

Scan documents with Google Drive

Scan documents like receipts, letters, and billing statements to save them as searchable PDFs on your Google Drive.

Scan a document (make sure to download the Google Drive app to your phone/tablet)

1. Open the Google Drive app .
2. At the bottom right, tap Camera .
3. Point your device's camera at a document.
 - A blue line outlines the document. This indicates where the picture will be cropped.
4. Take a photo of the document that you'd like to scan.
 - Optional: You can toggle automatic capture by choosing between Manual and Auto capture.
5. Adjust your scanned document.
 - Adjust scan area: Tap Crop & Rotate .
 - Adjust the colors, or make image grayscale: Tap Filter .
 - Erase stains, fingers, and more: Tap Clean .
 - Scan another page: Tap Add .
 - Retake the photo: Tap Retake .
 - Delete a page: Tap Delete .
6. Tap Done.
7. Create your own file name or select a suggested title.
8. Optional: To select the Drive folder where you'll save the document, tap Location.
9. To save the finished document, tap Save.

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.