

Zoom Virtual Worksop

How To Scan And Combine Documents

UCI School of Social Sciences

Overview

- Using Office 365 OneDrive as storage (phone storage may work as well)
- Using Microsoft's Office Lens app to scan and save images to PDF
- Accessing the new PDF documents on your computer

Setup Office365 Account

- Not required, but makes it easy to access PDFs later from anywhere
- You need to have an Office365 account through UCI
 - <https://www.oit.uci.edu/office365/>
- Available for free to all SocSci faculty and staff
 - Request by sending email to sscs@uci.edu
- Log in at <https://office.com>
 - Username is “ucinetid@ad.uci.edu”
 - Password is NOT your UCInetID. If you don't know it, you can reset it here:
 - <https://applications.oit.uci.edu/PasswordChange/changePasswordAD.htm>

OneDrive Storage

- We get 1TB of free storage on OneDrive
- Not required, but makes it easy to access PDFs later
- <https://onedrive.live.com>

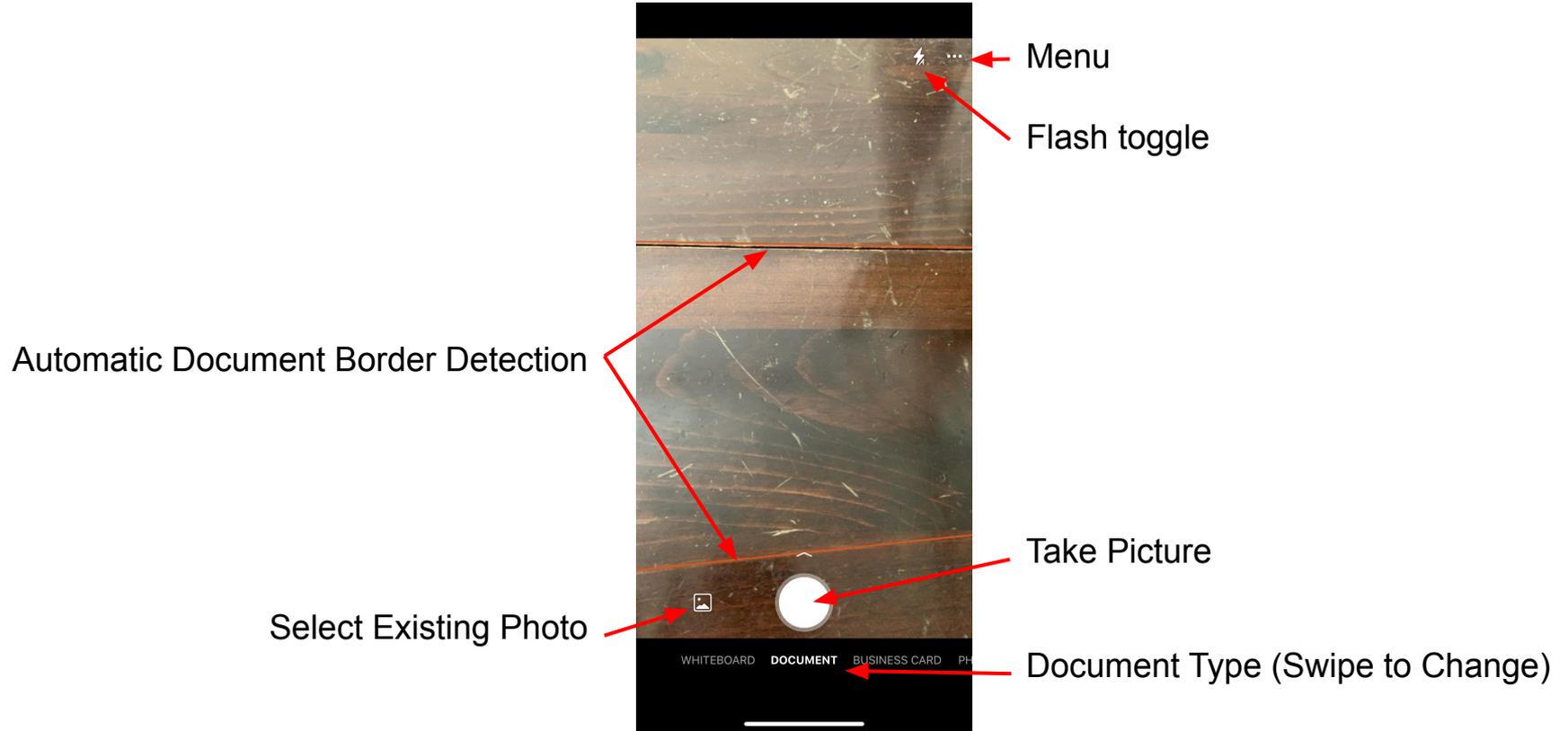


Get the Microsoft Office Lens App

- Need an Android or iOS device
 - Phone or Tablet is fine
- Google Play or iOS App Store
- Search for “Office Lens”
- Look for this icon to find the right one:



