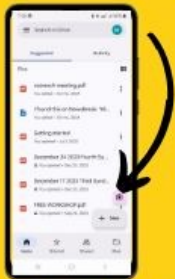# **ANDROID**: HOW TO SCAN A DOCUMENT WITH YOUR CAMERA

WITH 6 EASY STEPS

1

1.Open Google Drive and press the camera

2

2. Put your camera above your paper and it will automatically scan

3

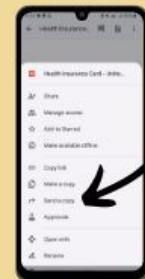3. After it scans select "Done"

4

4. Make sure PDF is checked and press "Save"

5

5. Select the file in your Google Drive and select the three dots

6

6. Select "Send a copy" and then select which email app you want to send the file through

Additional info for step 3

If you have multiple papers, after you scan one press the plus sign near the bottom and scan the next. Keeping doing this until all pages are scanned and select "Done"