

Using Google Drive on a tablet or phone to scan into a PDF document

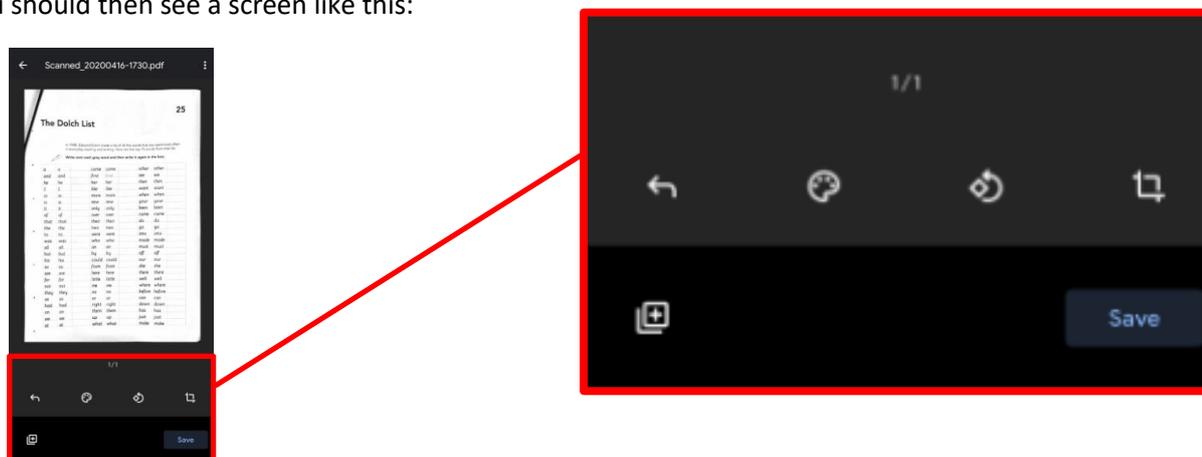
Open the Google Drive app (you will need a Google account) 

On the bottom right of the screen you should see this  which you can touch to add a new file

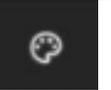
A **Create New** menu will appear – choose **Scan**

This will open the camera on your device. Scan your first image, then click **OK** (at the bottom) or **the tick** (top right).

You should then see a screen like this:



Use the options along the bottom of the screen (explained below) to change the appearance, add extra pages and then finally, save to a document.

					
Goes back to the camera to retake the photo	Changes to colouring – it's not always clever enough to recognise what you have scanned so you may have to adjust the settings.	Rotates your image	Crop function. Use this to extend or crop the area of the scan. NB Depending on what you scan, it can sometimes only show part of what you want – use this to extend.	Add another page to the document – ie scan something else. This will take you back to the camera to scan something else without losing the scans you've already done.	You'll see the number of pages which will be in the finished document. You can swipe left and right through all the pages.

Once you scanned all the pages, click **SAVE** to create a PDF. **NB, Don't click SAVE until you have scanned all you need, otherwise you won't get it all in one document.** This document will then be stored in your Google drive and can be uploaded to WEDUC or attached to an email.