

### Problem

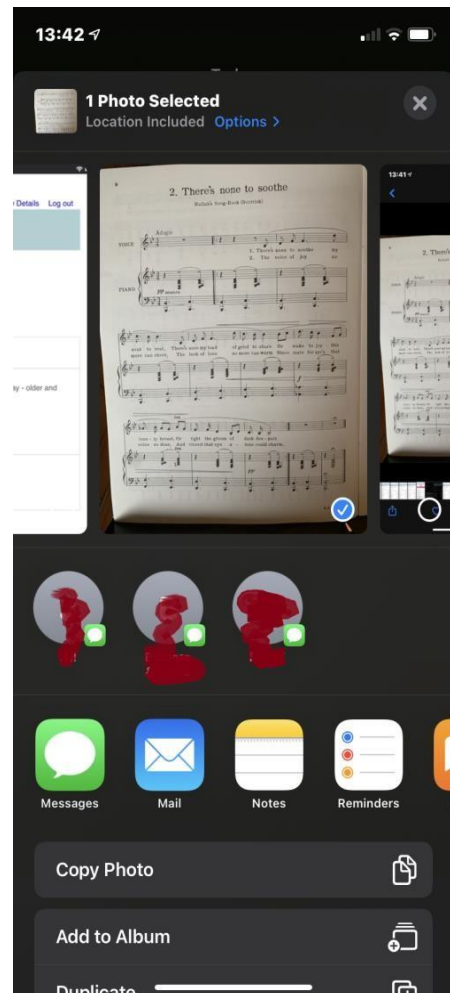
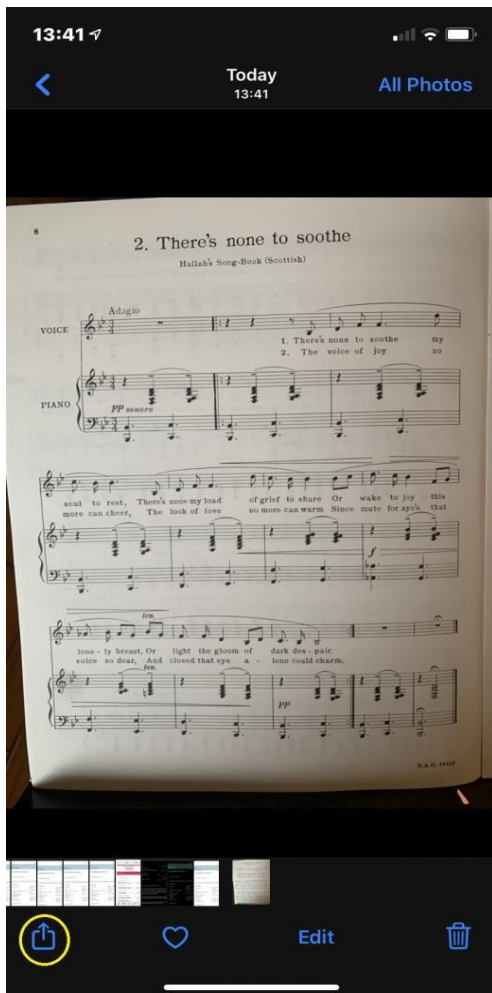
You don't have a printer/scanner or it is playing up AGAIN 😊, but you want to send a copy of a document to someone.

These solutions work on iPhone/iPad, but might work similarly on Android etc

### Solution 1 – easiest method

Take a picture of the document, then forward it to someone (or yourself) by Text, WhatsApp or Email.

