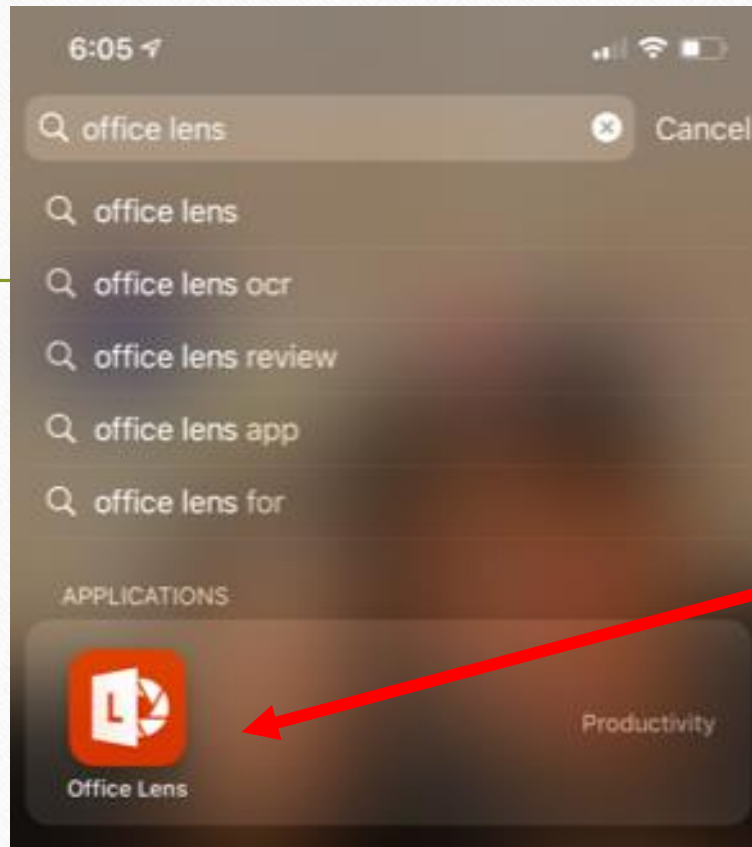


Step-by-Step Guide for
using Microsoft Office
Lens App with iPhone

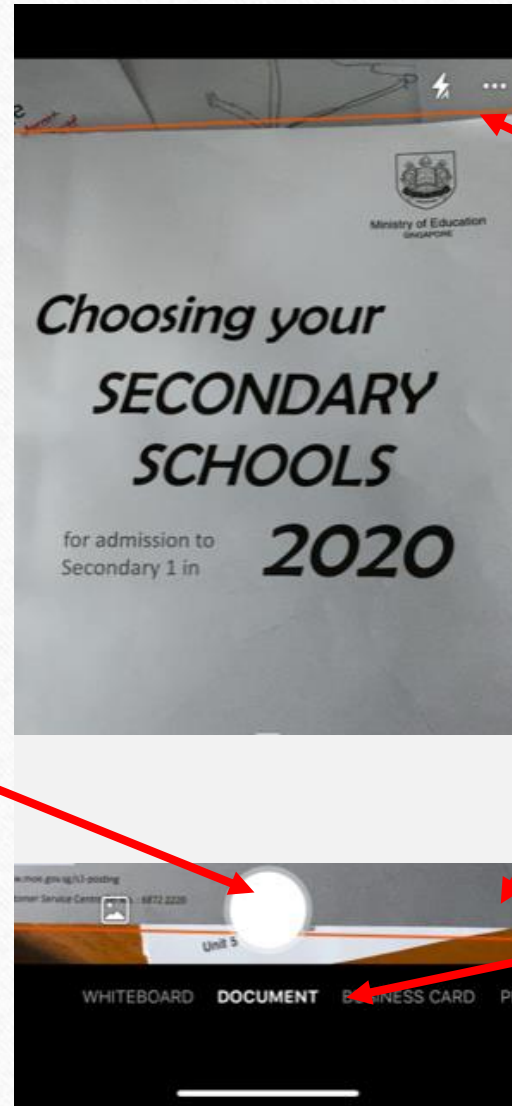


- 1. Download the Microsoft Office Lens App (Free App) from the App Store**
- 2. Open the App**

