

### **SIMPLE COPY**

If you just want to send someone a copy of text, just take a picture of the text or document on your mobile phone and send it by Text, Whatsapp, email or whatever.

### **iPhone/iPad with iOS 15**

Text in a document or on the internet can be simply highlighted, copied and pasted into a document such as Word, Notes or whatever. It can then be edited and saved or sent via email, text, etc.

The problem was that text that is contained in a paper document or is part of a picture. Extracting this material and converting it into text for saving or editing was more complicated.

But now with **iOS 15** the job is easier. You can now take a picture of the text, highlight the text you need and it can instantly be pasted as editable text. Even text from flipover charts, adverts etc.

iPhones/iPads from the 6s onwards can be updated to iOS 15.

**For older iPhones/iPads** the easiest way is to use

### **Microsoft Lens for iOS (was Office Lens)**

This free App is available on iPhone and iPad. It is good for saving almost any image that you want to edit. For example, printed text, whiteboards, hand written notes etc.

It will save a copy of the text in Word and save it in your Windows Onedrive.

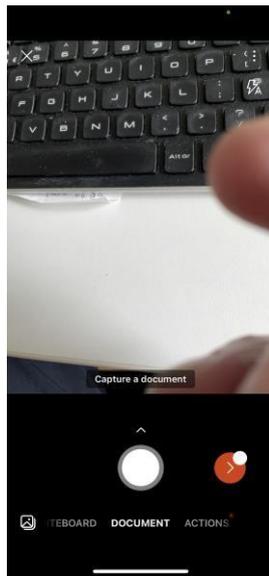
Onedrive is Microsoft's version of Apple iCloud and is part of Windows. It automatically saves your user account documents in the cloud. Your files can be opened in the Onedrive folder in Explorer.

MS Lens keeps a full Word copy of your text. The free Word App on Apple devices is very limited and does not allow editing (only viewing, unless you are paying for Office 365) or you can edit the file on your computer.

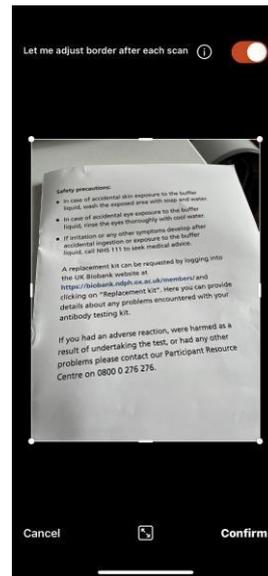
Install Microsoft Lens on your iPhone or iPad from the Apple App Store. It is free.

### Method

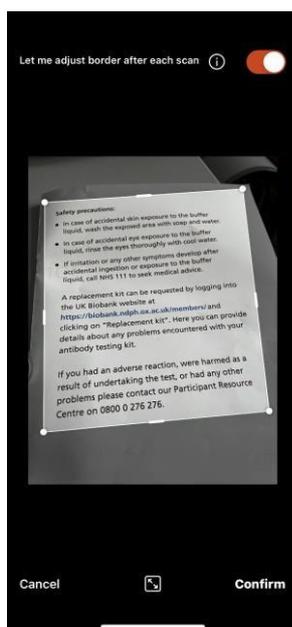
1...Open Lens.



2...Take photo.



3...Adjust frame to text. Click "Confirm"

