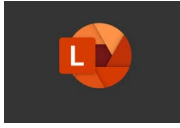


How to Scan Important Documents for Registration on Your Mobile Device using Microsoft Lens-PDF Scanner



The Roxbury Township Public Schools' online registration portal allows parents and guardians the convenience to complete the registration process from their own home. This includes providing the required birth certificate, parent/guardian photo ID, three proofs of residency, immunizations, physical exams, legal guardian custody paperwork, and other applicable documents.

For those residents who do not have a scanner but do have access to a cell phone or tablet, you can download the Microsoft Office Lens app from the Android Play Store or Apple App Store to scan documents directly from your device.

Microsoft Office Lens is an app that allows users to take photos of documents. The scan feature can be used in place of a scanner. Please follow the instructions below for scanning documents using Microsoft Office Lens.

Step by Step Instructions for Scanning Documents with Microsoft Lens-PDF Scanner

Download and install Microsoft Office Lens to your phone or tablet. The app is available



[Android](#)



[Apple](#)

1. *Open* Office Lens and allow access to your photos and camera.
2. *Select* the appropriate material that is being scanned on the bottom of the app (i.e. Document)
3. *Line up* the document on the screen, then *wait* for an orange/red box to appear around the intended object.
4. *Press* the White button on the bottom of the screen to take a picture.
5. Office Lens will present a more contrasted version of the image and three options at the bottom of the screen; cancel, expand arrows, and confirm.
 - *Click* cancel to retake or discard the image
 - *Click* the expand arrows to readjust the image sizing
 - *Click* confirm to proceed with the image
6. Once any image editing options are completed, *click* Done.
 - Use the edit function at the top of the screen to add/change the Title
 - The recommended method is *select* PDF and *click* Save.
7. After *saving* the PDF, Office Lens will take you to a location named My Files or Scans where you can access the file.