Use your Phone/Tablet to Create a PDF of your document.

This allows you to include all pages of a document in one scan. This make it easy for you to upload and for the recipient to review and print.

Apple Device	Android Device
1. Launch the **Notes App** on your device.	1. Launch the **Google Drive app** on your device.
2. Create a New Note.	2. Next, tap on the large Plus button located at the bottom of your screen.
3. Tap the Camera Symbol 📷	3. Tap Scan- Place the document to be scanned on a flat surface (table) and simply take a picture of the document.
4. Tap Scan Document from the list of options.	4. Once you take a picture of the document, you will get to see a preview. If it is legible, choose OK. If not, click Retry to retake the pic.
5. Take a picture of the document. Adjust scan or retake if needed.	5. If the document has multiple pages, tap on the Plus button, located in the bottom menu allows you to scan the next page of the document.
6. Then click Keep Scan	
7. If you need to scan another page, take another picture. You may need to click on the + sign to add a page.	6. Once you have scanned all the documents, click Save. Once you click Save, it will prompt you to name the document.
8. Once you have taken pics of all documents, click Save.	**Print, Share or Send Scanned Documents** *Once you scan the document, it will be stored on Google Drive.*
9. It will then prompt you to name the document. Tap Done.	7. Open the Google Drive App on your Android Phone, tap on the scanned document.
Print, Share or Send Scanned Documents *Once you scan the document, it will be stored in your Notes app.*	
10. With the Note App open, tap on the scanned document.	8. Once the document is open, tap on the 3-dot menu icon, located at the top right corner of your screen and choose Share and Export.
11. Press the Share button. You can now text, email, print, move to a folder or save to files by scrolling through these options on your phone.	9. Then choose the option you wish to use to share.