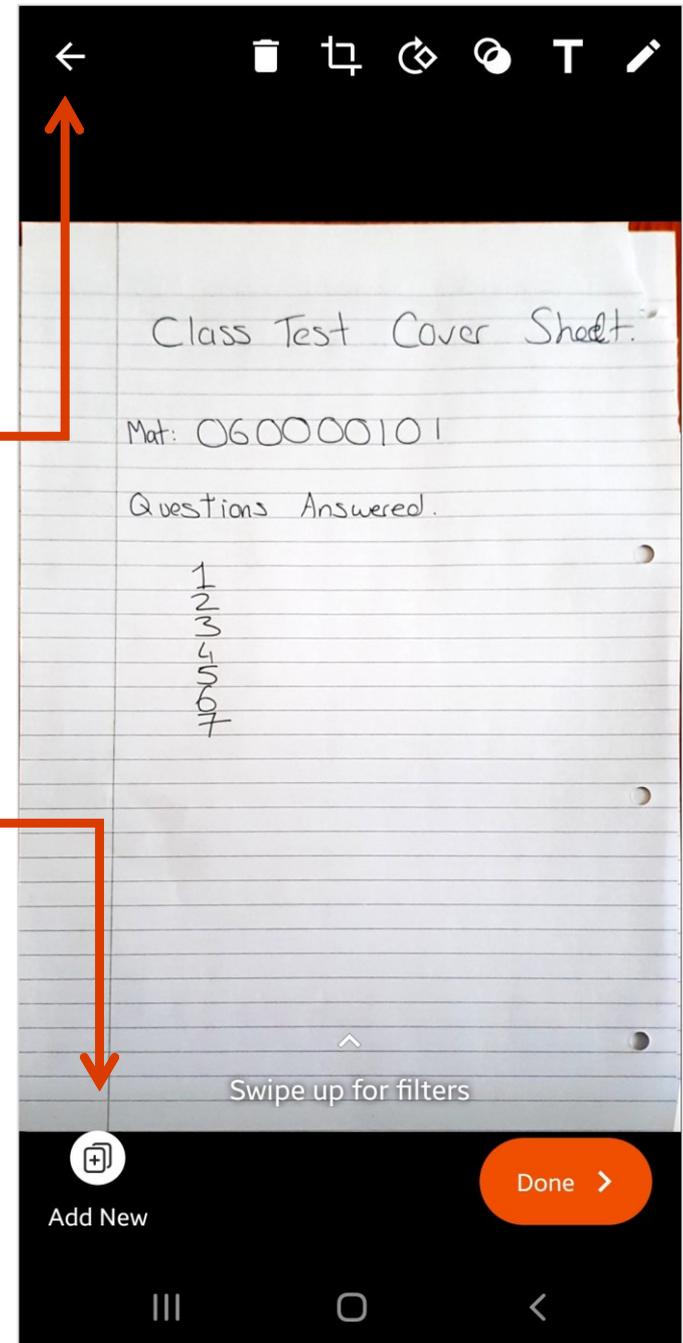


After the first image is captured, you will see a preview of the captured page.

If you don't like this or it hasn't captured correctly, press back to take it again (top left of screen).

If you want to delete the **current** page only, tap the bin symbol. 

