

How to make a PDF using Office Lens

1. Open Office Lens app and select 'document' (blue box, Pic 1).
2. Fit scan box (red arrow, Pic 1) nicely around your page then take picture.
- 3. If your work is more than one page, use the 'Add New' button (blue circle, Pic 2)**
4. Crop image if necessary (red circle, Pic 2)
5. Rotate image the right way up (green circle, Pic 2)
6. Export to 'PDF' (orange circle, Pic 3)
7. Save to 'Phone Storage' (pink circle, Pic 4)
8. Tap image of PDF (green cross, Pic 5)
9. Send PDF by email/Google Classroom/SMHW etc. (purple circle, Pic 6)

