

Turning a document into a PDF

1

Open:

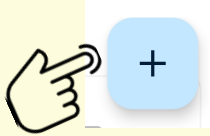
Open Google Drive on your smartphone



2

Click:

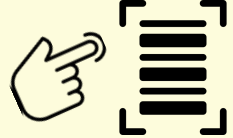
Open the camera from the + -button at the bottom.



3

Choose:

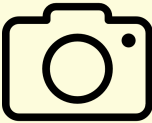
the "scan" icon



4

Photo:

Take a photo of your document and press OK if the picture is clear, or take a new photo.

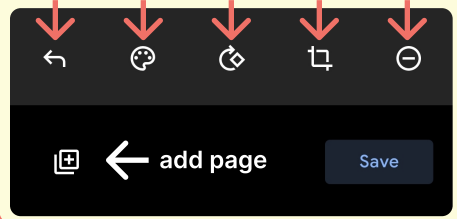


5

Edit:

You can make changes to the PDF.

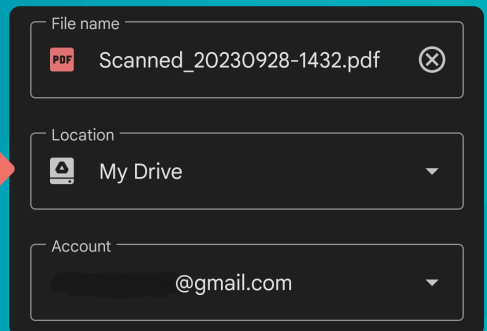
back colors rotate crop delete page



6

Save:

Save the PDF file you created to your wanted location in Google Drive.



Note: This only works on Android phones. On iPhone the picture will be saved as a JPG file, not as a PDF.