1. Position the document that you want to scan into the orange box/frame

2. Choose “Document”

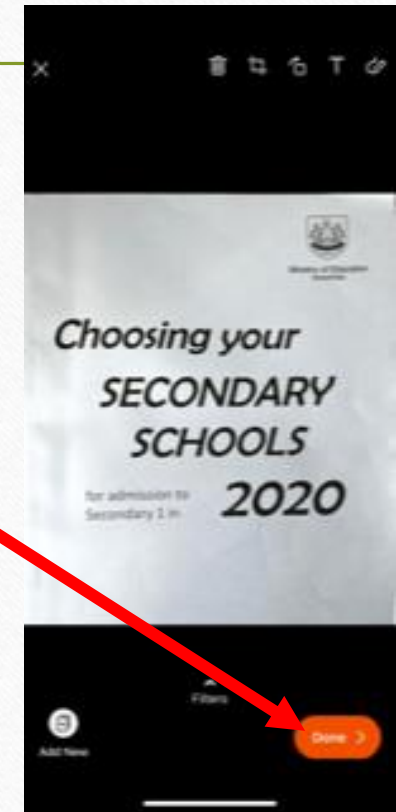
3. Press the round button to take a picture



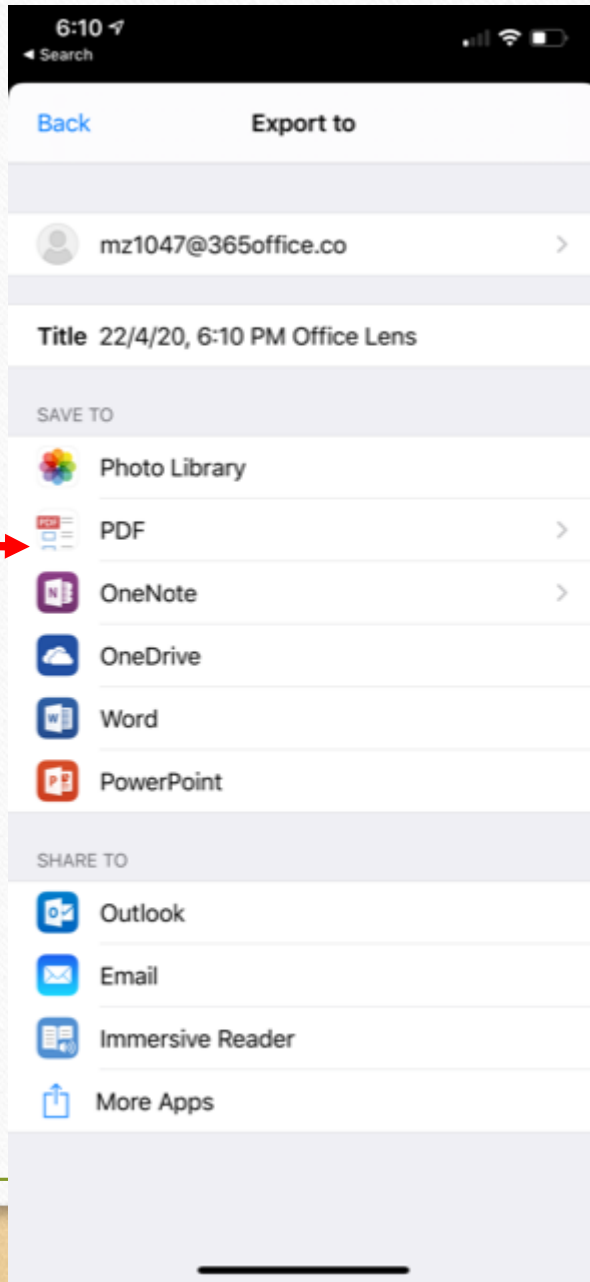