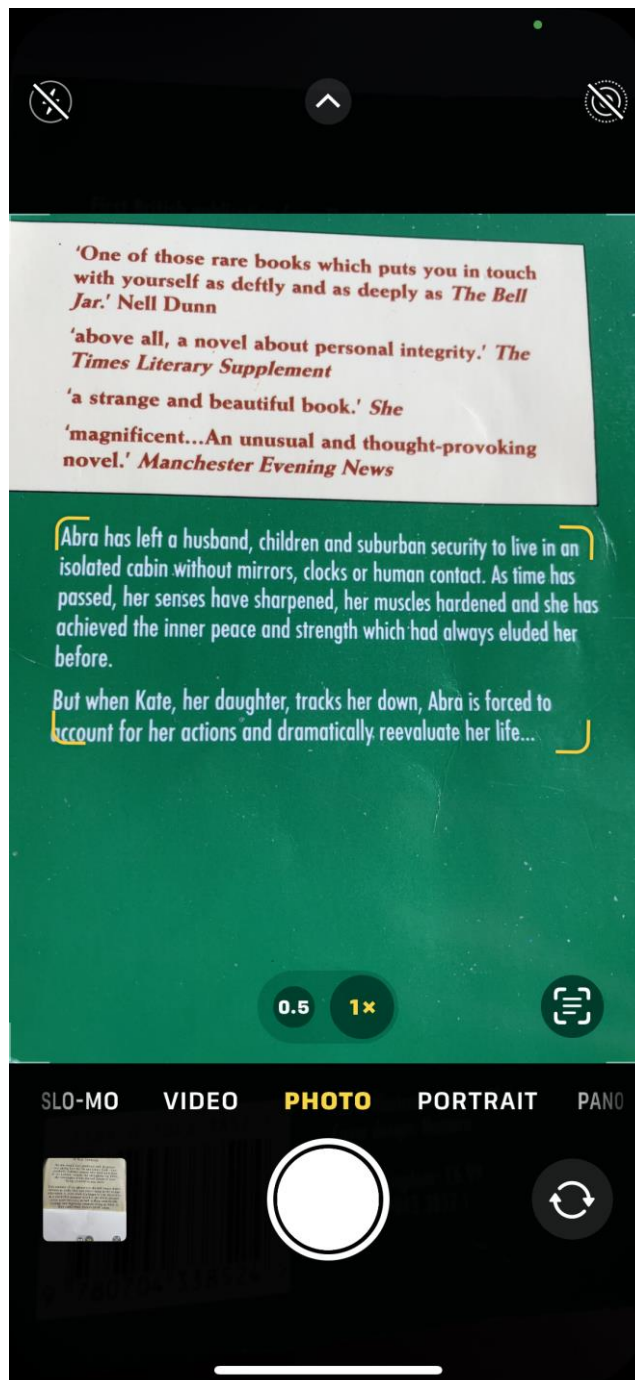
Take a photo and click on "Share" icon (ringed) and save or send via Message or email to yourself or somebody else.



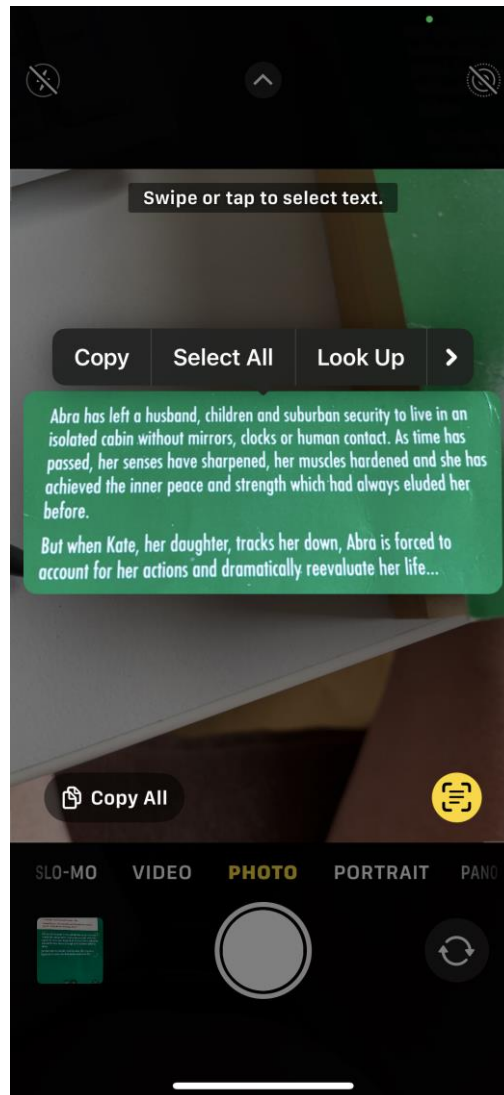
Photographed text cannot be edited, of course. See next page for solution.

