

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

This guide was made with an iPhone 11 Pro running iOS (13.3.1)  
and using version 2.33 of the Office Lens App.



iOS



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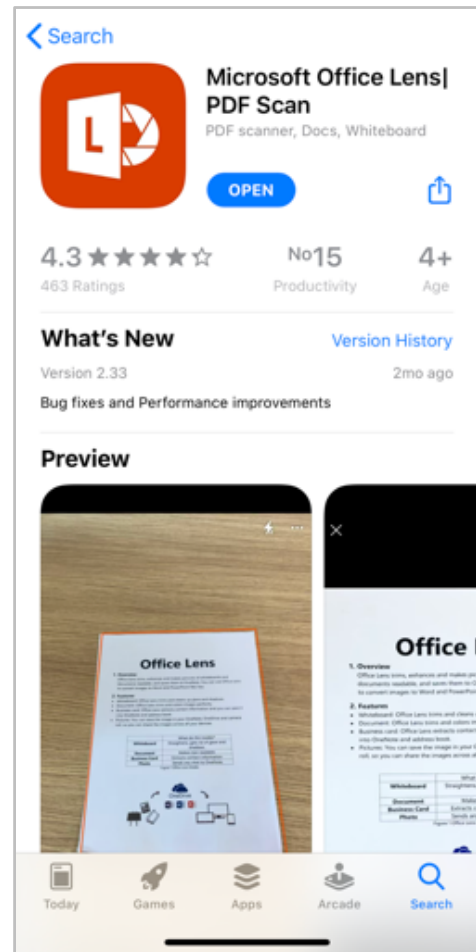
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Go to the App Store and find search  
“[Microsoft Office Lens|PDF Scan](#)”

The top result should be:  
**Microsoft Office Lens|PDF Scanner**

Install the App (*this is free*)

It would be a good idea to install the other **MS Office** Mobile apps and have access to your University **OneDrive** account through your phone to allow for easy upload of scans, once created.



Open the **Office Lens** app on your phone or iPad.

It should look something like this as it loads.



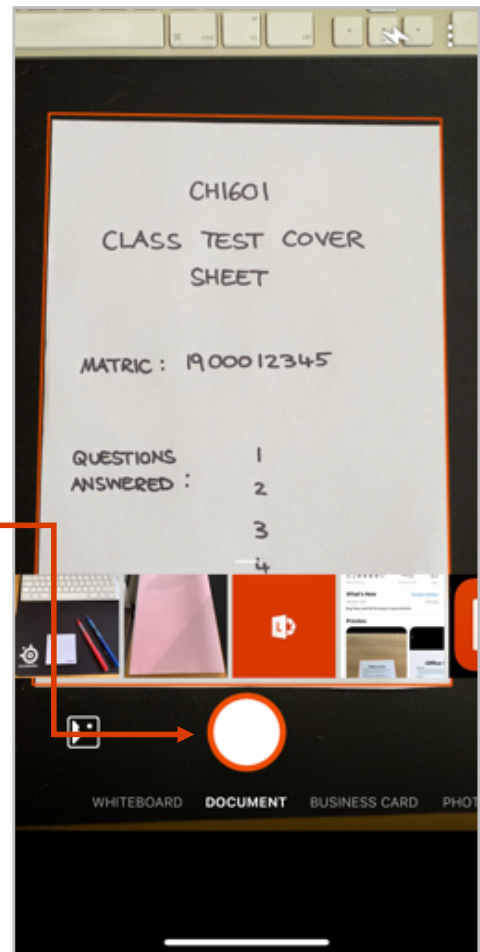
Ensure you are in **DOCUMENT** mode at the bottom of the screen.

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).