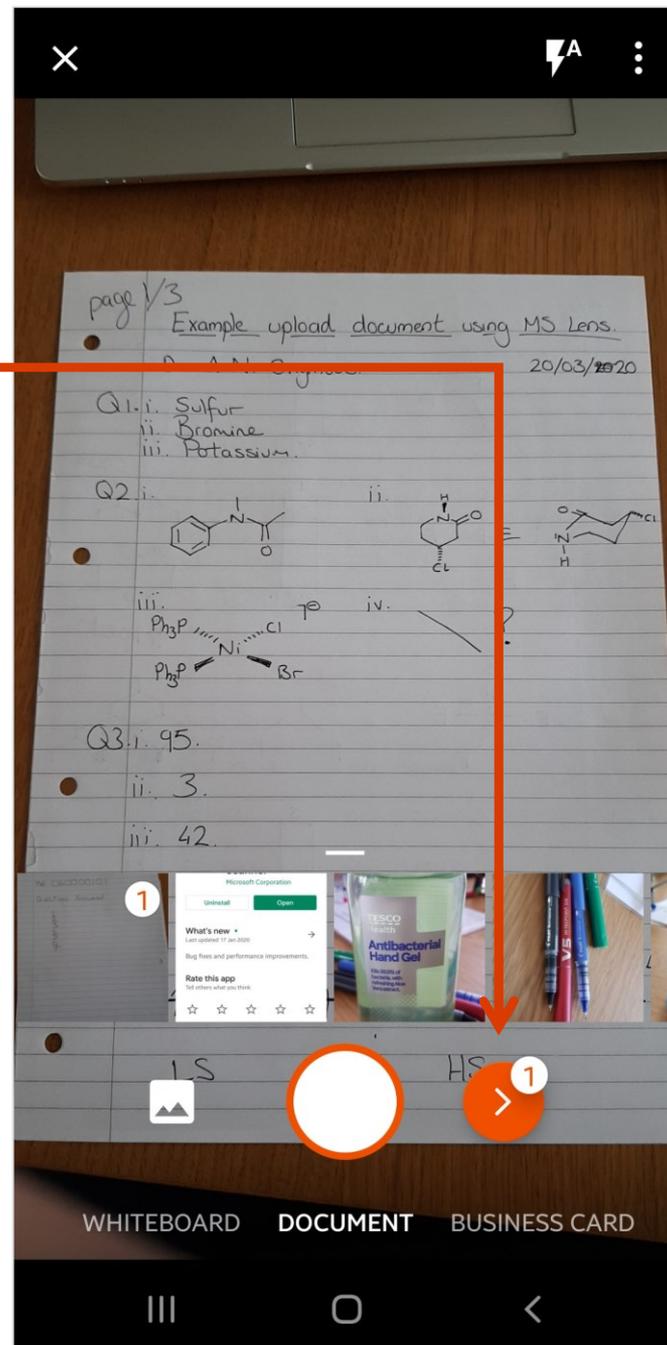
If you are happy, click the "Add New" button in the bottom left of the screen.



Now you can begin capturing all pages of the document you wish to turn into a single PDF.

The **orange circle** (next arrow) should have a number next to it indicating the number of pages currently in the document.

You can also see the previously captured pages in the camera roll towards the bottom of the phone screen.



Once you've added all your pages (this example is a 4-page document), your screen should look like this.

You can change the order of the pages and which pages you wish to include by clicking on them.

Once you are happy with the pages and the order, click the **orange circle**



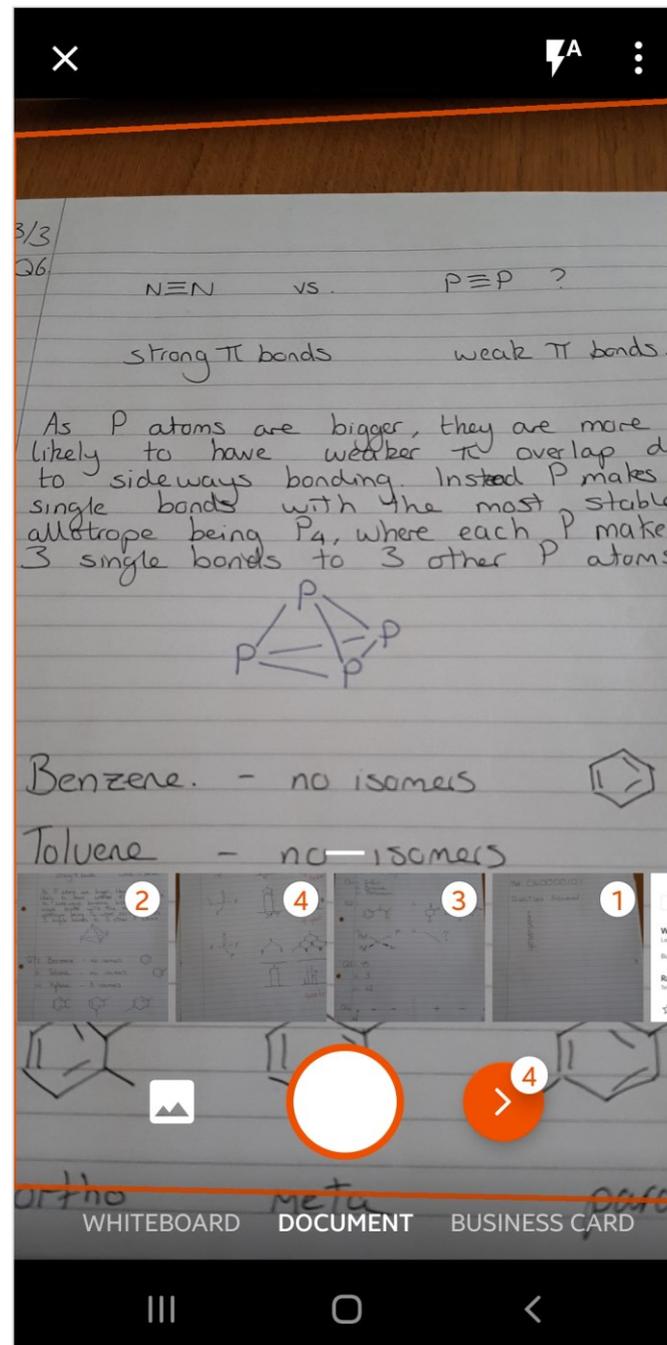
Caution!