**Solution 2 – Using iPhone/iPad to create text that you can edit.**

Open your camera and point it at the text that you want. It will show the corner tabs of selected text in yellow.



Click on the text selector button . The text will be highlighted.



Click on the copy button and paste into Word or "Notes" or "Onenote" wherever suits you. If you want it immediately on your computer, paste the text into an email and send to yourself so you can then paste into Word or whatever.

### **N.B.**

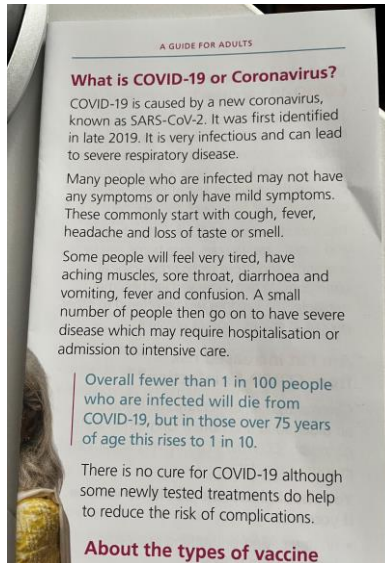
If the text is in a foreign language, the iPhone will give an immediate translation.

It will also convert hand-written text and notices you see when you are out and about.

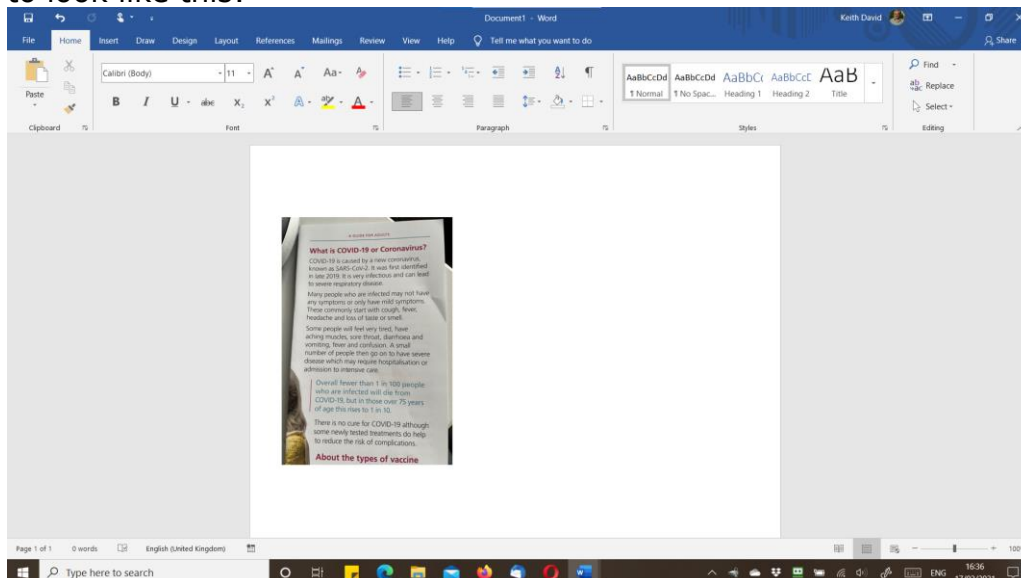
**On older models of iPhone that can't do the above.**

Take photo of text document and email to yourself. On your PC, open email and save photo wherever convenient, e.g. on desktop (My example is called IMG\_XXX.jpg)

It will look something like this:

