

## STEP 1. Download Microsoft Office Lens – PDF Scanner

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 **Microsoft Office Lens - PDF Scanner**  
Installing...  
Verified by Play Protect

Cancel Open

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4.8 ★  
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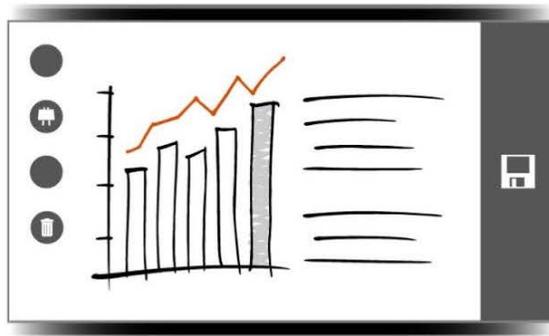
**What's new** • →  
Last updated Jan 17, 2020

Bug fixes and performance improvements.

☰ ○ <

## STEP 2: Open the Program

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### Your pocket scanner

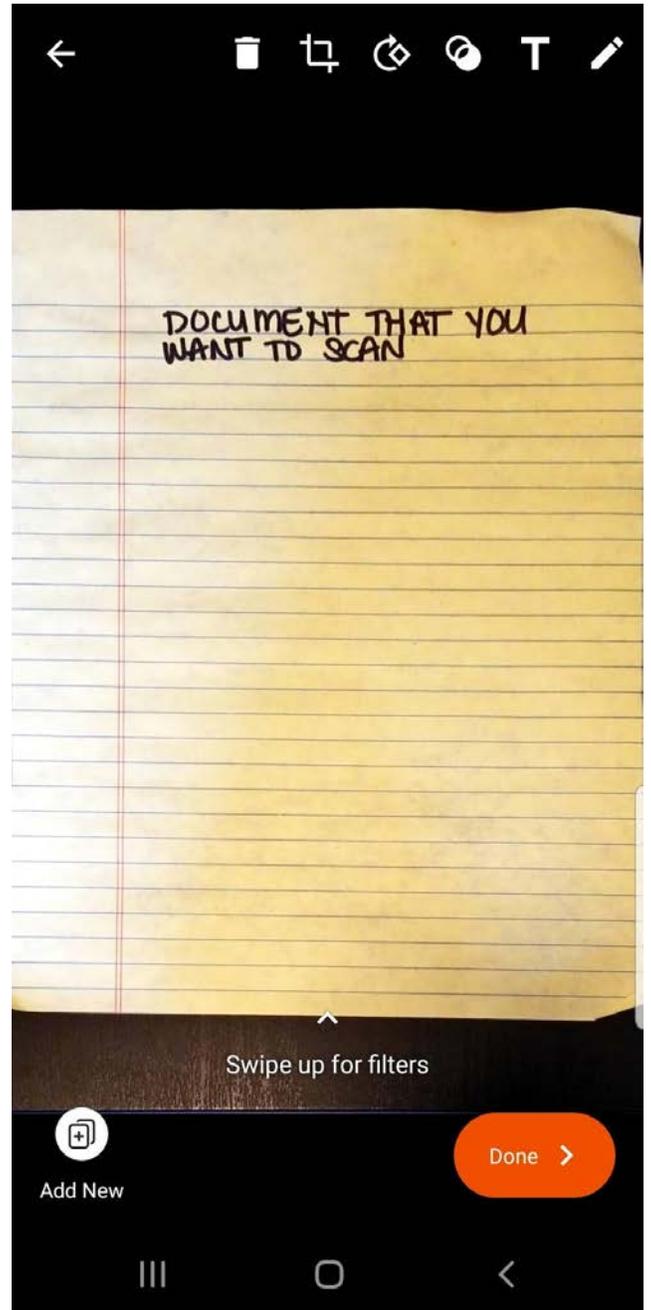
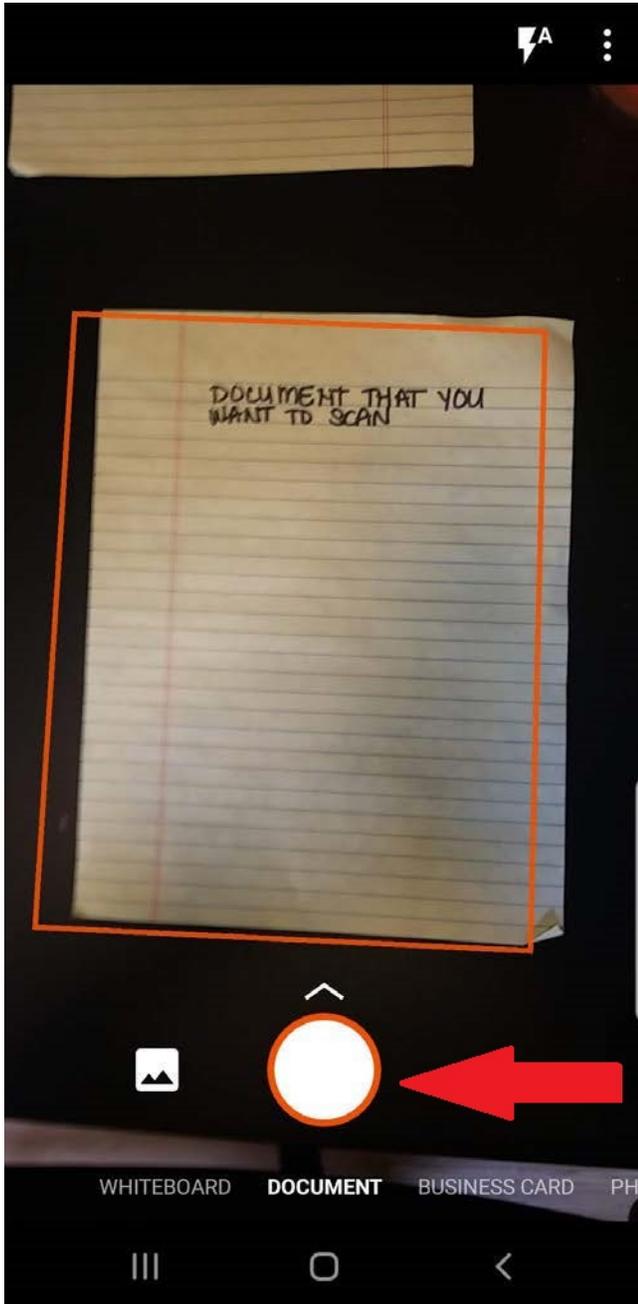
Frame your shot from any angle.  
We clean it up for you.



