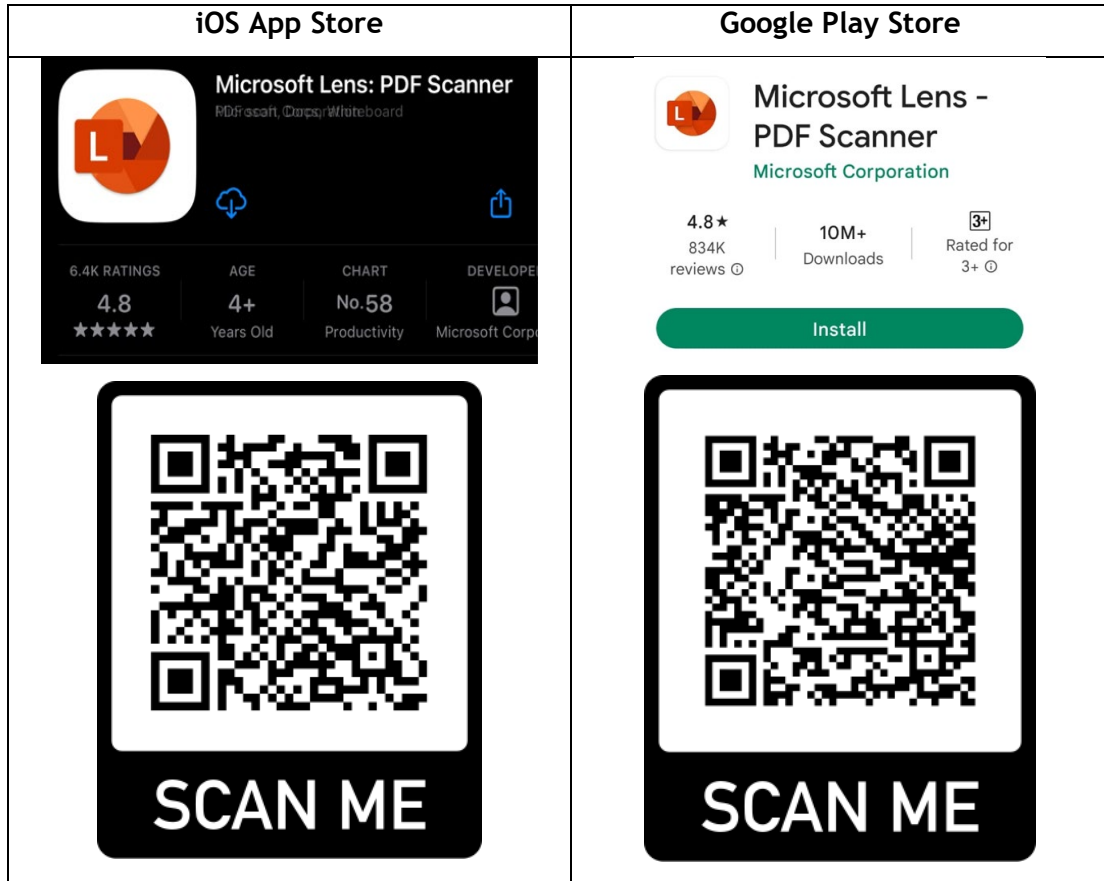
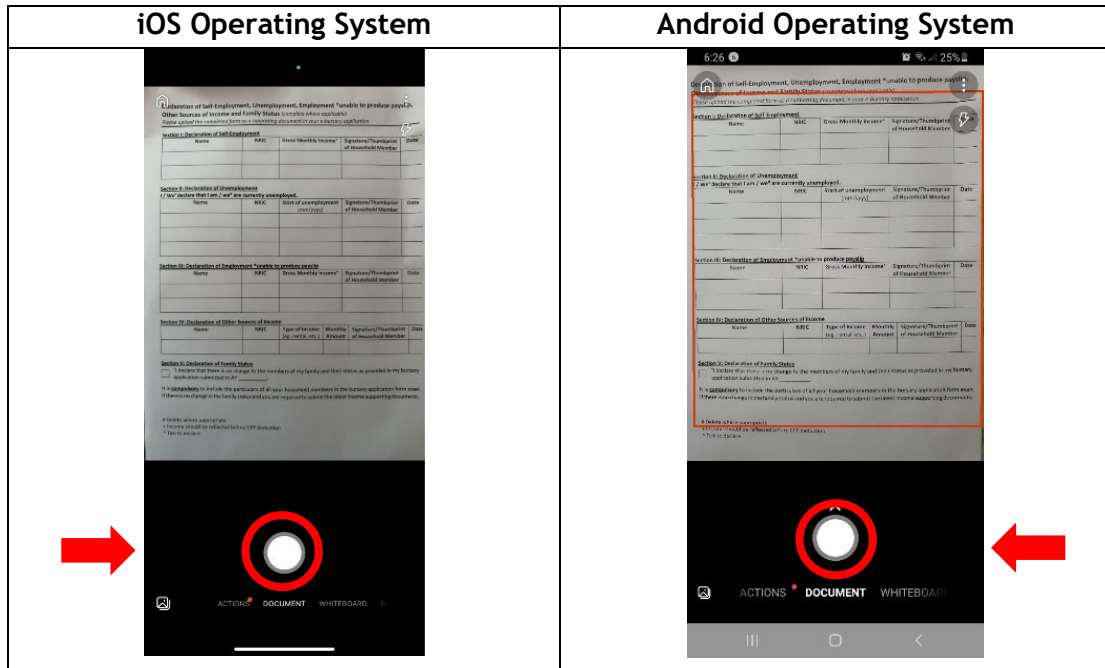


STEP-BY-STEP GUIDE ON HOW TO REDUCE FILE SIZES USING THE MICROSOFT LENS: PDF SCANNER APP

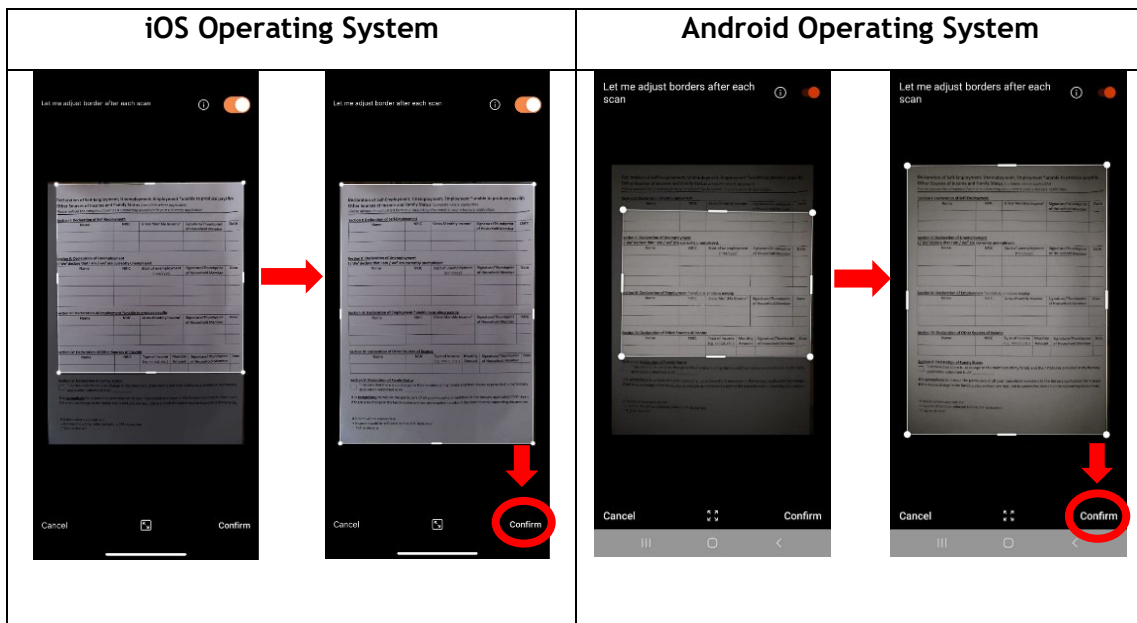
1. Launch your QR code scanner and scan the QR code below to download the **Microsoft Lens: PDF Scanner** app from the iOS App Store or Google Play Store on your mobile phone.