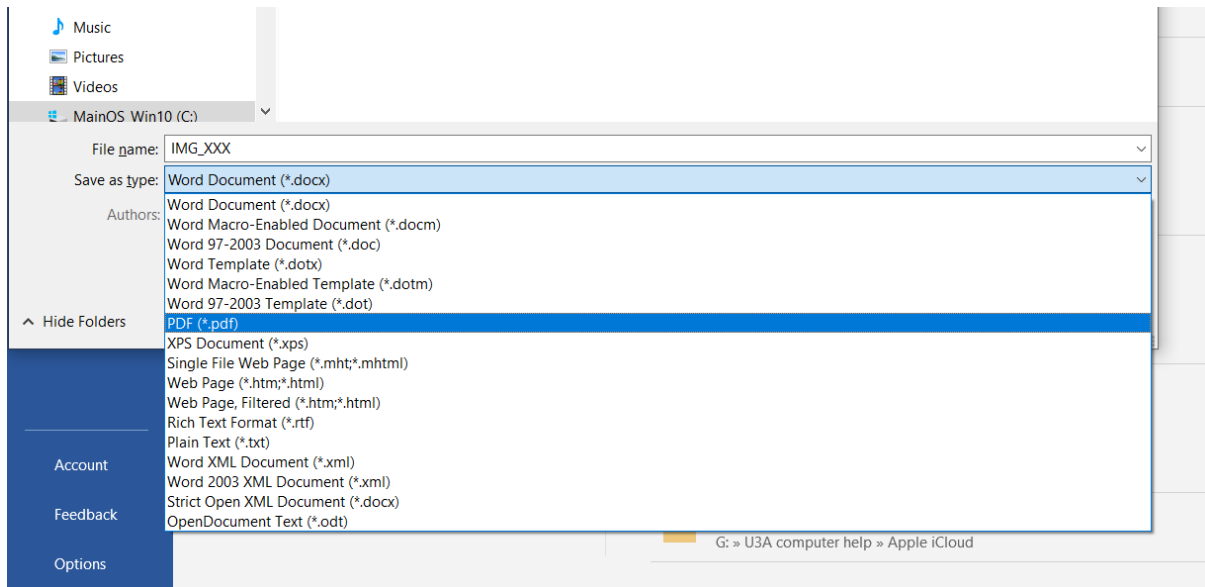


Now open Word with a blank page and insert the photo, you will need to resize it to look like this:



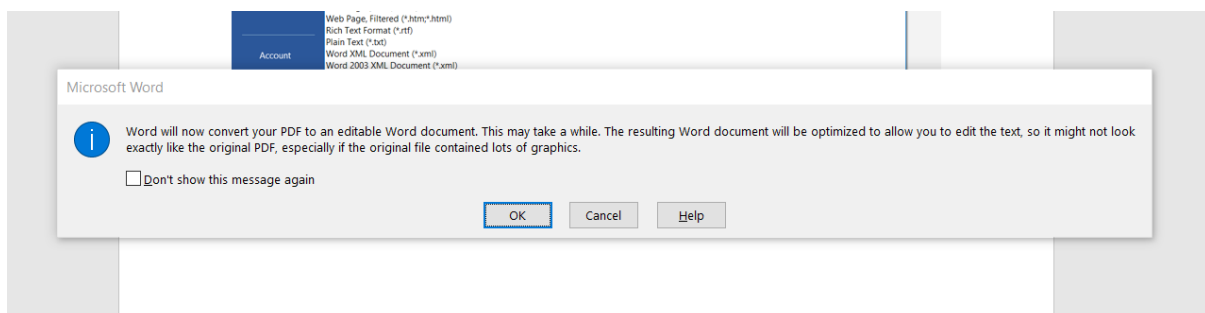
Click on "File"/"Save As" and save as a PDF (e.g. IMG\_XXX.pdf on the desktop or wherever convenient)

