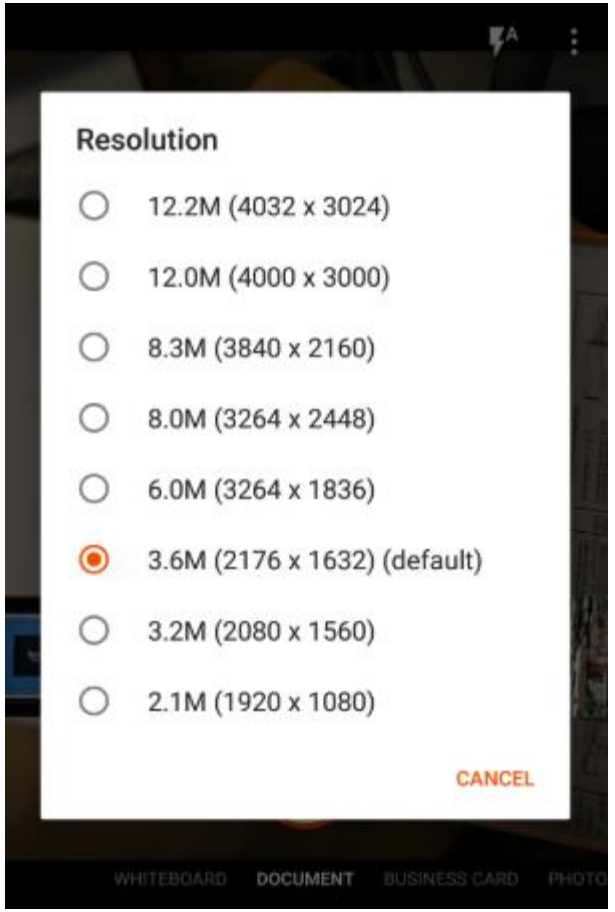
Office Lens Settings

① When you open up Office Lens you will see this screen

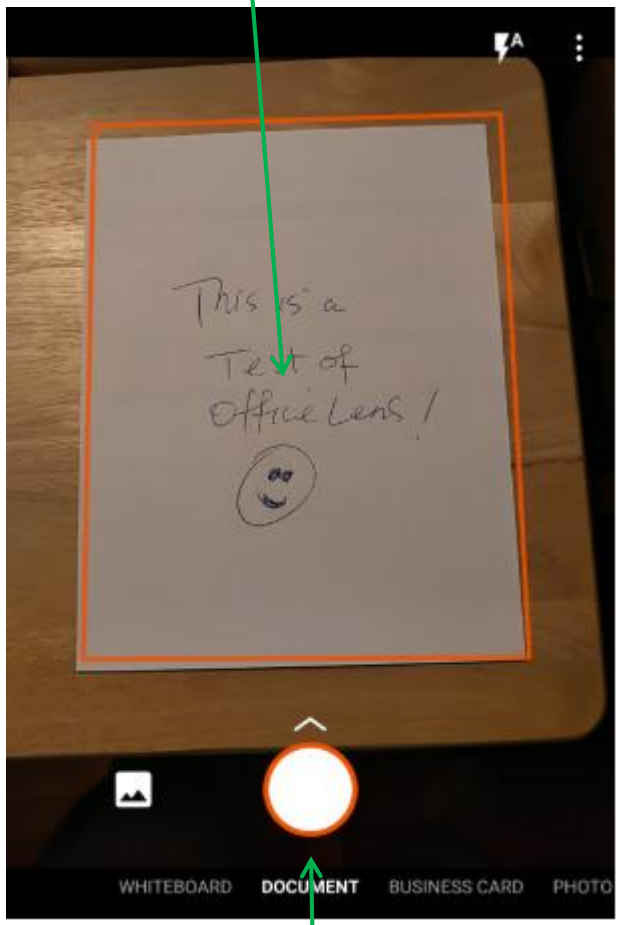
② Make sure you are in Document mode

③ Tap on ⋮ and select Resolution from the menu to get this screen

④ Choose a Resolution that is between 2 – 4 M

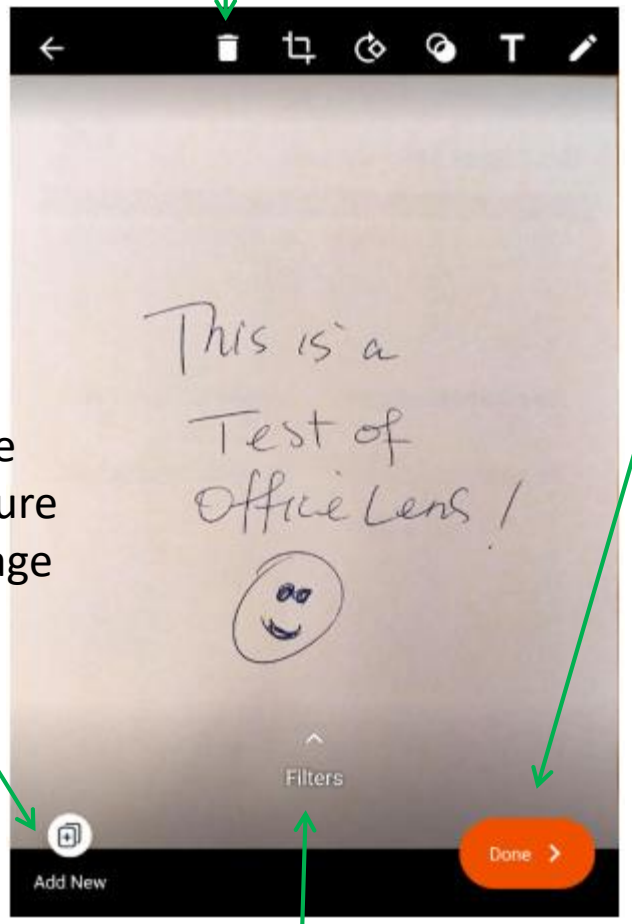


⑤ Tap on the middle of the screen to get the red rectangle around your paper



⑥ Tap on circle to take picture

If picture is bad, you can Delete it here



⑨ Click here to take a picture of another page

⑦ Screen changes to this. Swipe up on Filters to get this

⑩ Click here when finished to save as a PDF

⑧ Choose BW1 for contrast (or choose another effect)