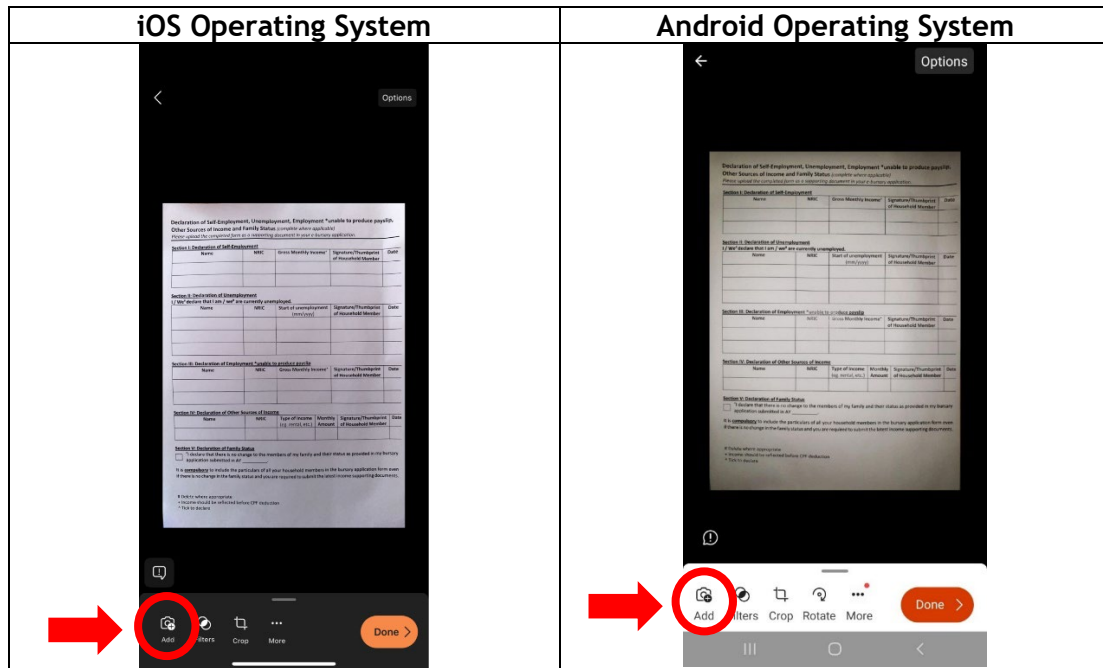
2. Follow the steps below to start scanning your photo ID/document.
 - (a) Direct your phone's camera at the photo ID/document to scan, ensuring all the details of the photo ID/document are visible before snapping the photo.



