How to scan documents on an Android with Google Drive

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

Scan a document

1. Open the Google Drive app .
2. In the bottom right, tap Add .
3. Tap Scan .
4. Take a photo of the document you'd like to scan.
   - **Adjust scan area:** Tap Crop .
   - **Take photo again:** Tap Re-scan current page .
   - **Scan another page:** Tap Add .
5. To save the finished document, tap Done .

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.