

SCANNING DOCUMENTS

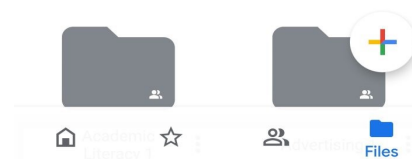
Using Google Drive on an Android Phone

1. On most Android phones, the Google Drive app should already be installed. If not, you can simply grab it from the [Google Play Store](#). Apple iOS users will find the app in their respective [store](#) as well. The instructions below are for the Android version, but they are materially the same on both operating systems.

2. Open the **Google Drive** app



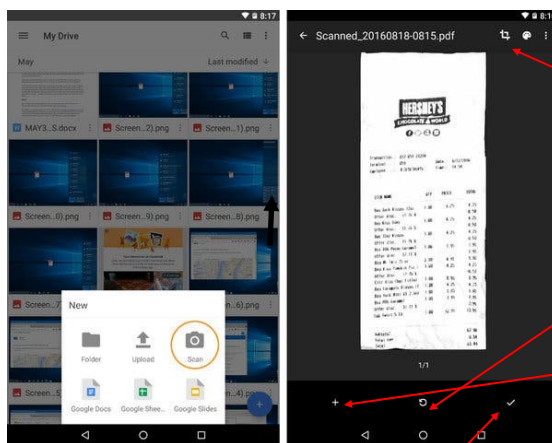
Tap the large “plus” icon on the bottom right of the app window.



3. Place the document you'd like to scan on a flat surface.

4. Tap the **Scan** camera icon and hold the phone or tablet over the document to get a clear picture.

5. Take the photo.



6. Use the **Crop** button to trim any unnecessary background.

7. To redo an unsatisfactory shot, tap the circular **Refresh** arrow.

8. To make a single PDF that contains all of your documents, tap the **Add** button (+) to go to the next page and repeat the process.

9. When you're done, tap the **Done** checkmark to save the resulting PDF in your **Google Drive**.

Uploaded scans are added to **Google Drive** as PDFs and the names are prepended with the word “Scanned”, followed by the date and time.

For example: Scanned_20200424-1317.pdf

You can rename any of your scanned documents by clicking the three dots next to the file's name. A menu of options will display.



*** Please change the file name to one that includes your child's name.**

You are now ready to upload your scanned document to the district enrollment form.