How to Scan Documents for Google Drive with Android

This article will show how to scan documents with Google Drive.

Scan a Document

1. Open the Google Drive app

2. In the bottom right click "Add"

3. Click "Scan"

4. Take a photo of the document you want to scan.

   - Adjust scan area: Click "Crop"
   - Take photo again: Click "Re-scan current page"
   - Scan another: Click "Add"

5. Type in your own title

6. To save the document to your drive, click "Save"

Add a scanning shortcut to your Home Screen

To set up a shortcut to scan documents:

1. Open your Android phone 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 which folder you want to save the documents to. You can create a new folder by clicking "New Folder"

6. Click "Select". You will now see your folder name in the widget.