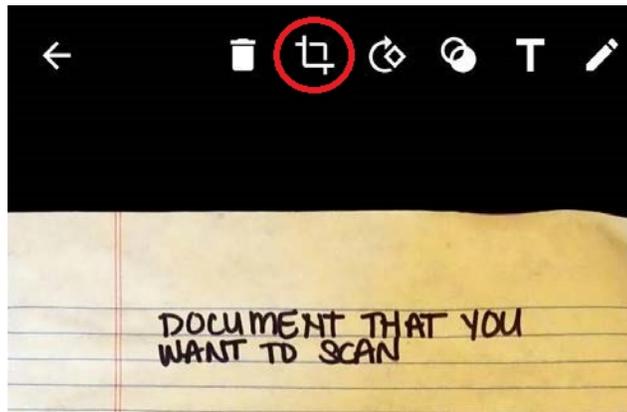
START SCANNING



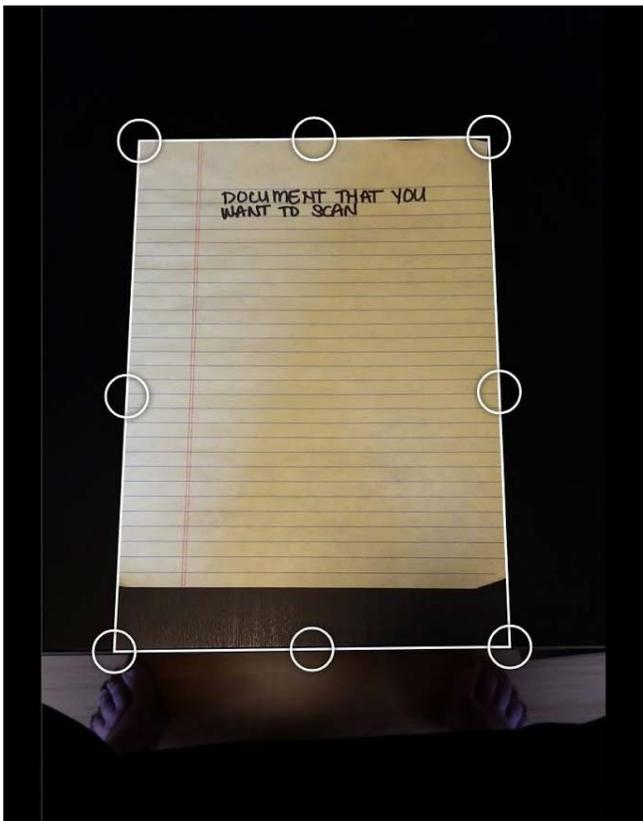
**STEP 3: Scan document.** Line up the red box around the document. When the document is lined up with the red box press the white circle in the center of the page. After you press the white button, your screen should look like the image to the right



