

ANDROID - How to scan documents with Google Drive

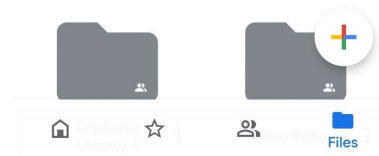
1. Install the Google Drive app

On most Android phones, the Google Drive app should already be installed. If not, you can simply grab it from the Google Play Store.



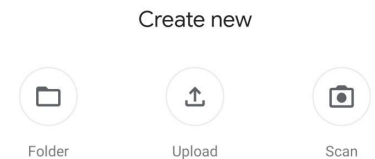
2. Click the “plus” icon

The first thing you need to do is open the Google Drive app and look for the large “plus” icon on the bottom right of the app window.



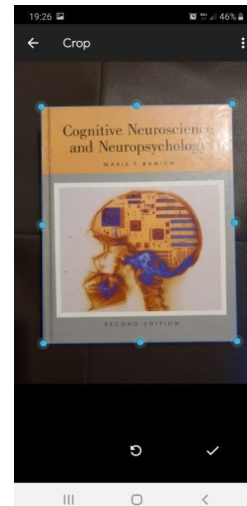
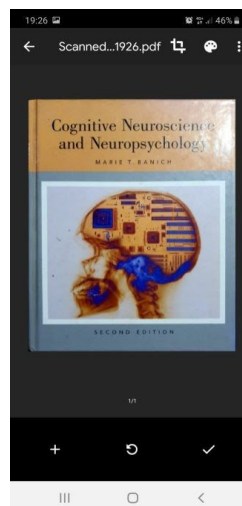
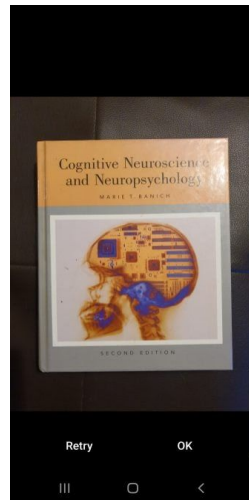
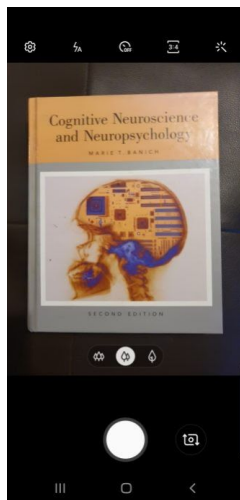
3. Tap “Scan”

Next, simply tap the ‘scan’ button. That’s the one with the camera icon. This puts Google Drive into scanning mode.



4. Take pictures and edit, if required

First, take the picture the way you would normally capture any photo. Google Drive will then give you a chance to review the image. If you’re happy with it, tap ‘OK’. If not, tap ‘Retry’ and give it another go. After tapping ‘OK’, you can tweak the capture before finalizing the scan. In this case we don’t want the bit of background behind the textbook. So tap the crop icon at the top of the screen, to the left of the pallet icon.



Google’s software then tries to automatically select the document itself. If it doesn’t get it right, simply drag the nodes on the outline until they properly frame the page. Tap the check mark to finalize the page. If you want to add another page to the series of scans, simply tap the “plus” icon on the bottom left of the app window.

Repeat this process until you have scanned all the pages you want, then tap the check mark to save the resulting document in your Google Drive. ***Be sure to properly name the file and save it in an appropriate folder in your @learn Drive so you can easily attach it to a Google Classroom assignment.***