Using The Office Lens App

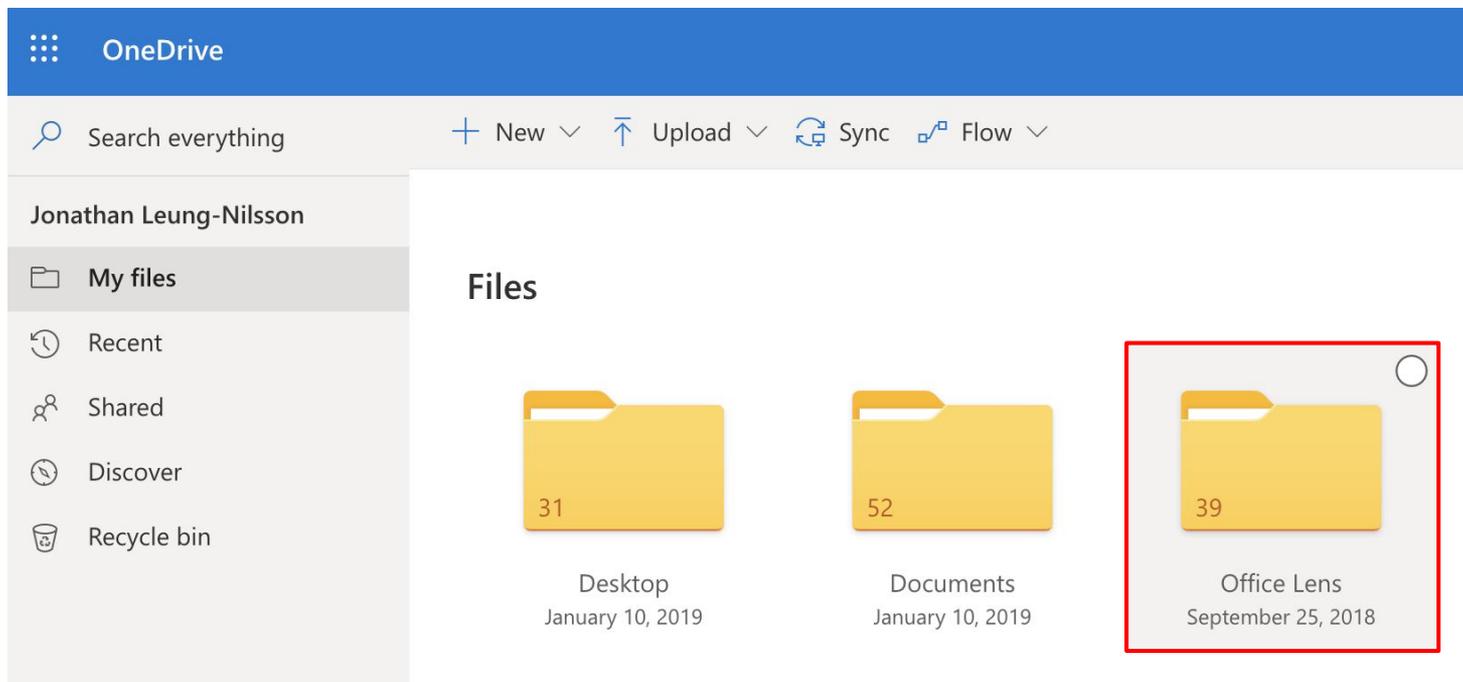


App Demo

Screen sharing from my phone coming right up!

Find Office Lens PDFs in OneDrive

Office Lens can automatically save PDFs to a special “Office Lens” folder in your OneDrive. Here is what it looks like at <https://onedrive.live.com>



The screenshot displays the OneDrive web interface. At the top, there is a blue header with the OneDrive logo and name. Below this is a search bar and navigation options: '+ New', 'Upload', 'Sync', and 'Flow'. The left sidebar shows the user's name 'Jonathan Leung-Nilsson' and a list of folders: 'My files', 'Recent', 'Shared', 'Discover', and 'Recycle bin'. The main content area is titled 'Files' and shows three yellow folder icons. The first folder is labeled '31' and 'Desktop' with a date of 'January 10, 2019'. The second folder is labeled '52' and 'Documents' with a date of 'January 10, 2019'. The third folder is labeled '39' and 'Office Lens' with a date of 'September 25, 2018'. This 'Office Lens' folder is highlighted with a red rectangular border.

The End