1. You can adjust the dots and choose what you want to capture

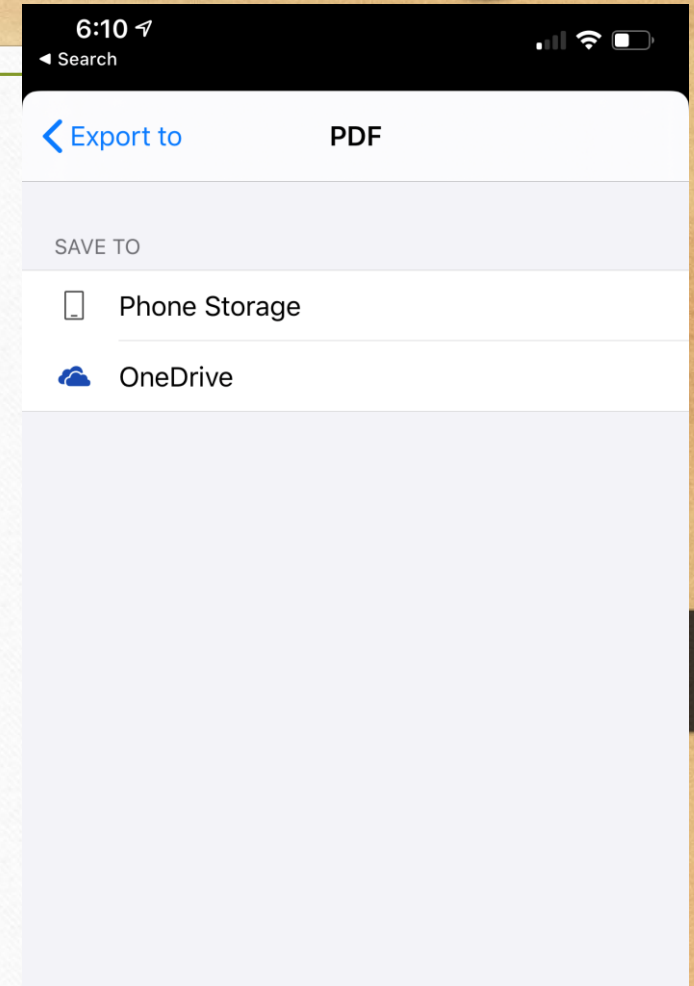
2. Press "Done" when you have adjusted what you want to capture.



1. Choose
“PDF”

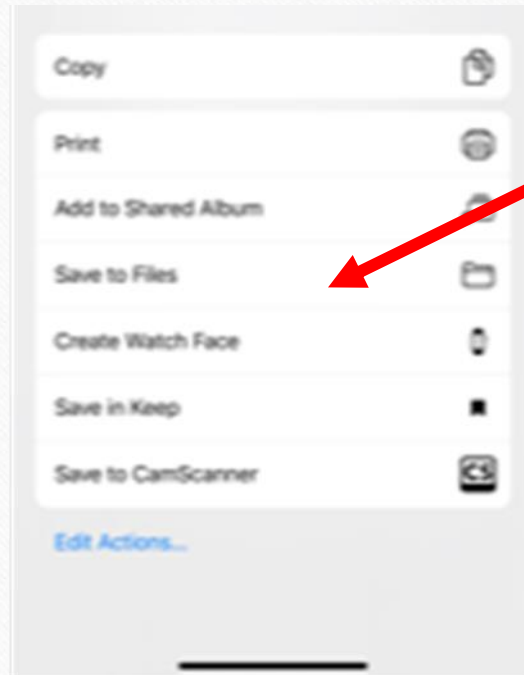
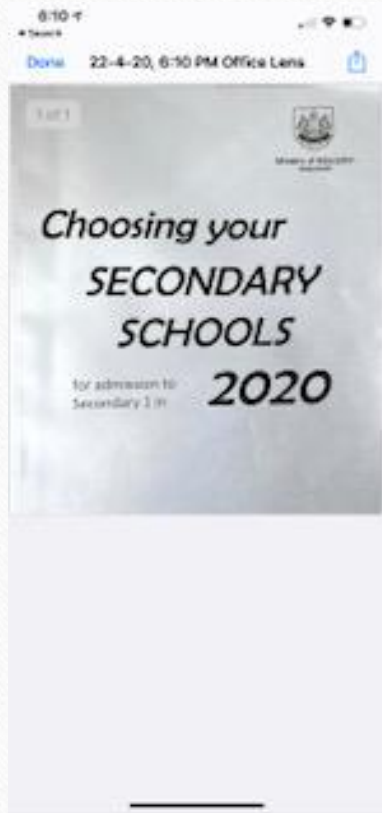