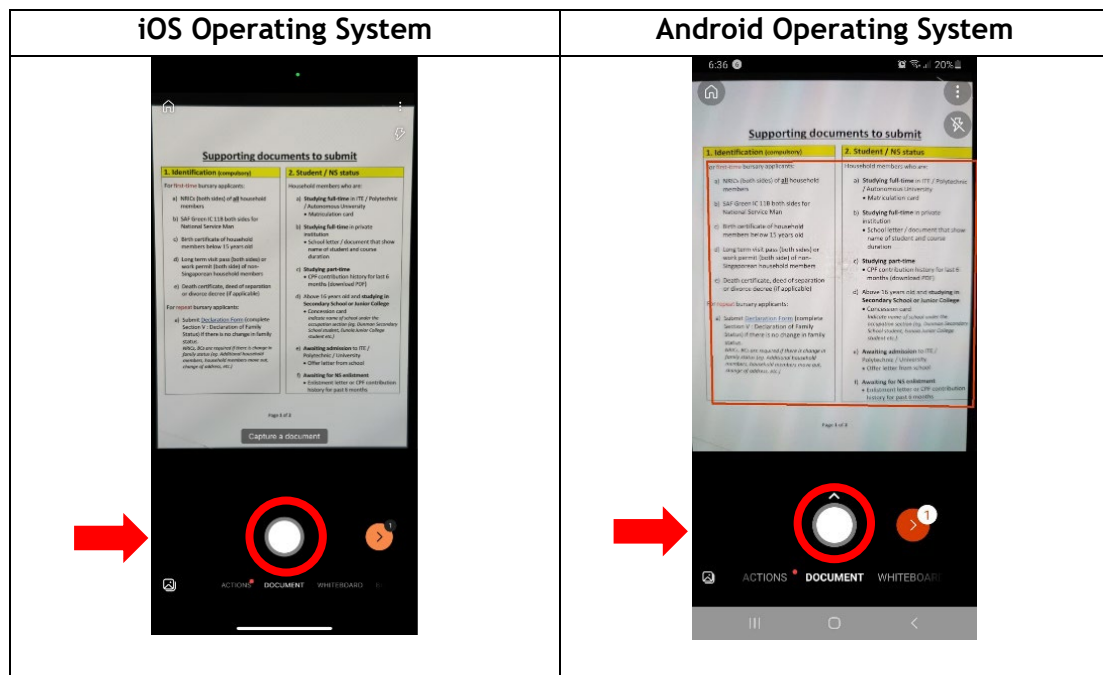
- (b) Once photo is captured, you will notice the white frame surrounding it. Adjust the frame such that it encompasses the entire document before tapping on “Confirm”.



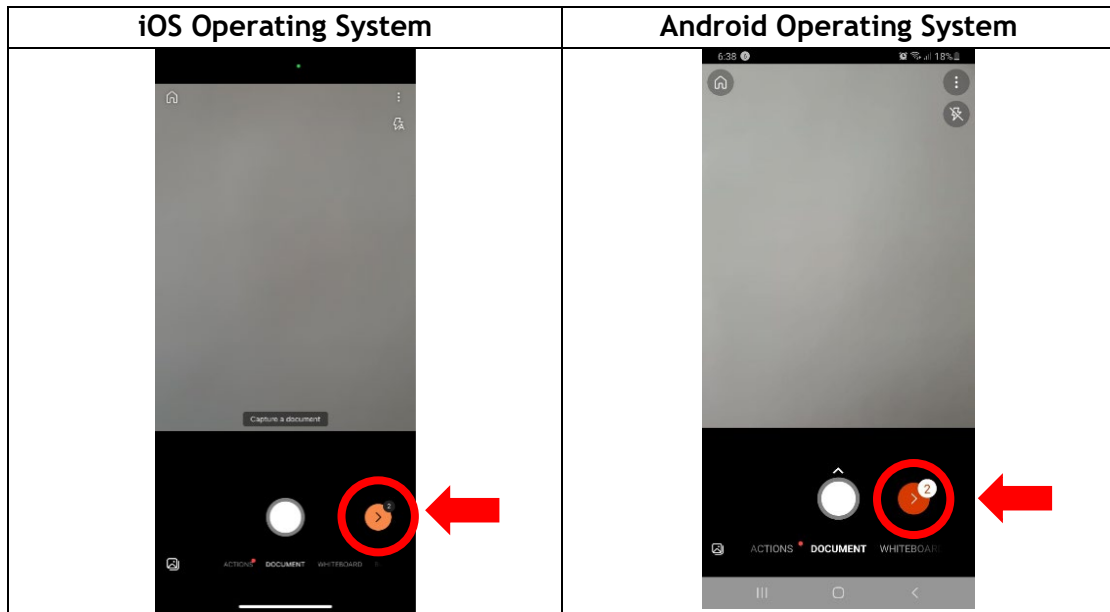
(c) If you need to scan multiple pages of a supporting document or two sides of a photo ID, tap on “Add” on the bottom left corner.



