

How to Scan Documents on an Android Device

Scan Using Google Drive

This method creates a clear PDF and works on most Android devices.

1. Open the **Google Drive** app
2. Tap the **+** (**plus sign**) in the bottom-right corner
3. Select **Scan**
4. Take a photo of the document
5. **Crop and adjust** brightness if needed
6. Tap **Save** (your scan is saved as a .pdf in your Drive)
7. Name the file and choose a save location

For Best Results

- Place the document on a **flat surface**
- Use **good lighting** (avoid shadows)
- Hold the phone **steady**
- Clean the camera lens if the image is blurry

Need to Share or Email the Scan?

1. Open the scanned file
2. Tap **Share**
3. Choose **Email, Messages**, or another app

Tip: If your phone came with a manufacturer app (Samsung Notes, OneDrive, Adobe Scan), scanning steps will be similar.