2. Choose
“Phone
Storage”

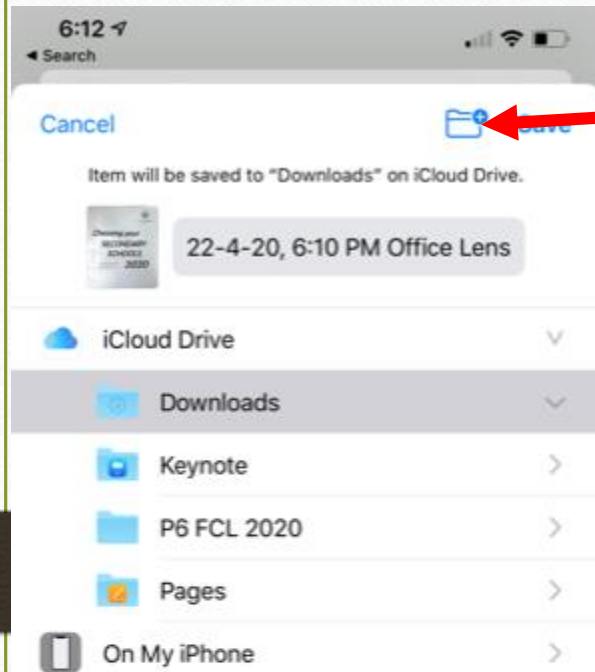


Click on the “share”
button

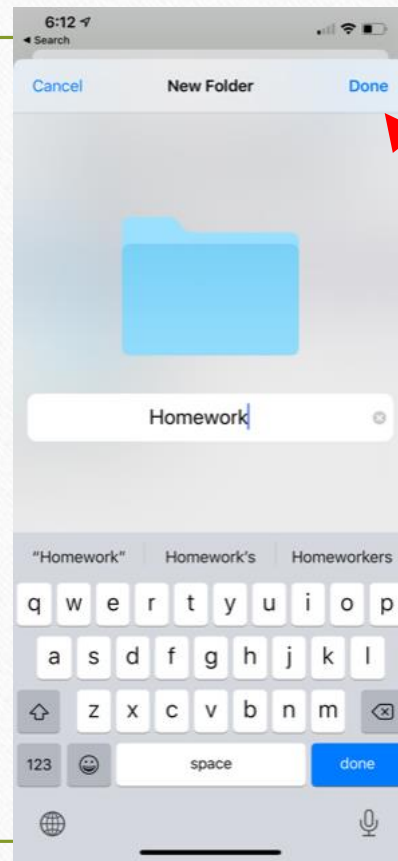
Click “Save to Files”



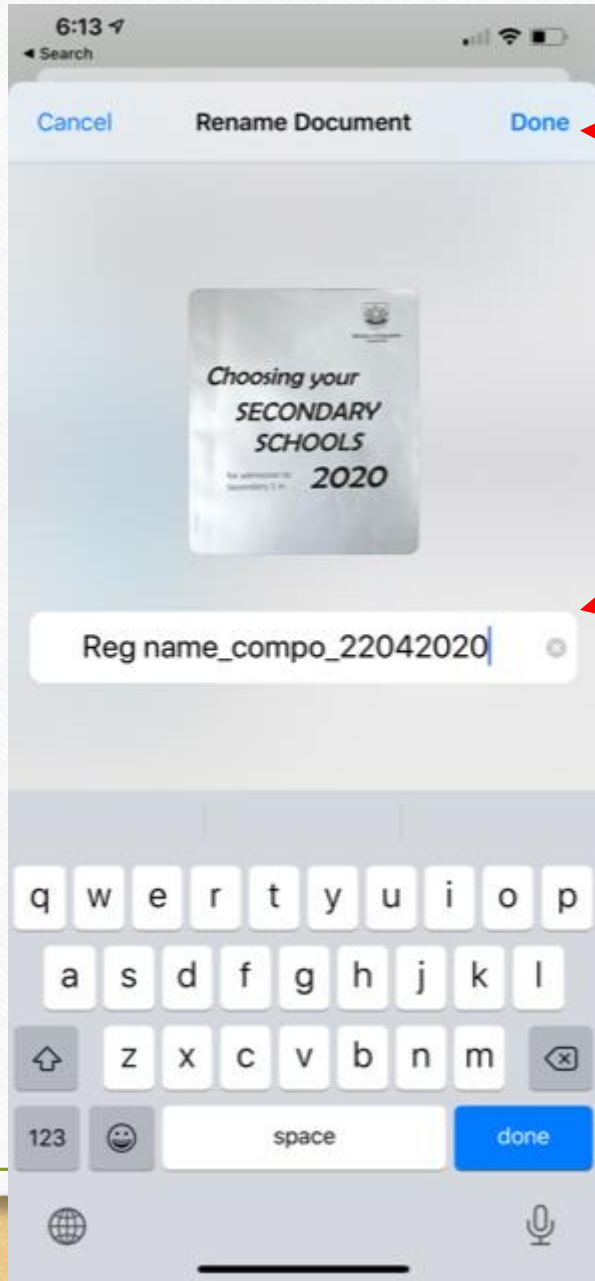
1. Click on this icon to create a new folder



