

HOW TO SCAN DOCUMENTS WITH **GOOGLE DRIVE**

You can scan documents like receipts, letters, and billing statements to save them as searchable PDFs on your Google Drive.

Scan a document

1. Open the Google Drive app. 
2. In the bottom right, tap Add Add question. 
3. Tap Scan Scan. 
4. Take a photo of the document you'd like to scan.
5. Adjust scan area: Tap Crop. 
6. Take photo again: Tap Re-scan current page. 
7. Scan another page: Tap Add. 
8. Create your own title or select a suggested title.
9. To save the finished document, tap Save. 