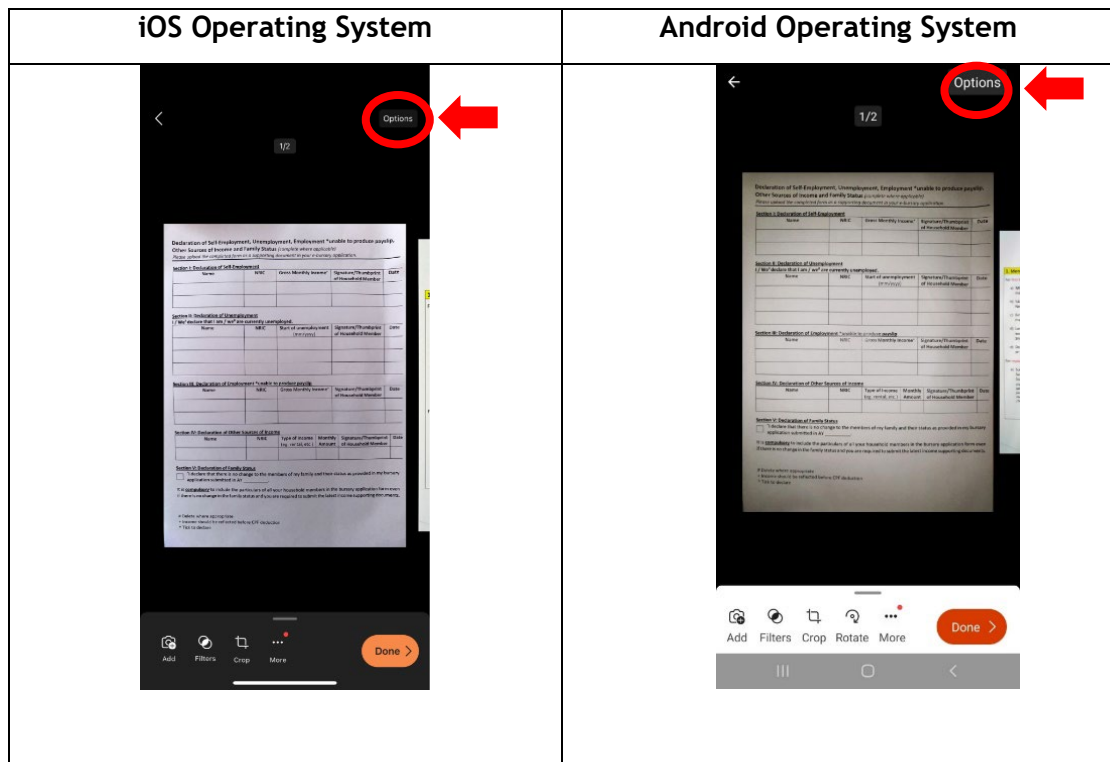
(d) Once tapped on “Add”, direct your phone’s camera to the next document and repeat steps 2 (a) and (b).



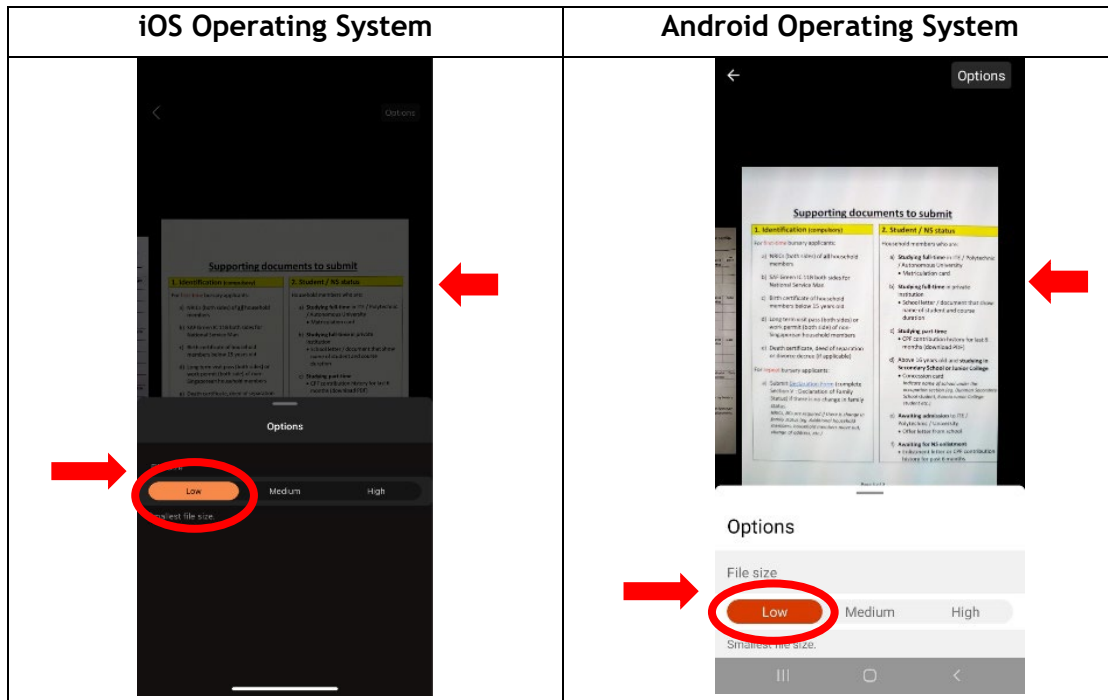
(e) Once you have finished scanning all your