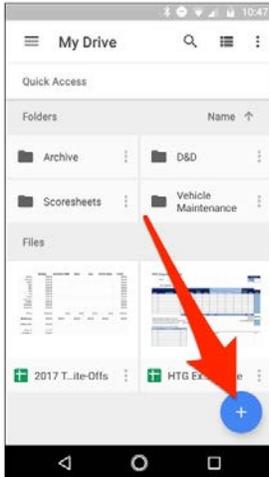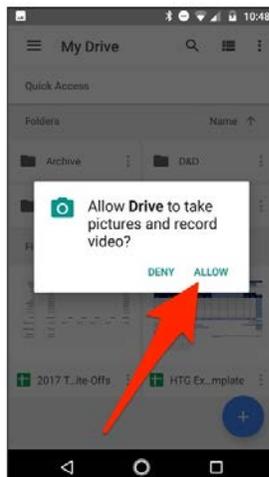# How to Scan a Document on Your Phone: Android

If you're using an Android, the best way to scan documents is through the **Google Drive** app.

You can scan documents directly into Google Drive by tapping the "+" button in the lower-right corner of the home screen.

When the menu slides up from the bottom, select "Scan".

It may ask for permission to access the phone's camera. If so, tap on "Allow".

When you are ready to scan your document, fill up the screen with the document as much as you can and tap the blue capture button. You can also shed a little light on the document by tapping the flash icon next to the capture button if your device has a flash. If your device doesn't have a flash, this option won't appear.

After you scan the document, a preview of it will immediately appear. Don't worry if it looks like most of the document is cut off. This is where the crop tool comes into play. Tap on it to make cropping adjustments.

Tap, hold, and drag on the dots to change the area that is scanned and uploaded—you likely only need to mess with the corner dots for this. Make sure all four corners of the document are visible.

Once finished, tap on the checkmark in the lower-right corner of the screen.

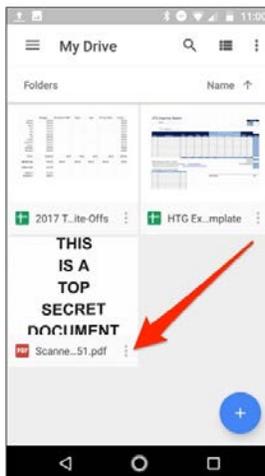You have three options immediately after scanning:
1.   Tap the plus icon to add more pages to the document.
2.   To redo a scan, tap the circular arrow in the middle.
3.   Tap the checkmark icon to upload the document to Google Drive.

You can also make minor adjustments to your scans as you go. For instance, tapping on the painter's palette in the top-right corner will allow you to change the scan's color selection and cater it towards a specific kind of document. By default, the scanner will automatically pick the one it thinks is best.

Lastly, the three dots in the upper-right corner will let you delete, rename, and rotate the scan if need be.

Uploaded scans are added to Google Drive as PDFs and the names are prepended with the word "Scanned," followed by the date and time. You can move, rename, or delete any of your scanned documents by clicking the three dots next to the file's name. The three dots next to the file name will allow you to download the file so you can then upload it to your application.

Instructions and pictures from https://www.howtogeek.com/209951/the-best-ways-to-scan-a-document-using-your-phone-or-tablet/