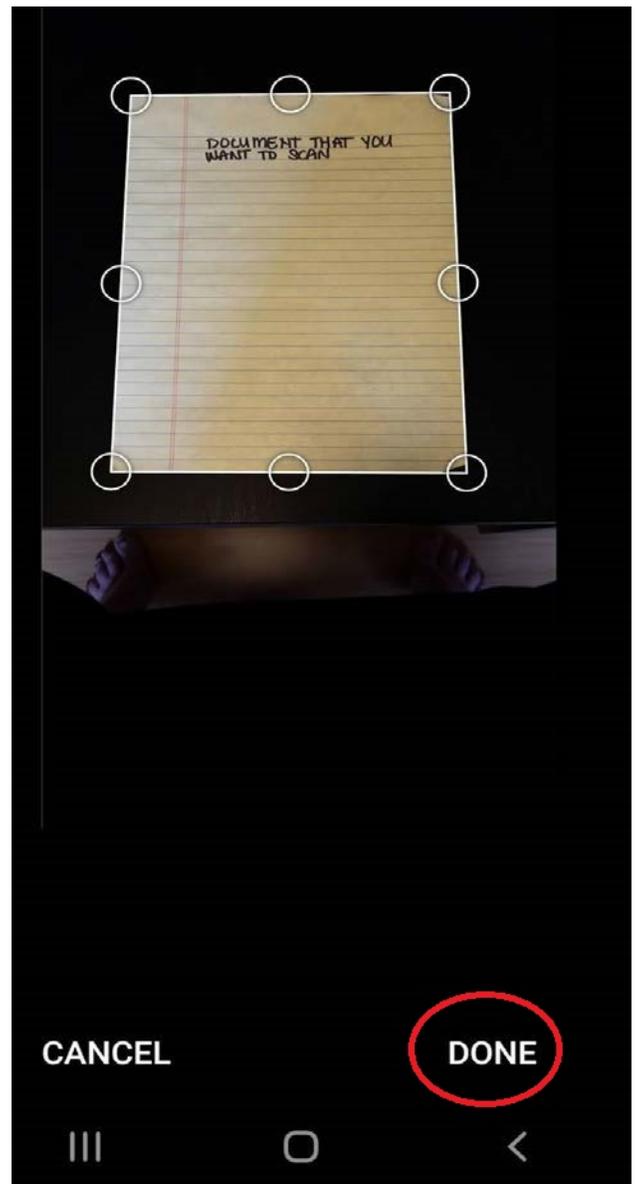
**STEP 4: Crop your image.** After you take the photo, press the crop button located at the top of the screen to crop your image.



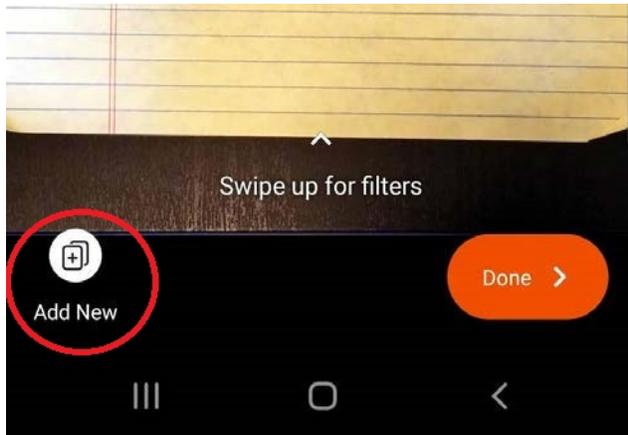
B. Line up the white outline so it is the shape of the document you wish to scan.