required documents, tap on the orange arrow as shown below.



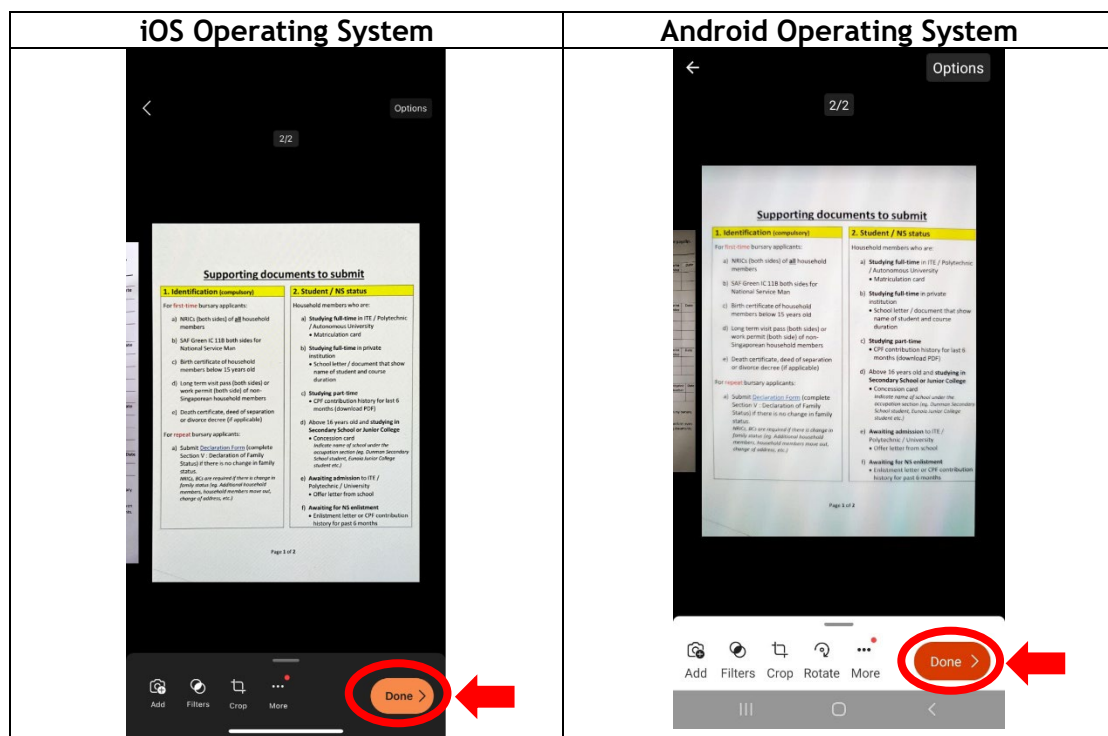
(f) Here, you will see the total number of pages for your file. Tap on “Options” on the top right of the screen to select your file size.