2. Label your folder



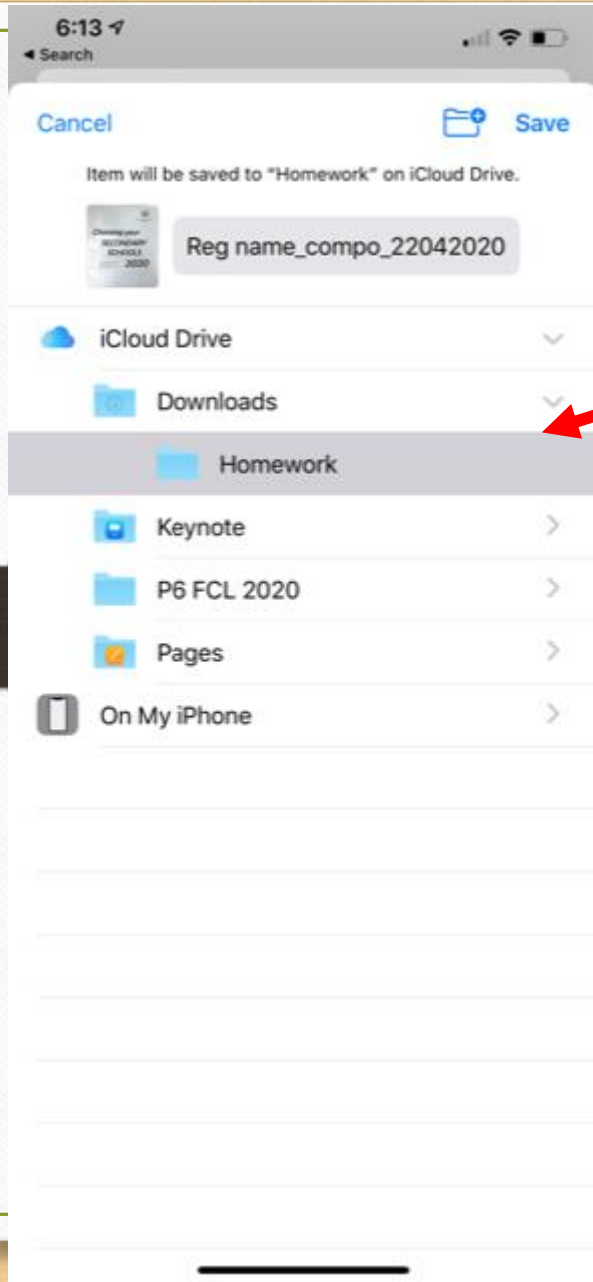
3. Press "Done"

