

Android users:

- * Open the Google Drive App on your Android Device.
- * Tap the "+" in the bottom right corner of the screen
- * Select Scan
- * Take the picture of your item to be scanned
- * Select OK or Retake if your picture is blurry
 - if you are taking multiple pictures you can hit the "+" in the bottom left corner*Please try to send all documents in one file*
- * Select Save
- * Open your Google Drive
- * Hit the 3 lines inside the search box and select recent
- * Open the Document
- * Select the three little dots
- * Select send a copy
- * Select email