

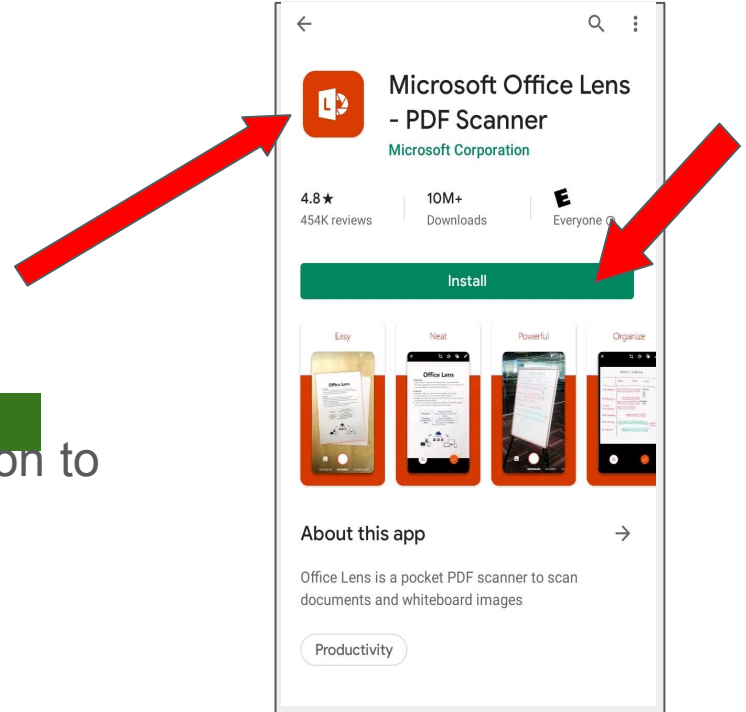
Microsoft Office Lens - PDF Scanner

Walkthrough for Smartphones

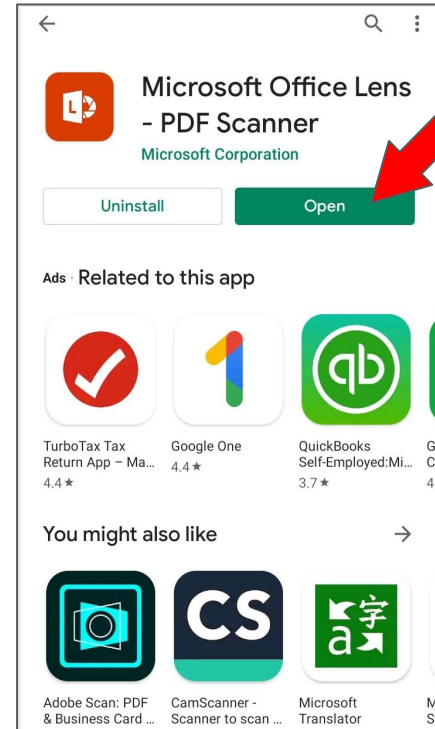
How to Download the App and Use it to Combine Multiple Pages into One Single PDF Attachment.

Step One: Install the Microsoft Office Lens - PDF Scanner app onto your smartphone.

- 1) Open the **App Store** on your smartphone.
- 2) Search for **Microsoft Office Lens - PDF Scanner**. (Notice the red icon with an “L” in it.)
- 3) Install it on your phone by pressing **install**.
- 4) Wait for automatic download and installation to complete.

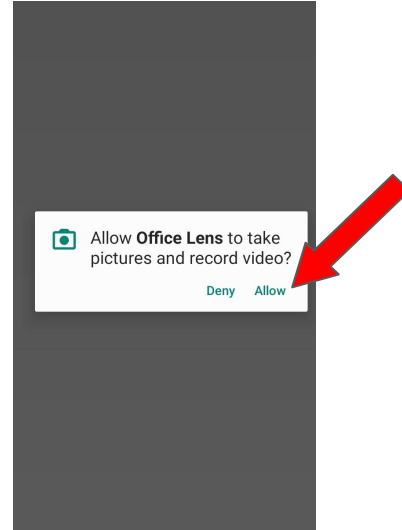
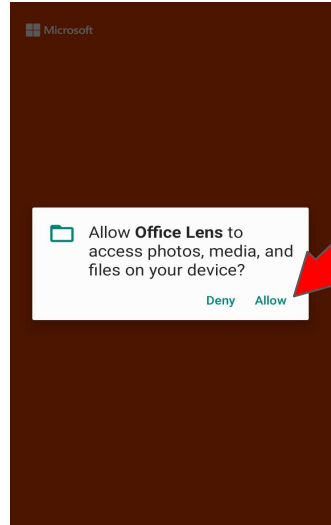
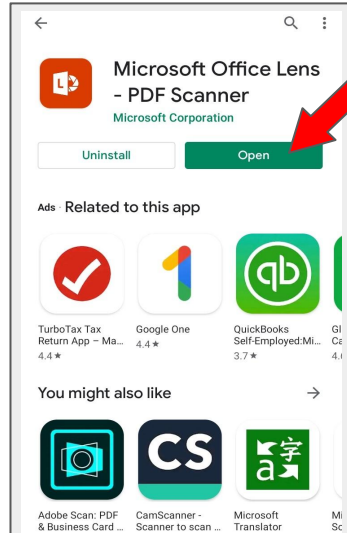


When download and installation are complete, the Open box turns green.