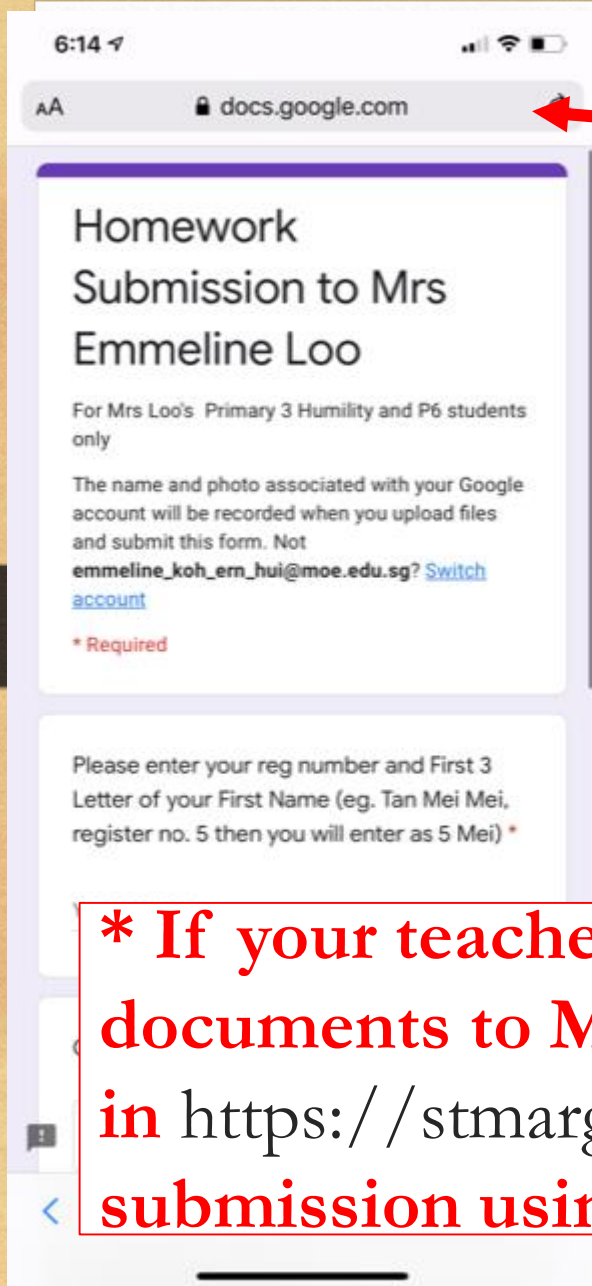


2. Press "Done"

1. Rename your file name as per your teacher's instruction. Eg. Reg number + First 3 letter of your first name+ Work type+ Date

1. If everything is correct, press “ Save”



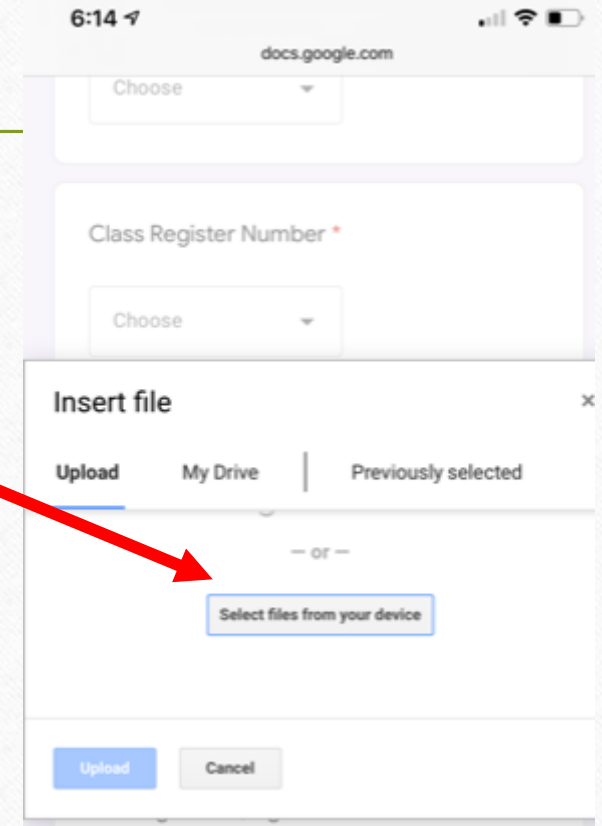


Type / Copy and Paste the Google Form link that your teacher has given you onto a browser

*** If your teacher has given you a link to the drive, you need to email the documents to MOnline email or your parent's name and follow the steps in <https://stmargaretspri.moe.edu.sg/hbl/guides-for-students> > "Assignment submission using the Google form given by your teacher.pdf"**