iPhone & iPad

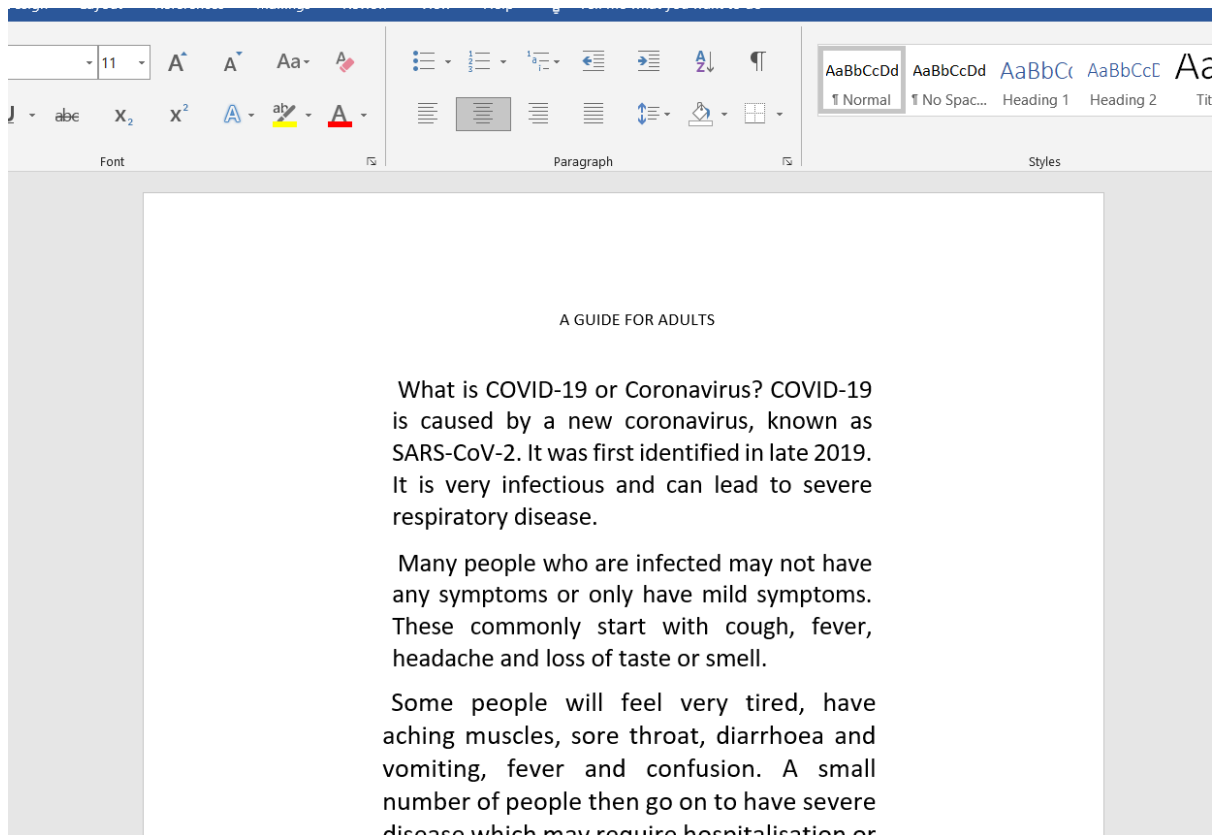


Now, close Word. Then go back and open IMG\_XXX.pdf in Word.

When this box appears click OK.



The file will open in Word as a fully editable Word file like this:



**N.B. It is still a pdf file so don't forget to click "File"/"Save As" a Word file with another name (doc or docx).**

This is a slightly complicated way of creating an editable file from a photo, but it is better than paying for other software like Adobe.

Briefly, it is just a matter of--

Saving photo in Word as a PDF

Re-open the PDF in Word and save again as a Word doc.

Not too difficult really.

To convert **any** PDF document, see next page.

The same trick works to simply convert any PDF document to a Word document on your PC. Just open the PDF in Word (where it is editable) and save it as a

word document. (If the pdf is more complicated than just text, it might not be loadable in Word.)

You might sometimes find an interesting PDF document on a web site somewhere. PDFs will open in Edge or Firefox. Just highlight the text and paste it into a Word document and save it.

If you don't have Word, it is possible to achieve the same thing in the free office programs

OpenOffice - <https://www.openoffice.org/>

LibreOffice - <https://www.libreoffice.org/>

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

This free App is available on iPhone and iPad. It is great 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 10. It automatically keeps a backup of your user account documents in the cloud.

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)

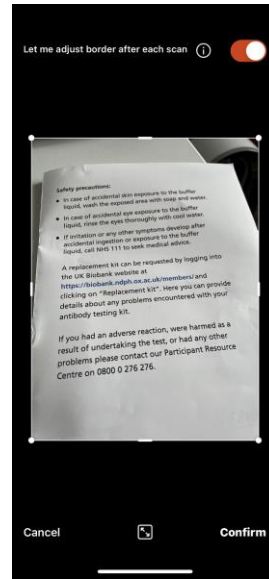
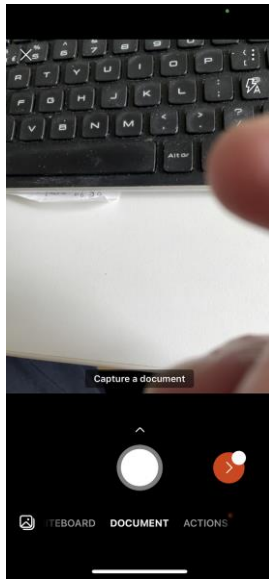
Install Microsoft Lens on your iPhone or iPad from the Apple App Store. It is free.

