



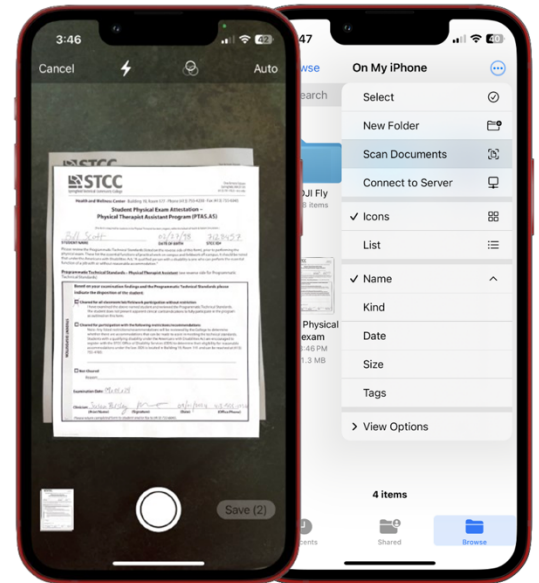
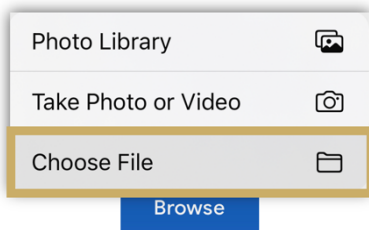
# Scan Papers into PDFs with Your Phone

Paper documents can be scanned into PDF file format for online upload. Follow the steps below to get started.



## iPhone

1. Open the **Files** app 
2. Press , then tap **Scan Documents**
3. Place the document in view of the camera (If needed, press the shutter button)
4. When done scanning all pages, tap **Save**
5. When it's time to upload, select **Choose File** and navigate to the location where your device saved the scanned file\*

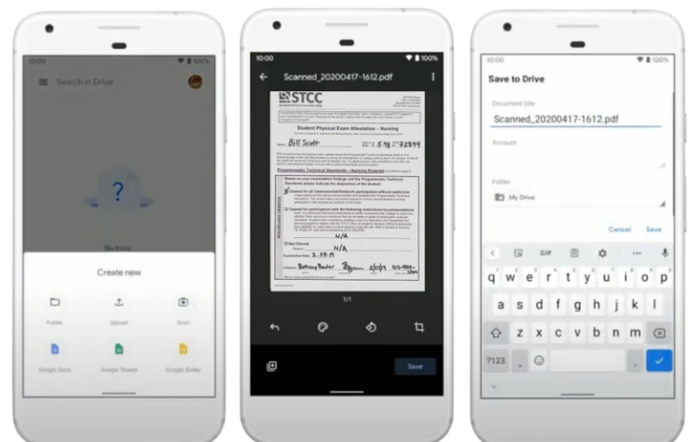


\*If you'd like to submit the scanned file from your computer, tap the Share button to move the file to your computer.

## Android

Note: Verify you have the latest version of the Google Drive app.

1. Open the **Google Drive** app
2. Tap the **+** button in the bottom right corner
3. Tap **Scan**
4. Place the document in view of the camera (If needed, press the shutter button)
5. When done scanning all pages, tap **Save**
6. When it's time to upload, select **Choose File** and navigate to the location in Google Drive where your device saved the scanned file\*\*



\*\*If you'd like to submit the scanned file from your computer, visit [drive.google.com](https://drive.google.com) to download the scan.

**Tip:** Take your scans in a well-lit environment and adjust the crop area if needed.

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