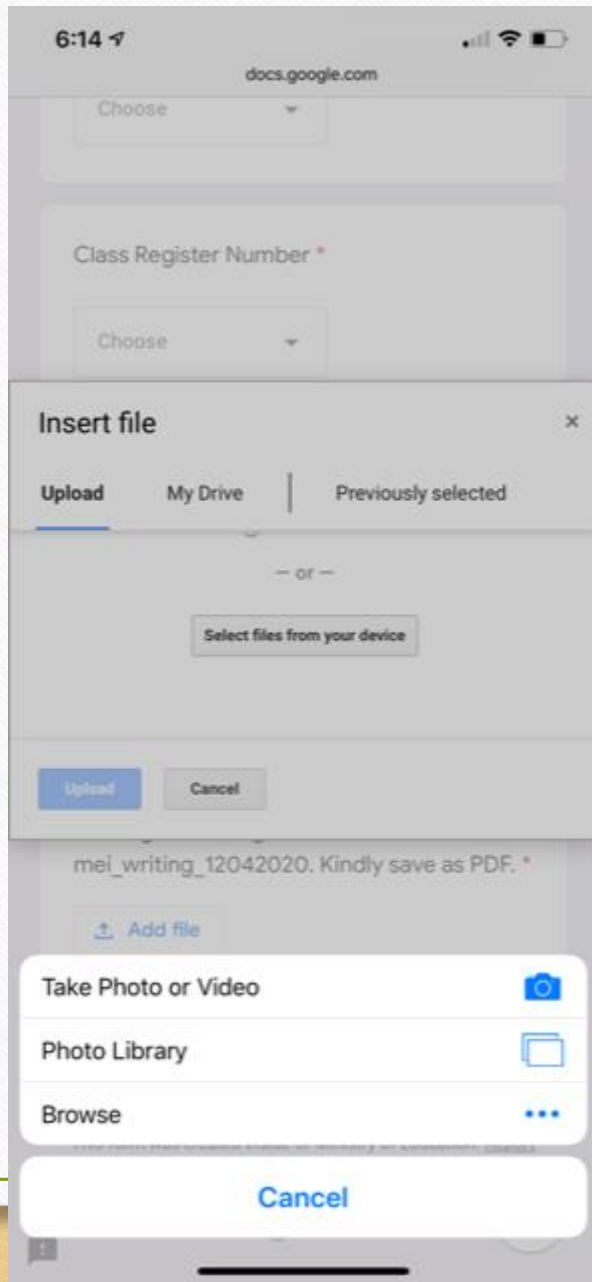
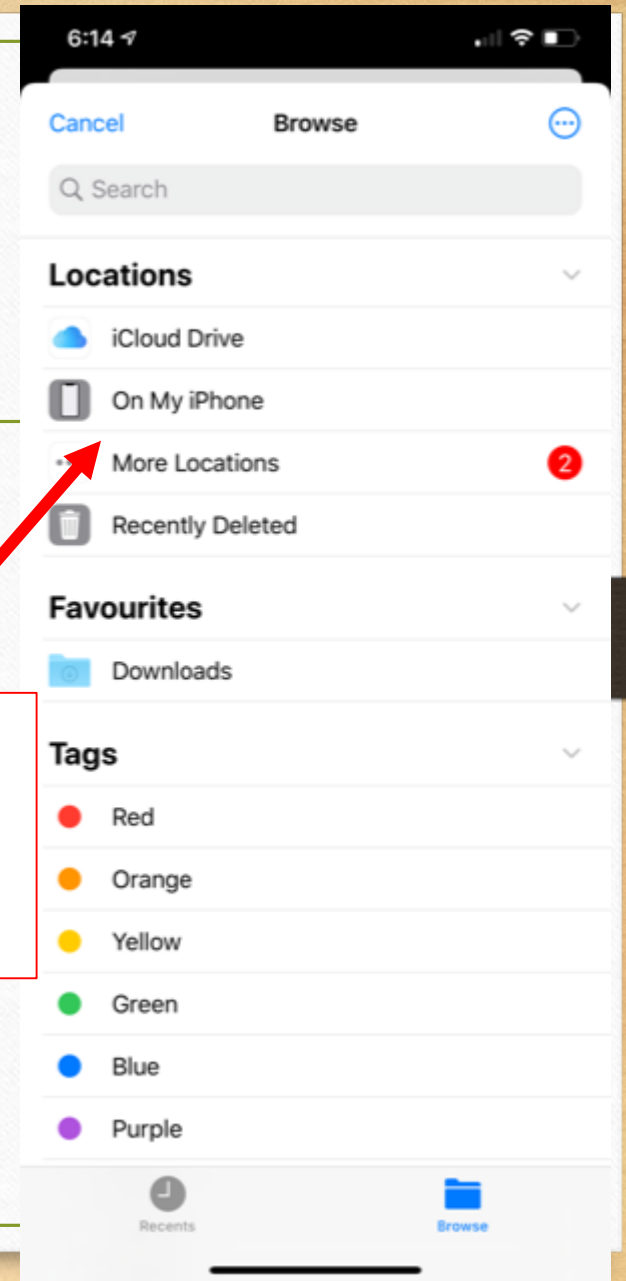
1. After you have filled in the form
2. Press “Add File”

3. Press “Select file from your device”

A screenshot of a Google Forms submission page on a mobile device. The form contains several fields: a dropdown menu labeled 'Choose', a 'Class Register Number' field with a dropdown menu, a 'Date of Assignment' field with a date picker set to MM/DD/YYYY (showing / / 2020), and a text area with instructions: 'Please label your file in the following format (Please name it as: Name_assignment_date of assignment.) Eg. 5 mei_writing_12042020 Kindly save as PDF.' Below the text area is a blue 'Add file' button. A red arrow points from the second instruction box to this button. At the bottom of the form is a purple 'Submit' button and a footer with the Google Forms logo and a 'Report Abuse' link.