### **Method**

1...Open Lens.

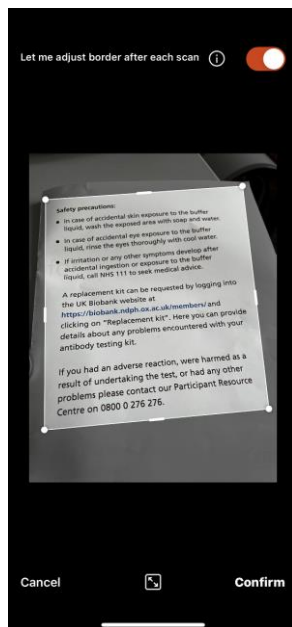
2...Take photo.

## iPhone & iPad



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

4...Click "Word" to save

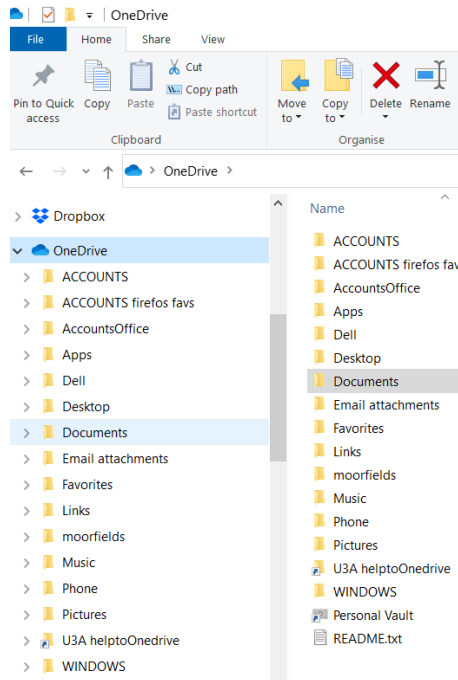


Close MS Lens and then go to your computer.

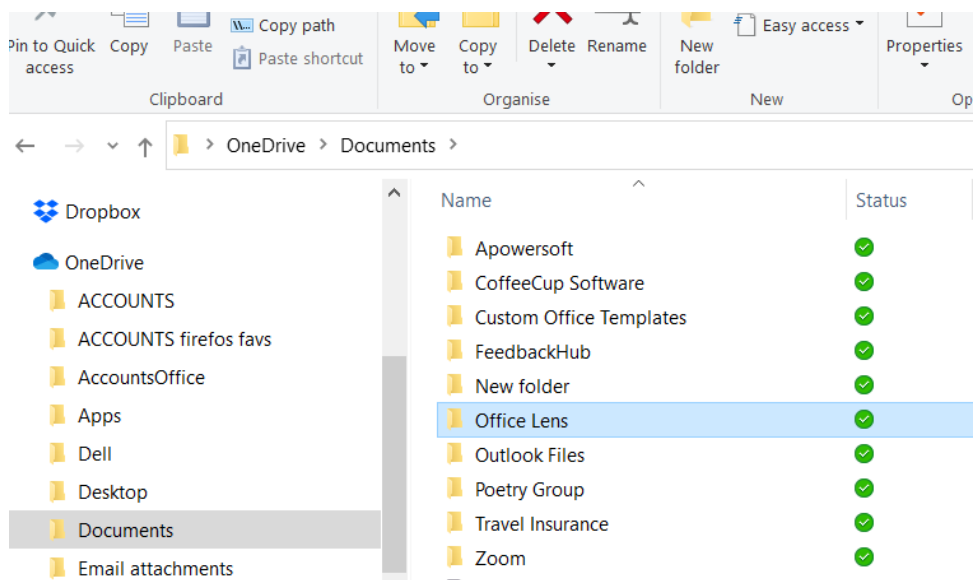
Open 'File Explorer' and go to your 'Onedrive' folder.