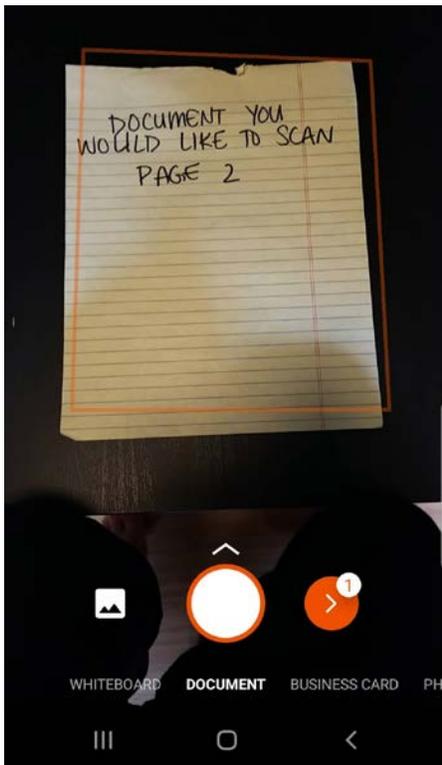
C. When you have lined up the document Hit "DONE"



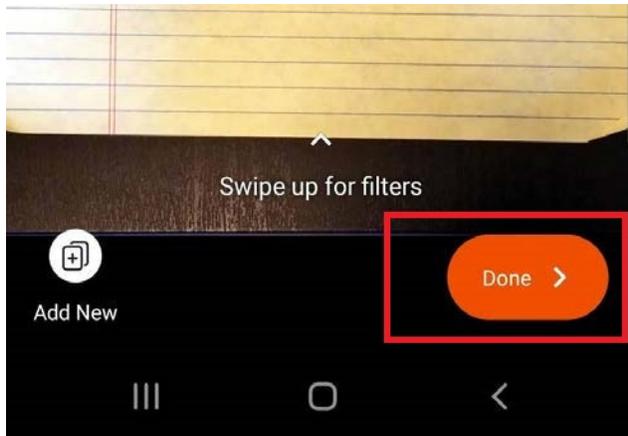
**STEP 5. Adding additional pages.** Select “Add New” on the bottom left hand of the screen.



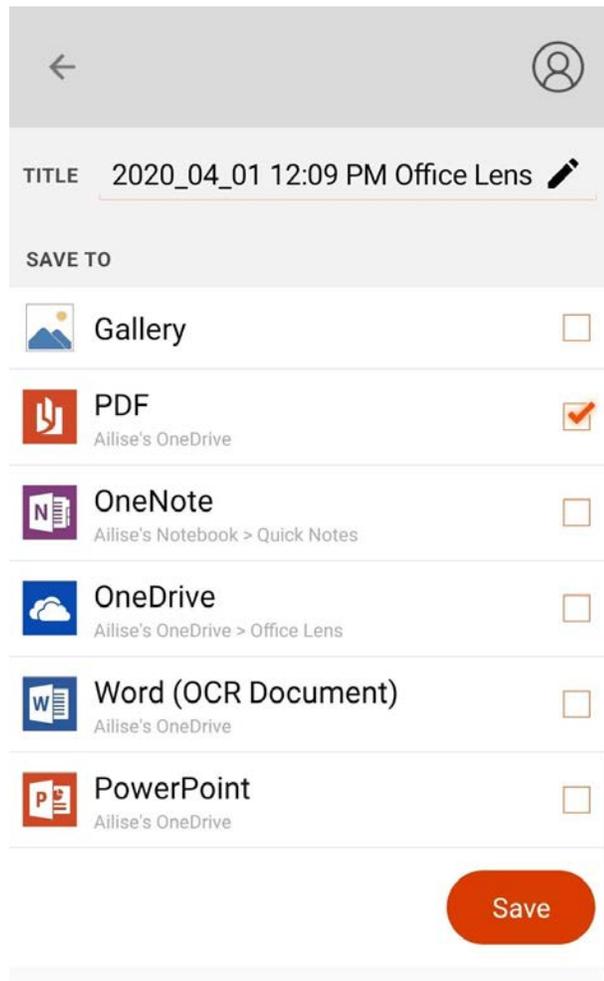
**B. Repeat Step 3 and Step 4.**



**STEP 6 Finishing Scan.** If you have scanned on the documents you need to scan, press “Done >” on the right hand side of the screen.



**STEP 7. Saving File.** To save the file, pick the location that you would like to save the scanned document.



**STEP 8. Share PDF.** Click the three little dots on the right hand side of the file you wish to share. A box will pop up, select “Share”

