**Blue, yellow and green tulip style logowith letters EA and wording Education Authority
**

#### Sensory Service (Vision Impairment)

### What is Microsoft Office Lens?

Microsoft Office Lens is a free app on Android and iOS that allows users to scan in copies of text, documents, photos, whiteboards, business cards, and similar content using their device’s camera. The app provides a way to scan in materials and convert them into other accessible formats. It is an easily converts printed text into an editable digital Word or PowerPoint documents. After scanning in the content, users can edit the image or keep it as is and export it in the format of their choice. There is an option to scan multiple pages and include them in a single file. Office Lens has a Whiteboard setting that reduces glare so that students can also use Office Lens to capture materials on whiteboards or blackboards. Office Lens works well with VoiceOver, including the ability for a blind user to snap the picture.

“Microsoft Office Lens is one of my favourite apps across all of my devices and has helped me tremendously with being able to independently access materials and create accessible materials that I can enlarge and read with my low vision. I highly recommend that everyone download this app, especially students with print disabilities, as it is a great way to scan a variety of different types of content in a short period of time.” (Veronica Lewis – student with vision impairment)

[This is a video on how to use Office Lens (available to C2k users).](https://web.microsoftstream.com/video/cf80fc3e-5b6c-413a-bf48-be443c45f61f?list=studio)

##### Exporting and Supported File Formats

Microsoft Office Lens supports several different options for exporting scans in the following formats:

* Save to gallery (device gallery)
* PDF (to OneDrive or device storage)
* Microsoft OneNote notebook
* OneDrive folder
* Microsoft Word OCR document
* Microsoft PowerPoint

Users can also edit the title of their scans, which is recommended for organisational purposes - otherwise, the default name is Office Lens and a time stamp.

##### Using Immersive Reader

Another option on the export screen is for users to open their scans using Microsoft Immersive Reader, which opens within the Microsoft Office Lens app. From Immersive Reader, users can have text read out loud and adjust the text spacing and size so that it is easier to read for users with print disabilities. If this option is selected, users will have the option to either save the content in another format or delete it once they are finished reading with the app.