If you tap the  symbol, your captured image will be discarded.

You *should* get a warning first.

Do you want to discard this image?

CANCEL DISCARD

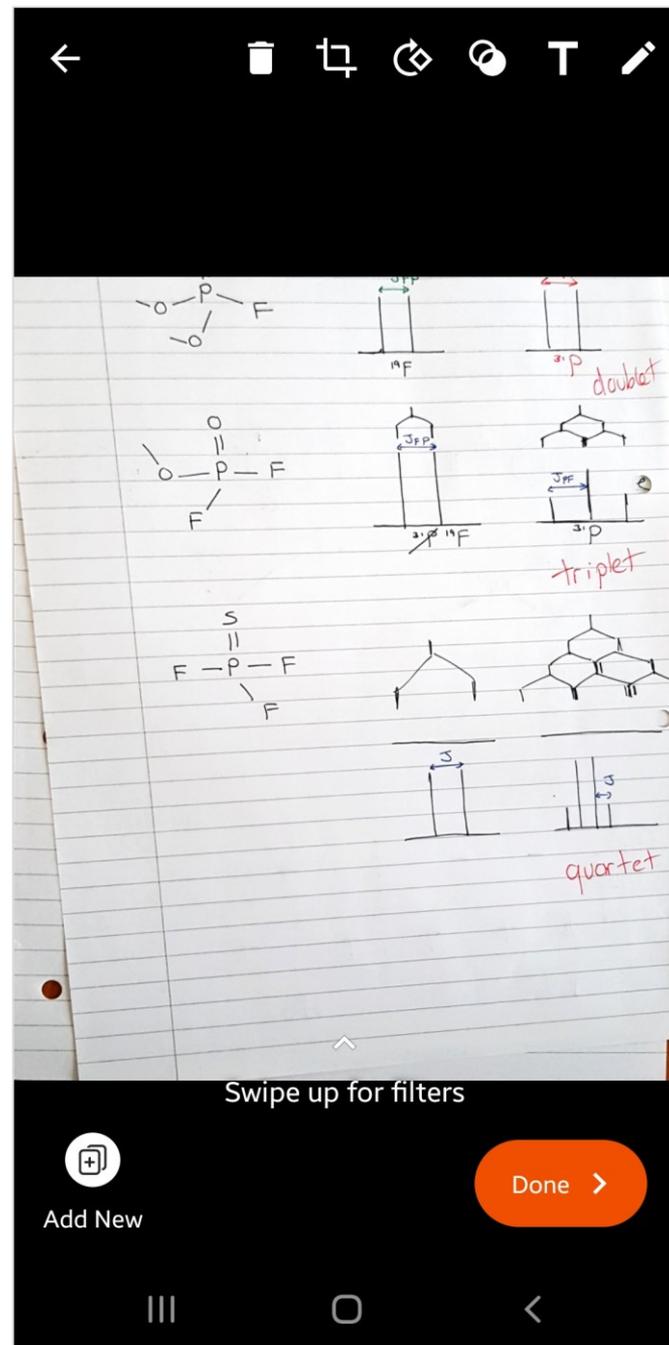


Now you should see a preview of the document and can swipe through the various pages.

If you need to edit the order, you can do so by clicking the back button (arrow) in the top left corner of the screen.

