

# Scan documents with Google Drive

Scan documents, like receipts, letters and billing statements, to save them as searchable PDFs on your Google Drive.








[Android](#)

[Computer](#)

[iPhone & iPad](#)


## Scan a document

**Important:** Google respects your privacy and doesn't use your Drive content for advertising. [Learn more about how Drive protects your privacy.](#)

1. Open the Google Drive app .
2. At the bottom right, tap Add .
3. Tap Scan .
4. Take a photo of the document that you'd like to scan.
  - **Adjust scan area:** Tap Crop .
  - **Take photo again:** Tap Re-scan current page .
  - **Scan another page:** Tap Add .
5. Create your own title or select a suggested title.
  - Suggested titles are only available in the United States.
6. To save the finished document, tap Save .

## Add a scanning shortcut to your Home screen

To set up a shortcut to scan documents:

1. Open your Android phone or tablet's widgets.
2. Find the 'Drive scan' widget.
3. Touch and hold the widget.
4. Drag it onto your Home screen. You may be asked to select an account.
5. Choose the folder that you'll save documents inside. If you want to create a folder, tap New folder .
6. Tap **Select**. You'll see the folder name in the widget.

### Tips to make scans better:

- 1 Use Natural light. Put your paper on a table near (but not too close) a window.
- 2 Hold your phone square to the document, not at an angle.