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

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

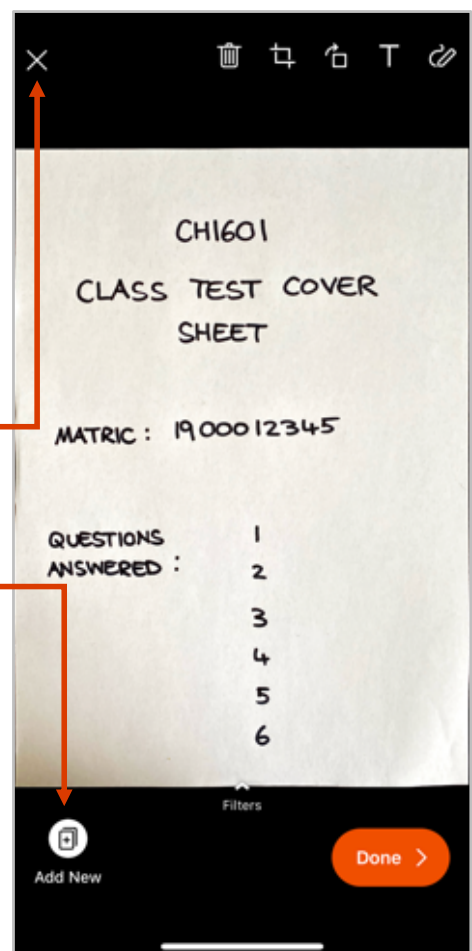
If you do, you can swipe down on them to make the bar disappear.



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

If you don't like this or it hasn't captured correctly, tap **X** to delete and take it again.

If you are happy, tap 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 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.




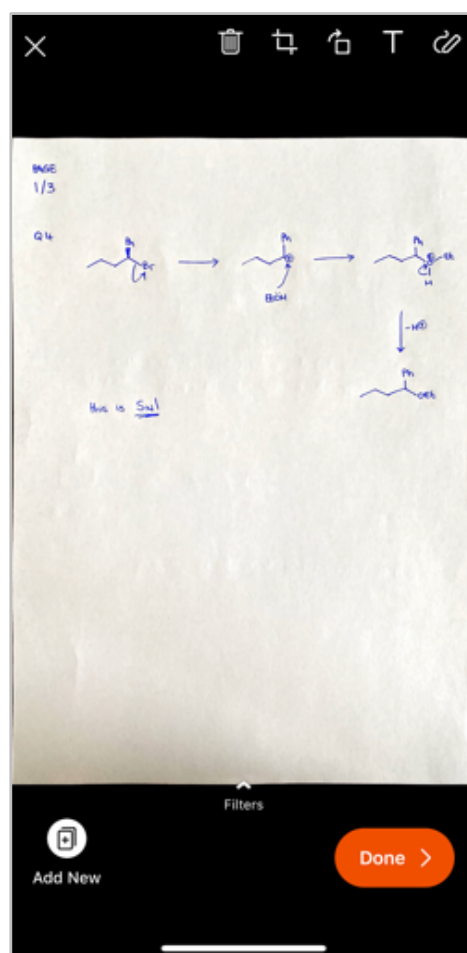
After each new page you capture will show a preview page like this.

If you are happy with the image, tap **Add New** to continue capturing your document.

If you want to delete the **current** page only, tap the trash can. 

### Caution!

If you tap the  symbol, your whole document capture will be deleted.

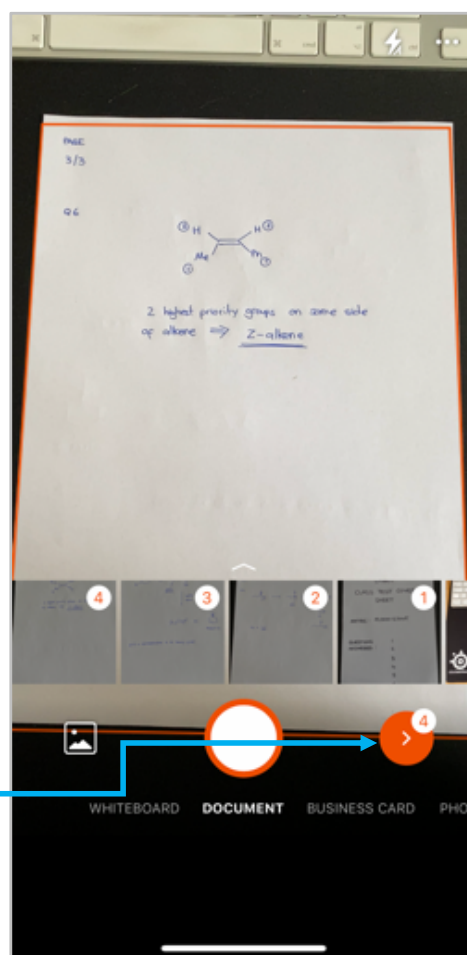
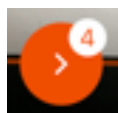