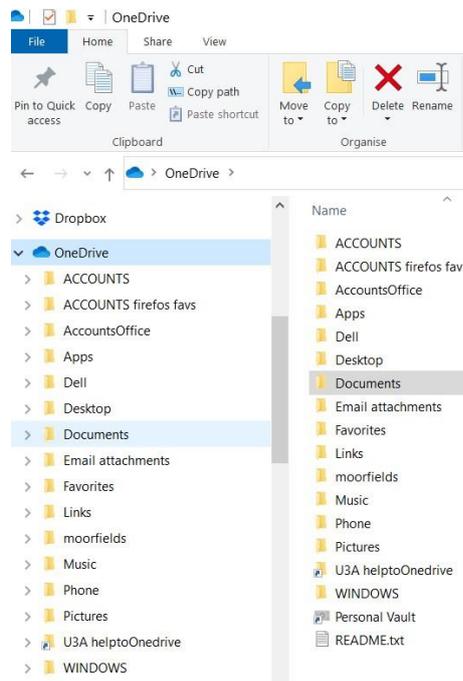


4...Click on "Word" to save

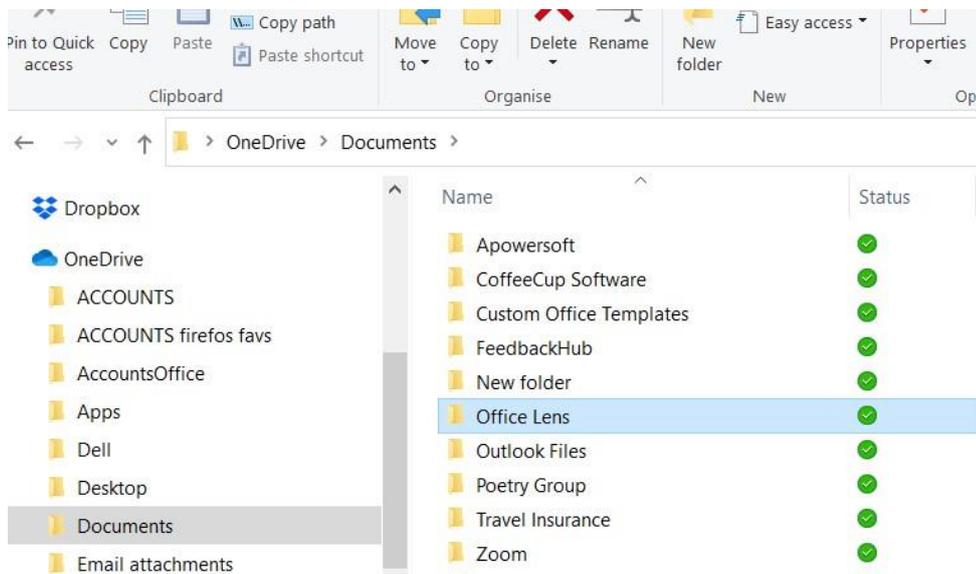


Close MS Lens and then go to your computer.

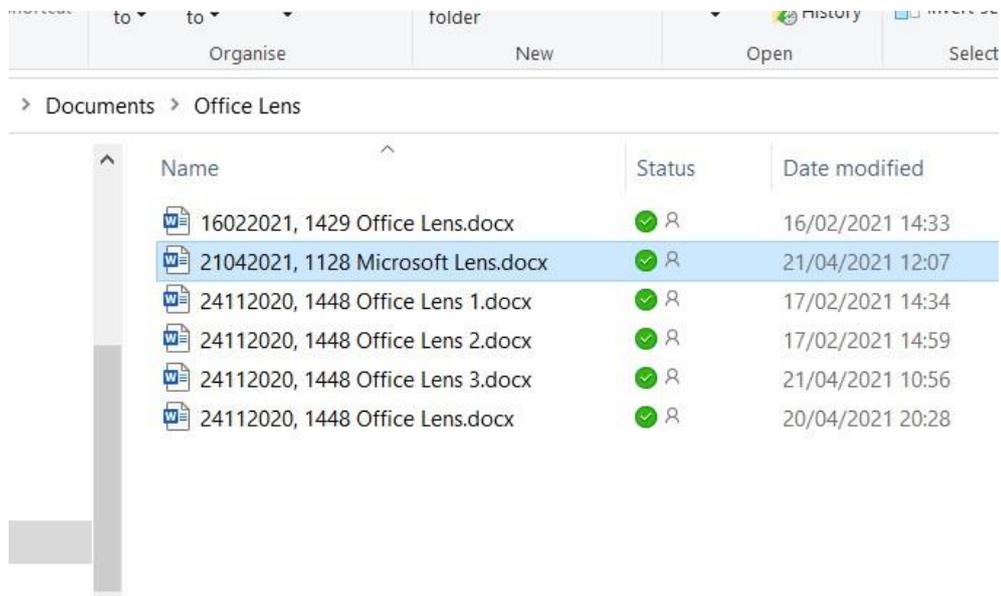
Open 'File Explorer' and go to your 'Onedrive' folder.



Open 'Documents'



Open 'Office Lens'



If there is more than one file in the folder, you can identify the one you are working on by the date and time.

Double click it to open it. Then you can edit save it and/or send it by email.