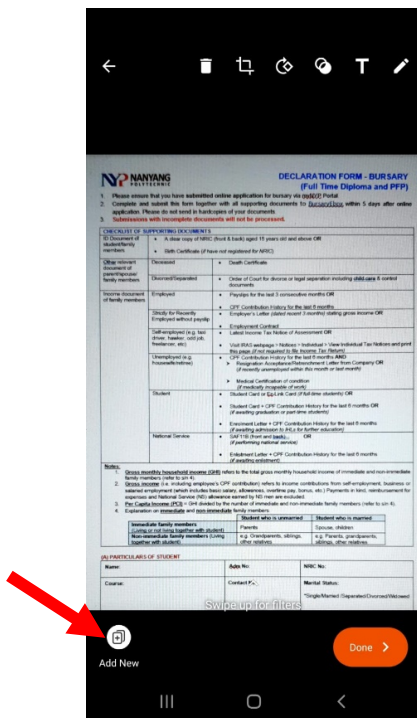
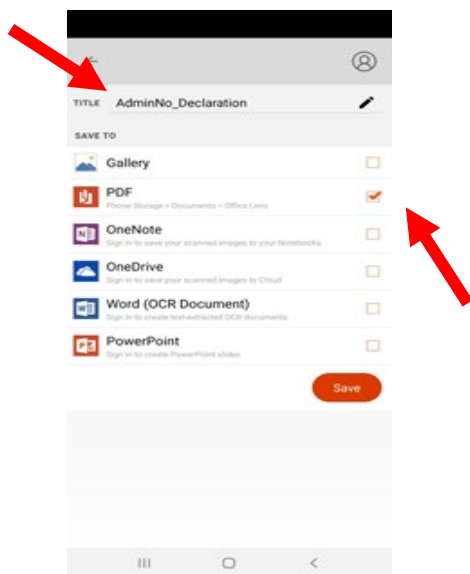


## User Guide for Microsoft Office Lens

1. Download Microsoft Office Lens – PDF Scanner
2. Open the app, aim your device's camera at the printed document you wish to scan. Choose the format that best matches the item you're scanning--whiteboard, document, business card, or photo. To best capture the item, position your device so the border frames it and then snap the picture.
3. To attach all supporting documents in 1 file, press “add new” with a plus sign icon at the bottom left corner and continue scanning all supporting documents. (please scan all different groups of supporting documents together. (For eg, All NRICs together in 1 file, all income documents in another file etc).



4. Once the same group of supporting documents are scanned together, press “done”
5. Change the title to: Admission no. \_ document type (eg 191234A\_Declaration or 191234A\_Income etc)
6. Save the file as “PDF” (tick the pdf box)



7. Press the “Save” button and select the location to store your files and subsequently upload them during the online application.