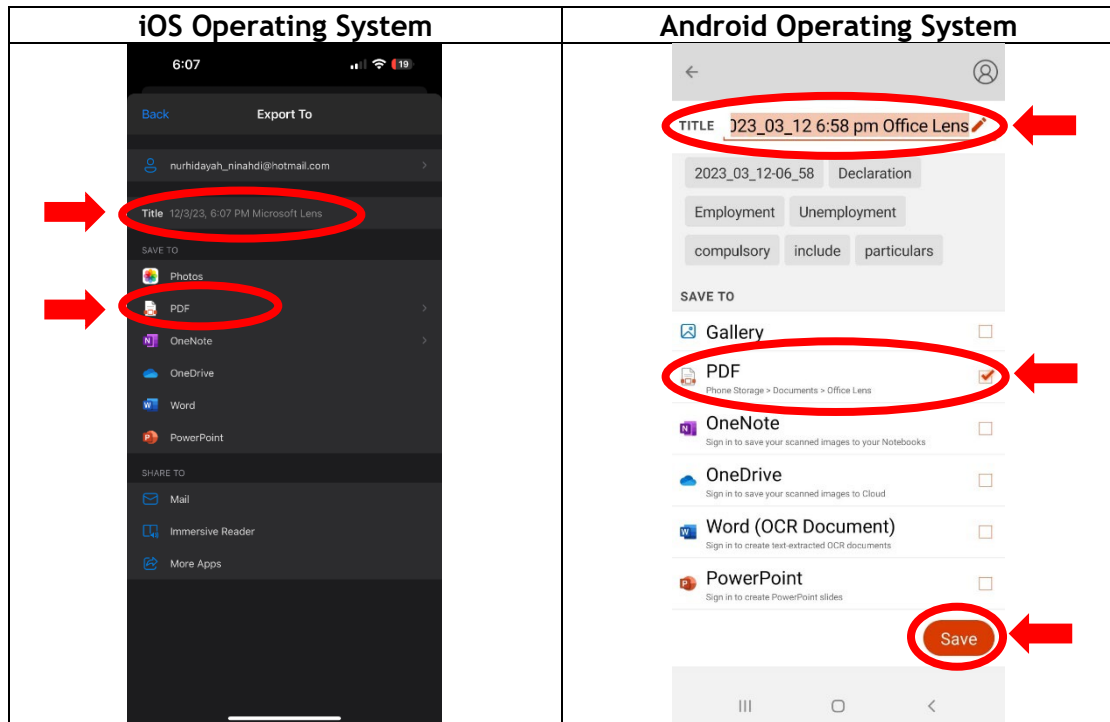
(g) Select your file size to be “Low”. After which, tap anywhere on the upper section of the screen to close the pop-up.



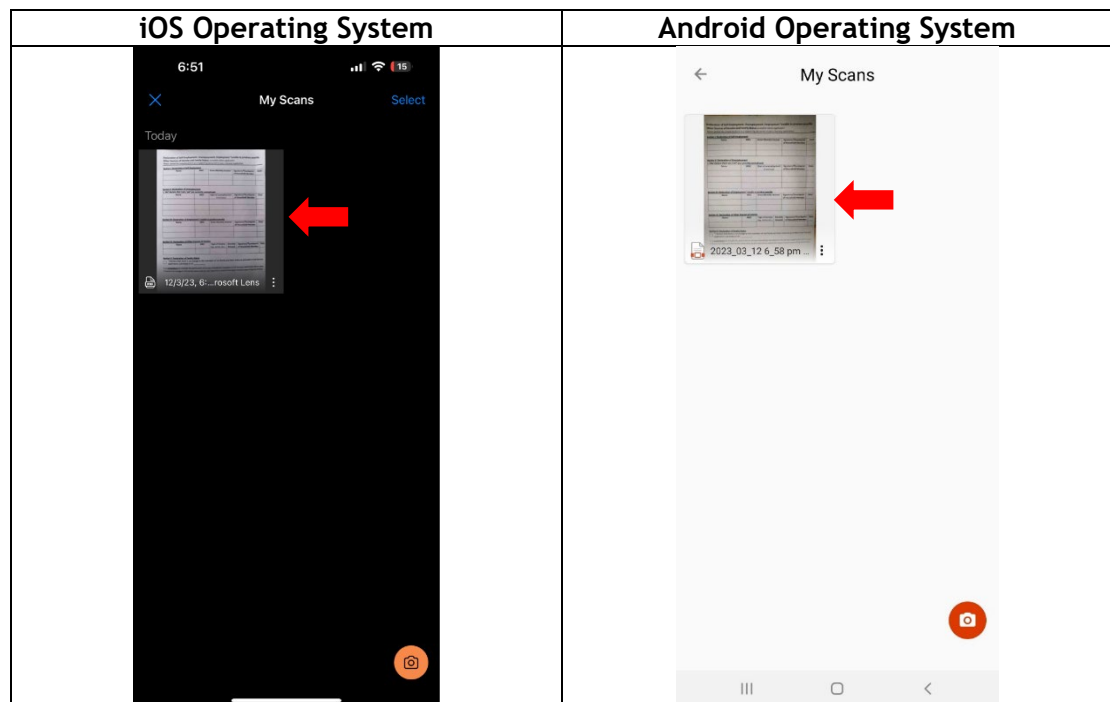
(h) Then tap on “Done” on the bottom right of the screen.



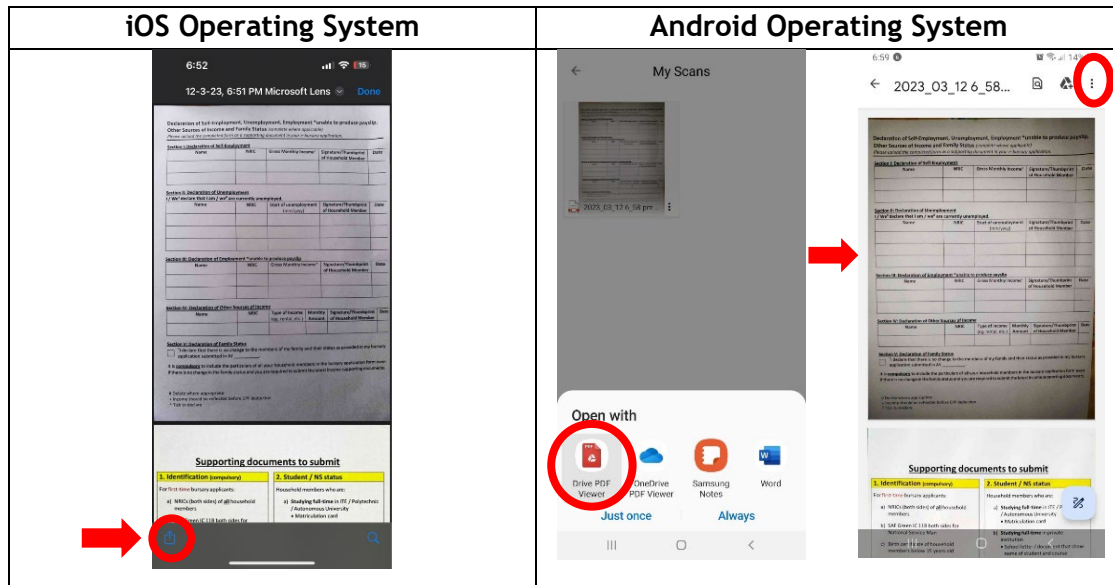
(i) From here, you may edit your file name accordingly under “Title” and under the section “Save To”, select on “PDF”.



(j) There you go, here is your scanned PDF file saved under My Scans. Tap on your file.



(k) For iOS, tap on the icon on the bottom left corner. For Android, tap on the three dots on the top right corner.



(l) From here, you may choose to send your PDF file either via email, MSTeams or WhatsApp to your laptop before uploading it back to the online bursary system.