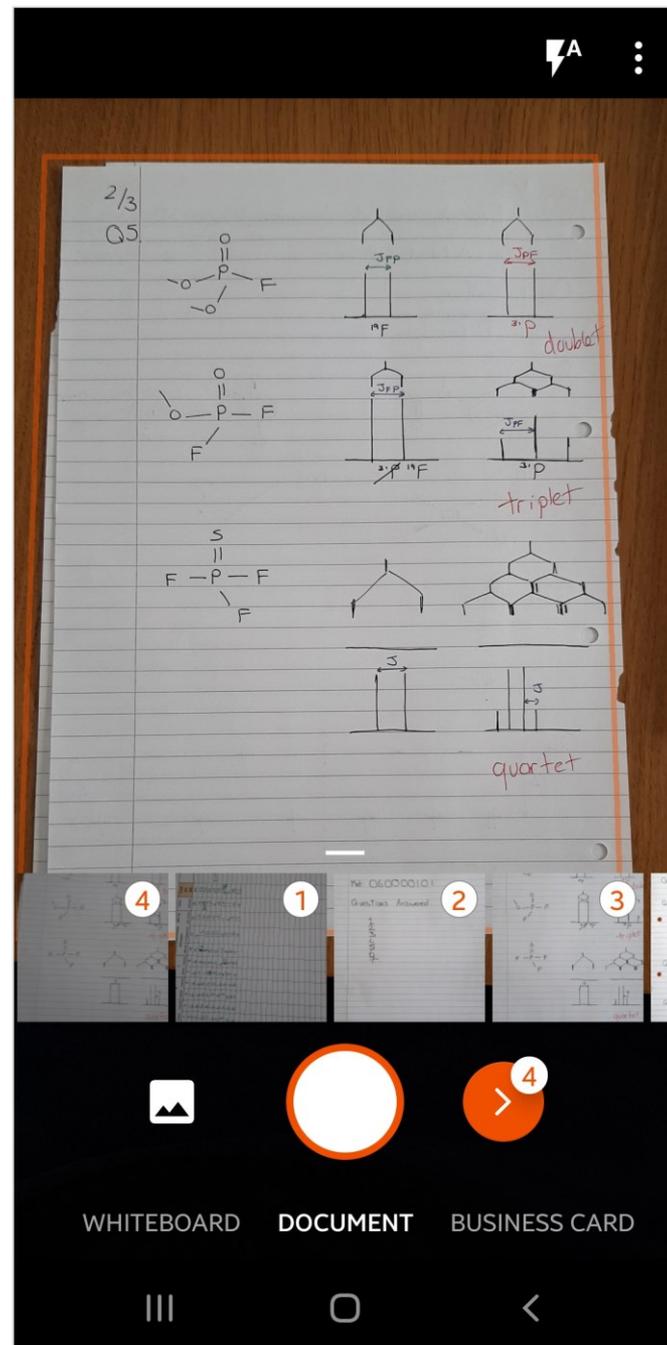
Any pages you are unhappy with can be deleted using the bin icon.

If, like in this example, a page has not captured correctly (e.g. cropped the top too much), you can retake the image by clicking “Add New” again to retake the image.



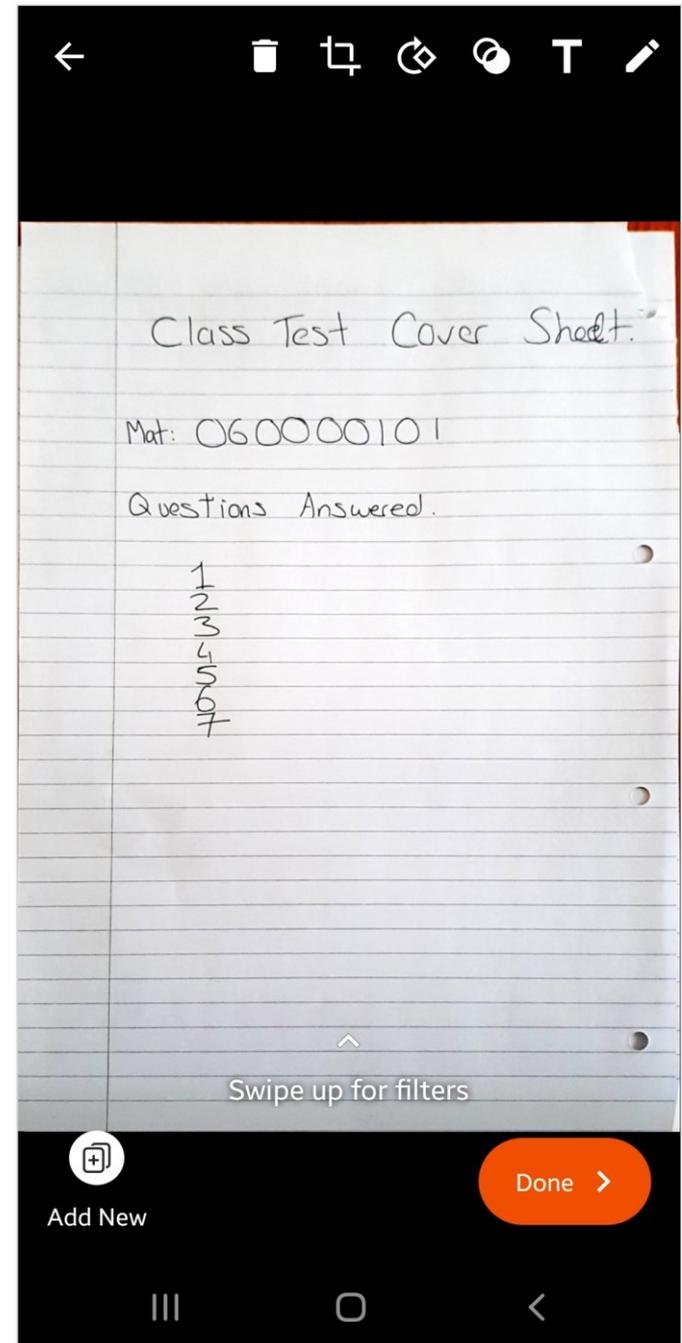
You can unselect the badly captured image and take a new capture to take its place.

