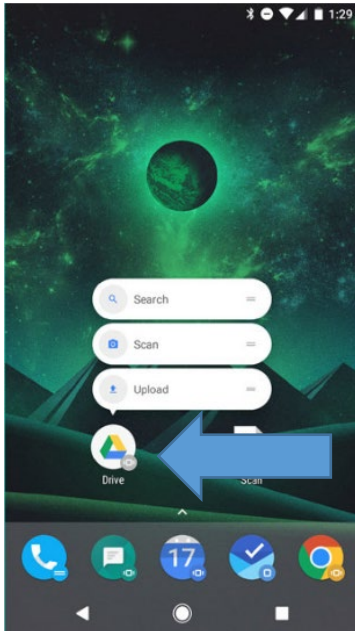
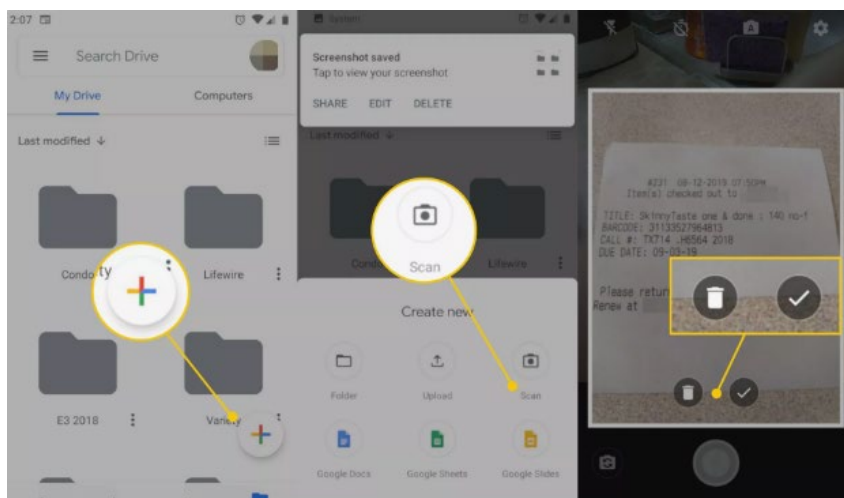


## How to scan a document using Android Phone

1. Open the **Google Drive**



2. Under **Create New** tab, Click on the + symbol in the bottom-right corner
3. Click on **Scan** – this will open your camera (scan document by clicking the shutter button)
4. Position the phone camera over the document and tap the **shutter** button
5. Tap the **checkmark** to keep the scan or the **trash** to delete it.
6. Tap the + symbol to scan more documents or tap the **checkmark** to finish and upload your document into Google Drive.



7. When finished scanning, enter a file name for your new PDF and choose which folder to save it in.

