









## Scanning a Document with an Android Phone

### Scan a document

1. Open the Google Drive app 
2. In the bottom right, tap Add 
3. Tap Scan 
4. Take a photo of the document you'd like to scan.
  - Adjust scan area: Tap Crop 
  - Take photo again: Tap Re-scan current page 
  - Scan another page: Tap Add 
5. To save the finished document, tap Done 

### Add a scanning shortcut to your home screen

To set up a shortcut to scan documents:

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'll save documents inside. If you want to create a folder, tap New Folder .
6. Tap Select. You'll see the folder name in the widget.

### How to Scan & Email from Android Phone & Tablet - YouTube

[https://www.youtube.com/watch?v=6\\_7NgiAjSNg](https://www.youtube.com/watch?v=6_7NgiAjSNg)