





HOW TO...SCAN & UPLOAD DOCUMENTS WITH YOUR MOBILE DEVICE AND GOOGLE DRIVE APP



Scan documents like receipts, letters, and billing statements to save them as searchable PDFs on Google Drive.







NOTE: Some mobile devices have their own proprietary means of scanning a document without downloading an app like the Google Drive app. But it may require you to save your photo to the device's photos which could take up device storage space. If you are willing to download the Google Drive app to your mobile device, this method allows you to upload directly to Google Drive after scanning without having to first save the scan to your mobile device.

A. FROM AN IPHONE & IPAD

1. Open the Google Drive App  on your mobile device.
2. At the bottom right, tap the **Add** icon  and then **Scan document**.
3. Point your device's camera at a document and take a photo of the document.
4. Adjust your scanned document (a line with circles in the corners will appear to help you resize/crop the document, as required). When you are ready, click **Keep Scan**.
5. If you want to make another scan, continue on. If you are ready to save, click **Save**.
6. Create your own file name or select a suggested title.
7. To select the Drive folder where you will save the document, tap **Location** and select the folder location you want.
8. Click **Save here**.
9. Click **Save**.
10. To save the finished document, tap **Save**.

B. FROM AN ANDROID DEVICE

1. Open the Google Drive App  on your mobile device.
2. At the bottom right, tap the camera icon  .

3. Point your device's camera at a document. A blue line outlines the document.
This indicates where the picture will be cropped.
4. Take a photo of the document that you would like to scan.
5. Adjust your scanned document.
 - a. *Adjust scan area:* Tap **Crop & Rotate** 
 - b. *Adjust the colors, or make image grayscale:* Tap **Filter** 
 - c. *Erase stains, fingers, and more:* Tap **Clean** 
 - d. *Scan another page:* Tap **Add** 
 - e. *Retake the photo:* Tap **Retake** 
 - f. *Delete a page:* Tap **Delete** 
6. Tap **Done**.
7. Create your own file name or select a suggested title.
8. Optional: To select the Drive folder where you will save the document, tap **Location**.
9. To save the finished document, tap **Save**.

(Android) Add a scanning shortcut to your Home screen

1. Open your Android phone or tablet's widgets.
2. Find the "Drive scan" widget.
3. Touch and hold the widget.
4. Drag it onto your Home screen. You may be asked to select an account.
5. Choose the folder you will save documents inside. If you want to create a folder, tap "New Folder."
6. Tap "Select." You will see the folder name in the widget.