Once you've scanned all your pages, tap **Add New** once more.


(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 tapping on them.

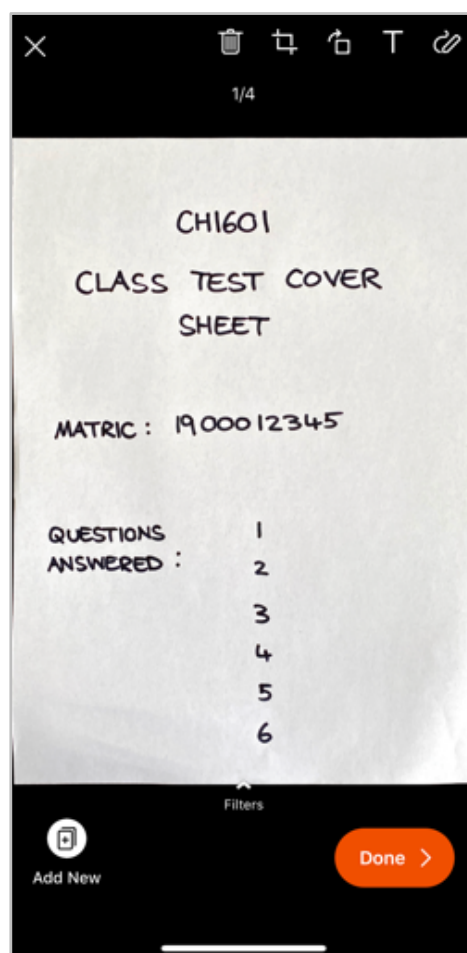
Once you are happy with the pages and the order, tap the **orange circle** to review your document.



Now you should see a preview of the document and can swipe through the pages (4 in this example)

Any pages that you are unhappy with can be deleted using the trash can icon 

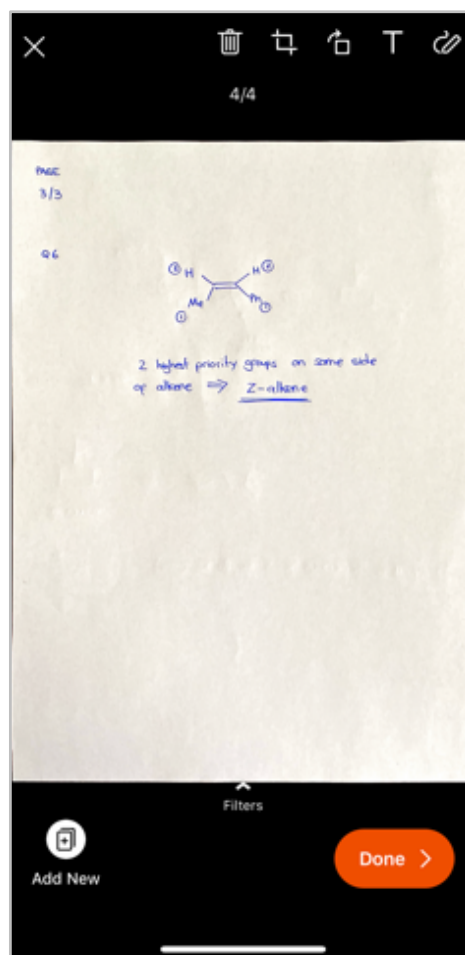
If you need to edit the order, or re-capture a picture, you can do so by tapping the **Add New** on the phone to return to the previous screen.