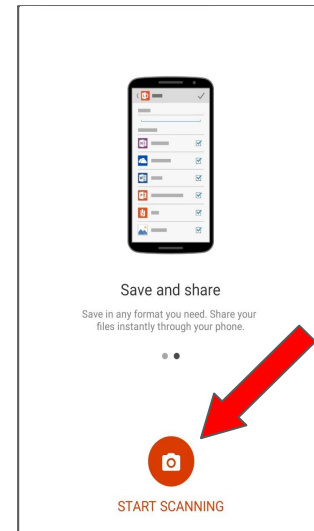
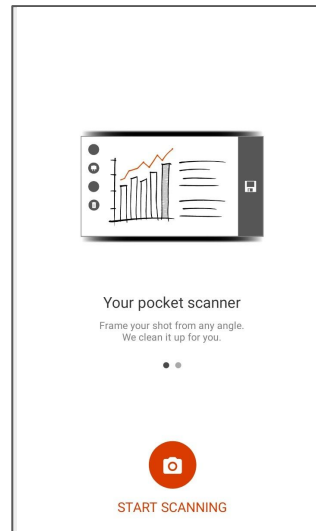
Step Two: Open the app.

- 1) Click on **Open**
- 2) Accept permissions.



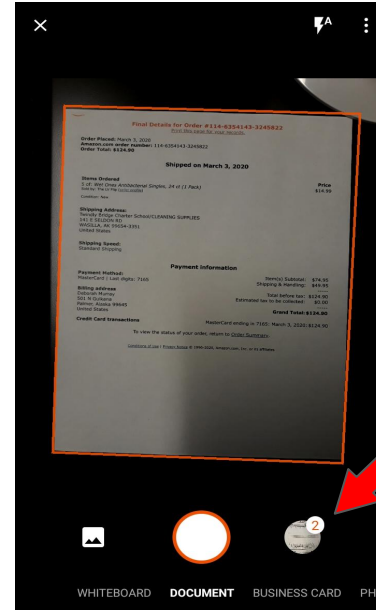
Start Scanning

Press the camera icon to start taking pictures.



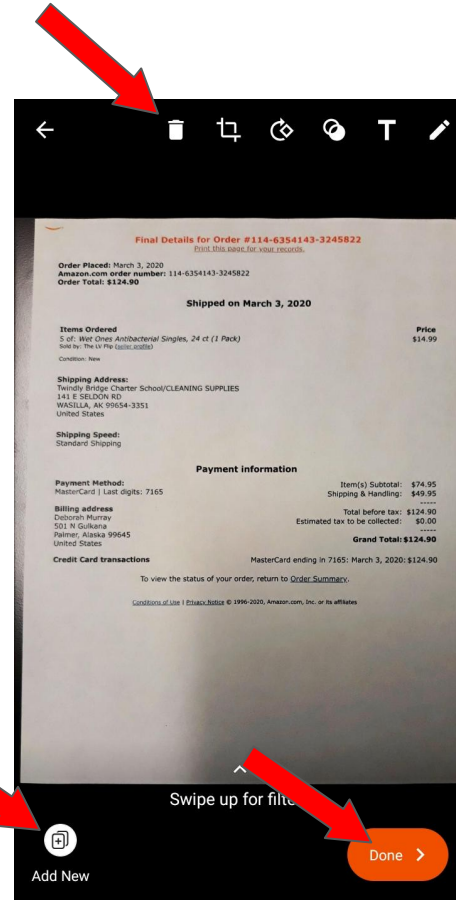
Step 4:

- 1) Click on the circle with the number. This is the “file” of pictures you want to be combined into one single PDF file.



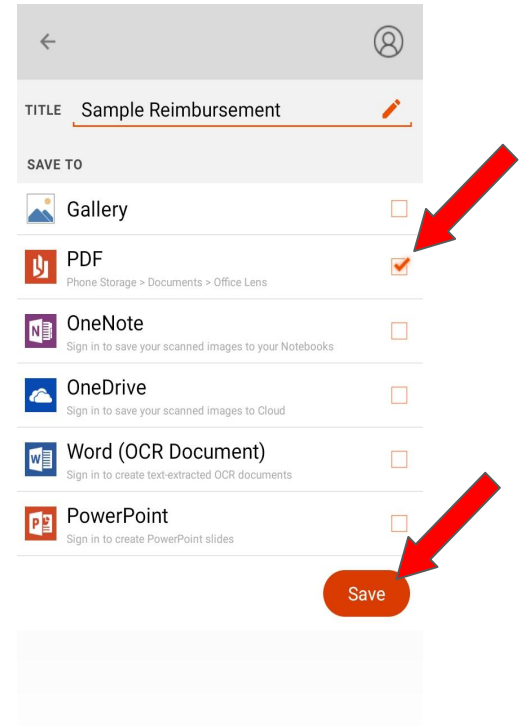
Step 5: Edit photos if necessary.

- 1) Delete, crop, or rotate your photos if necessary.
- 2) Click Add New if you need to retake a photo.
- 3) Press **Done**.



Step 6: Save photos as a PDF.

Choose **PDF** and press **Save**. (Rename the file if you like.)



That's it! You're done!

This is a convenient way for you to combine multiple images into **one single PDF file!**

If you have any questions, please call Twindly at 376-6680.