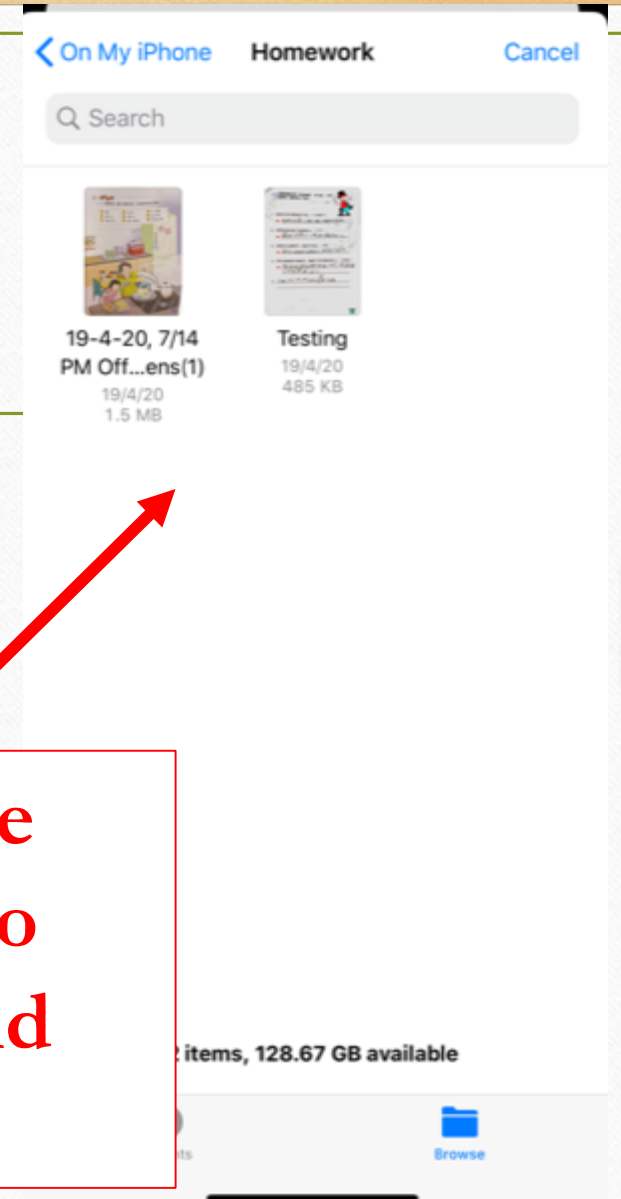
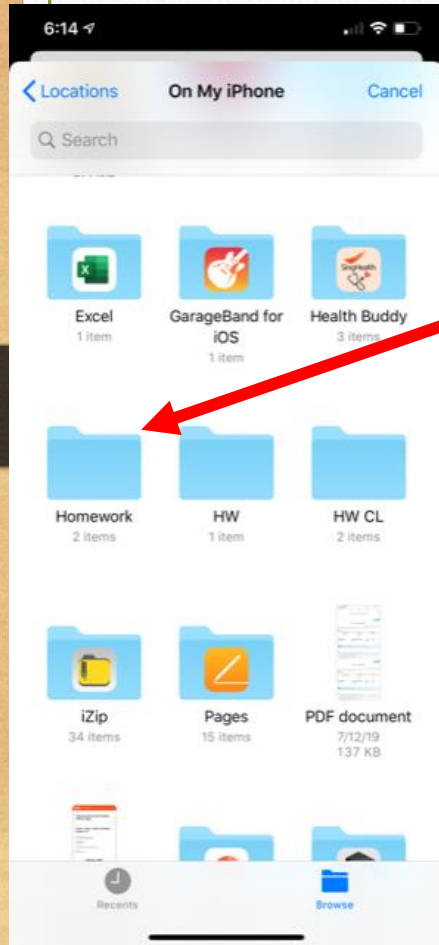
1. Press
"Browse"

2. Press "On
My iPhone"



1. Press on the folder where you have saved your document.

2. In the folder, choose the document that you want to upload for your teacher and press on it.



1. Press "Upload"

2. Press Submit and you are done with the submission 😊