iPhone & iPad

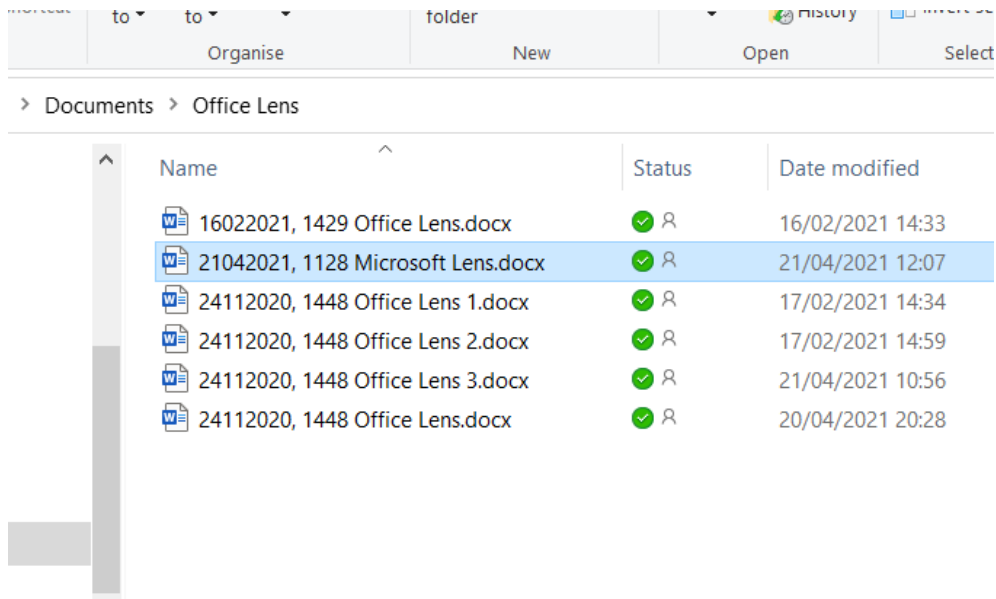


Open 'Documents'



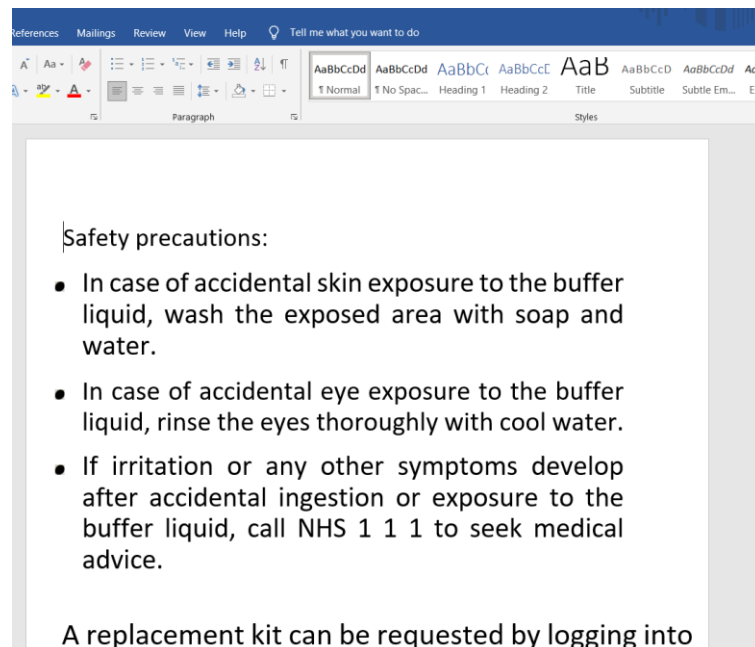
Open 'Office Lens'

iPhone & iPad



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.





## SCANNING WITHOUT A PRINTER

iPhone & iPad



Islington U3A

This is your fully editable Word document. You will probably want to change the font and text size and then save it where, and with a name of your choice.

More detailed information and instructions are on the Microsoft web site here

<https://support.microsoft.com/en-us/office/microsoft-lens-for-ios-fbdca5f4-1b1b-4391-a931-dc1c2582397b>

Updated 16/08/23