In the preview mode, you can crop or rotate any pages that need adjustment. Use the toolbar at the top left of the screen:



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

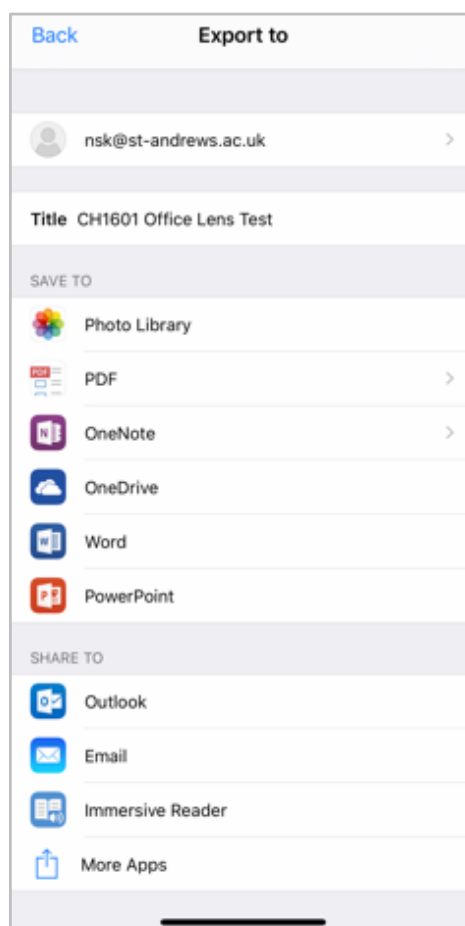


If you have logged on to OneDrive on your phone (or signed in with any MS Office App) your screen will look like this.

You'll now be asked how and where you wish to save your document.

Give your file a sensible **Title**, following any guidelines from the module coordinator.

Choose **PDF** to save your document as a single file.

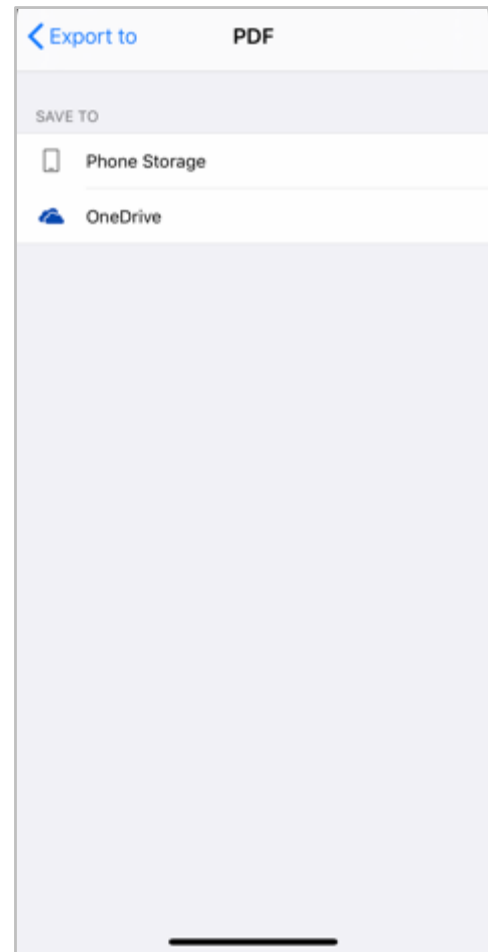


You'll now be asked where you wish to save your document.

We **strongly** recommend you upload this directly to your university **OneDrive** account by tapping the icon.


It will save to a default folder called **Office Lens**.

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



The new file will be greyed out until uploaded. Once upload is complete, your phone will look like this.

You can tap on the file to view it.

You can share the file using your phone's native share function by clicking the share icon. 

*You can use other Apps on iOS such as **Notes** or **Adobe Scanner** to produce PDF documents in similar ways. These can be used instead, provided the output quality is similar and in **PDF format**.*

