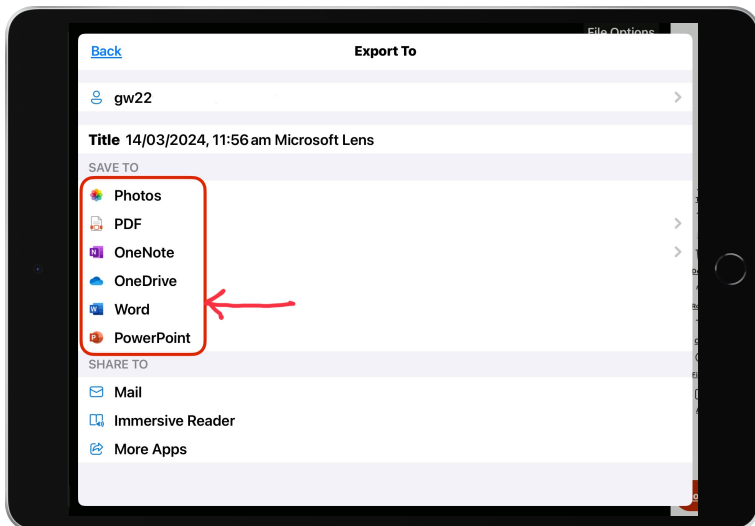# A Quick Guide to: Microsoft Lens

Microsoft Lens is a great app for scanning paper based documents or text. This will give a much clearer image. OCR can be used to scan the text and either edit it or have is read aloud.
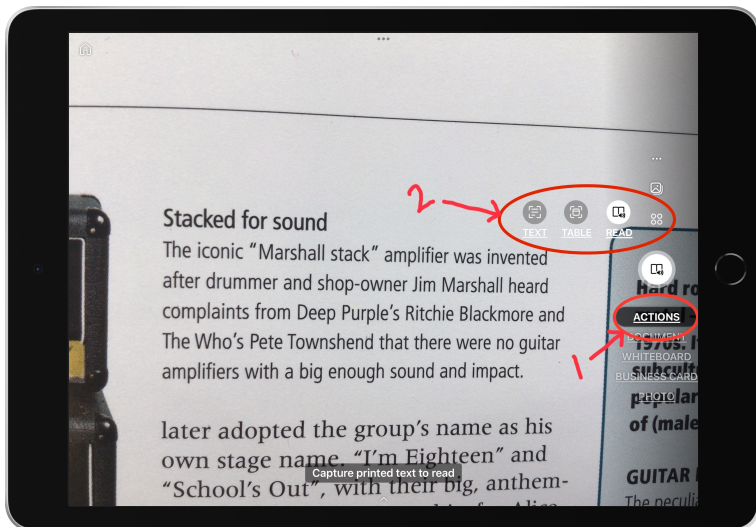
Using Lens as a Scanner

1. Select document on the menu.

2. Capture your image.

3. On the next screens you will crop the image to the exact size you need. Use the filter options to get a good, clear image.

4. You will then the option to save to a range of applications. Some of these applications will use OCR if the text is clear enough eg. Word. This will allow you to edit the text you have scanned.
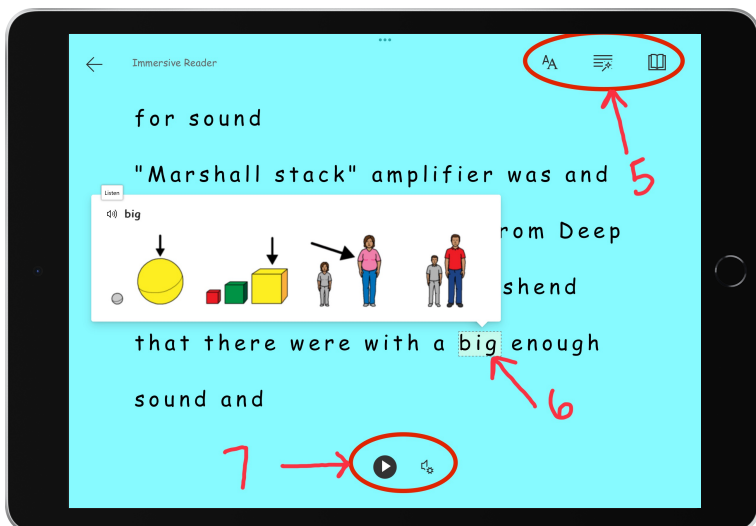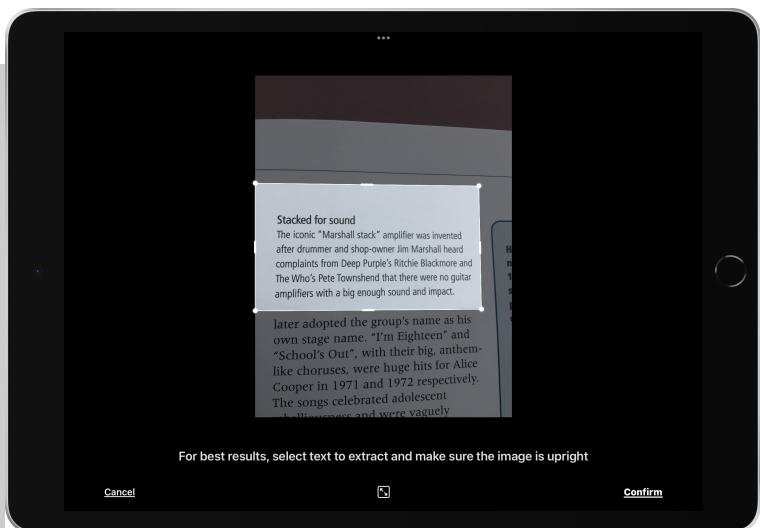
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Using Lens to Read Aloud

1. Select actions.

2. Select either text , table or reader. Reader is recommended as this will give the full range of Immersive Reader options.

3. Make sure your photo is clear and crop to size. Select 'Confirm'.

4. Lens will now use OCR or read the text and send it to Immersive Reader.

Note. Unfortunately the first and last word are sometimes missed. Try to scan one block of text at a time for best results.

5. In Immersive Reader use the options at the top of the screen to change how the text and page appears. It will remember these settings for next time.

6. When you select a word a visual dictionary can help with comprehension.

7. The play button will read the text aloud.

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