Note: you may need to renumber the pages again.



At this point, you can rotate the pages, crop them, *etc.* using the toolbar at the top of the screen.

Once you are happy with your document, tap **Done** in the bottom right of the screen.



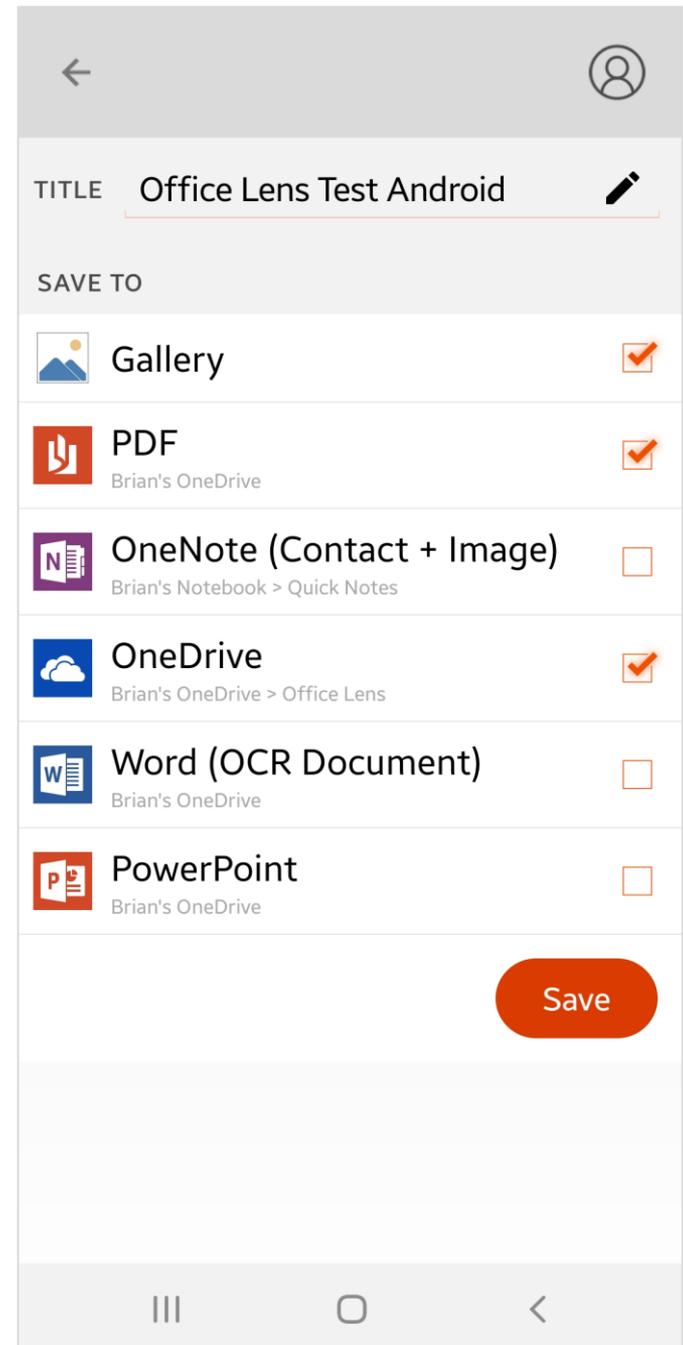
You'll now be asked where you wish to save your new PDF.

Give the file an appropriate **Title**, following any guidelines set out by the module coordinator.

We ***strongly*** recommend you upload this directly to your university **OneDrive**.

It will create a default folder called "Office Lens" if you do not choose an alternative location.

From here, you can access the file through OneDrive online and upload it to MMS.



The new file will now appear here and be unavailable to click until upload is complete.

You can tap on the file to view it.

You can share the file using your device's native share functions.

Please note, there are many other “PDF scanner” apps available other than MS Lens. If the results produced are of a similar quality and the output is a single PDF, other apps can be used.

