

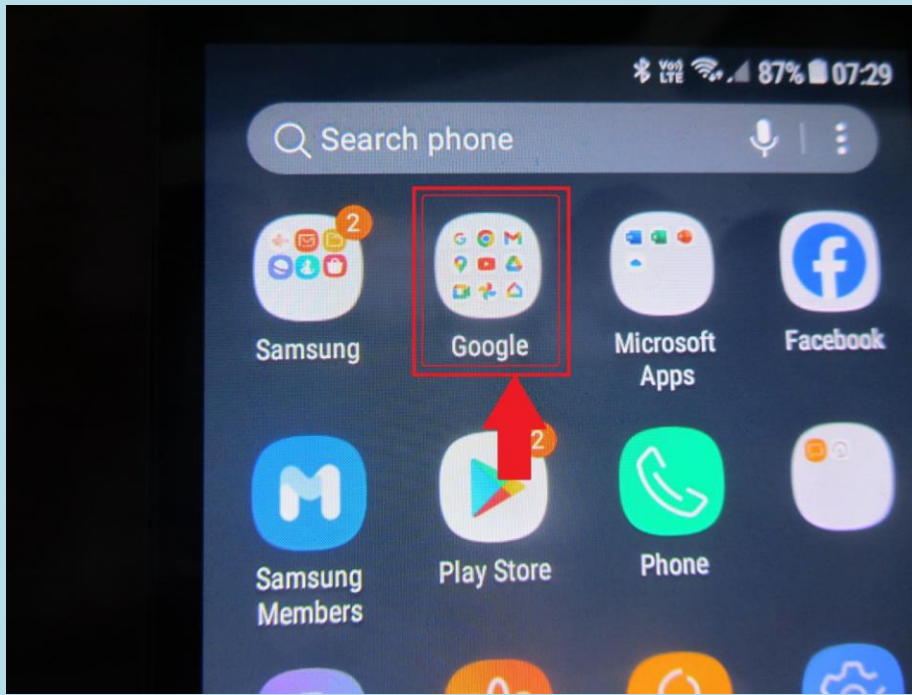
Using your Android Phone to scan documents into Google Drive.

And

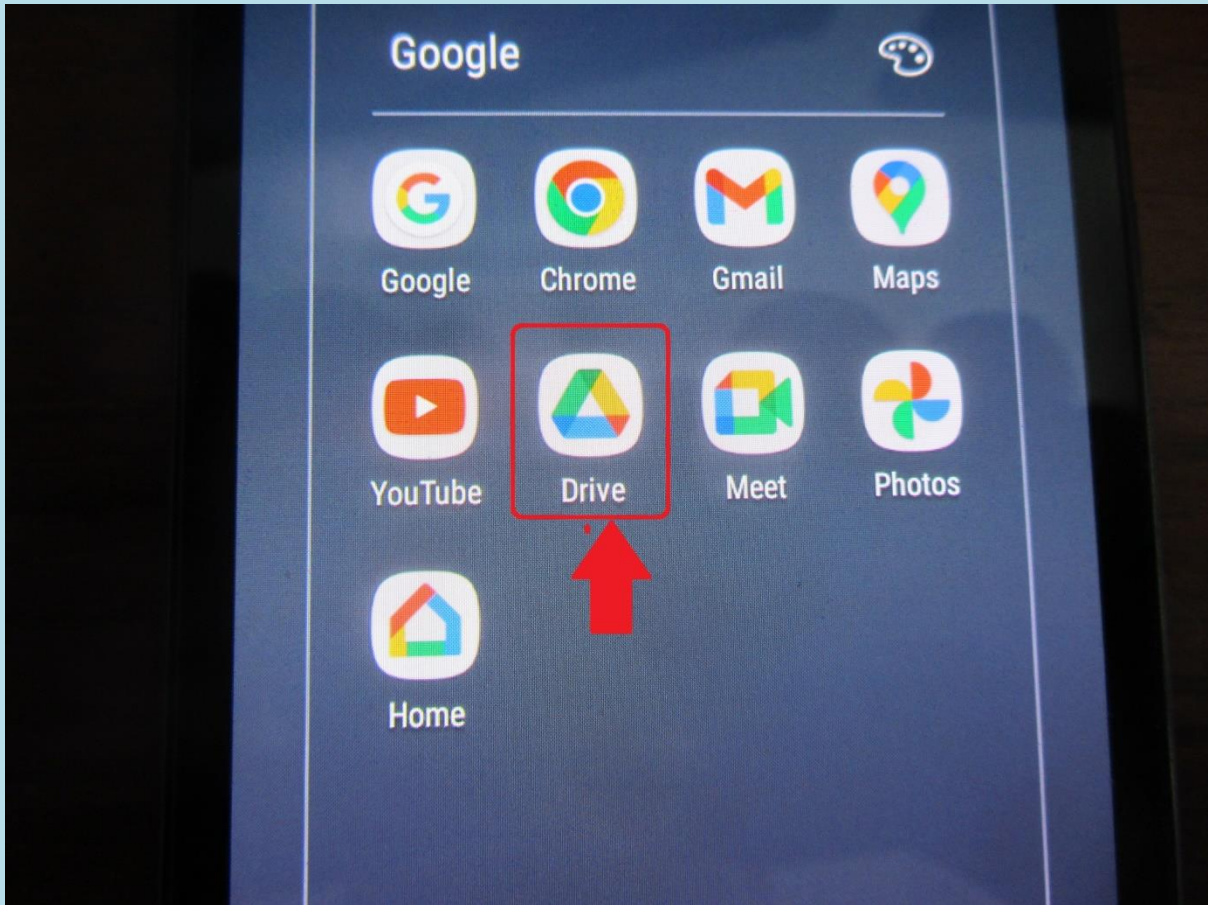
Using Google Documents to convert (OCR) the scanned PDF document to a Text Document then download it as a Word (DOCX) File.

These Instructions assume you have a Google (GMAIL) account on both your Android phone and the same account on your PC.

On your Android Phone, show all applications:



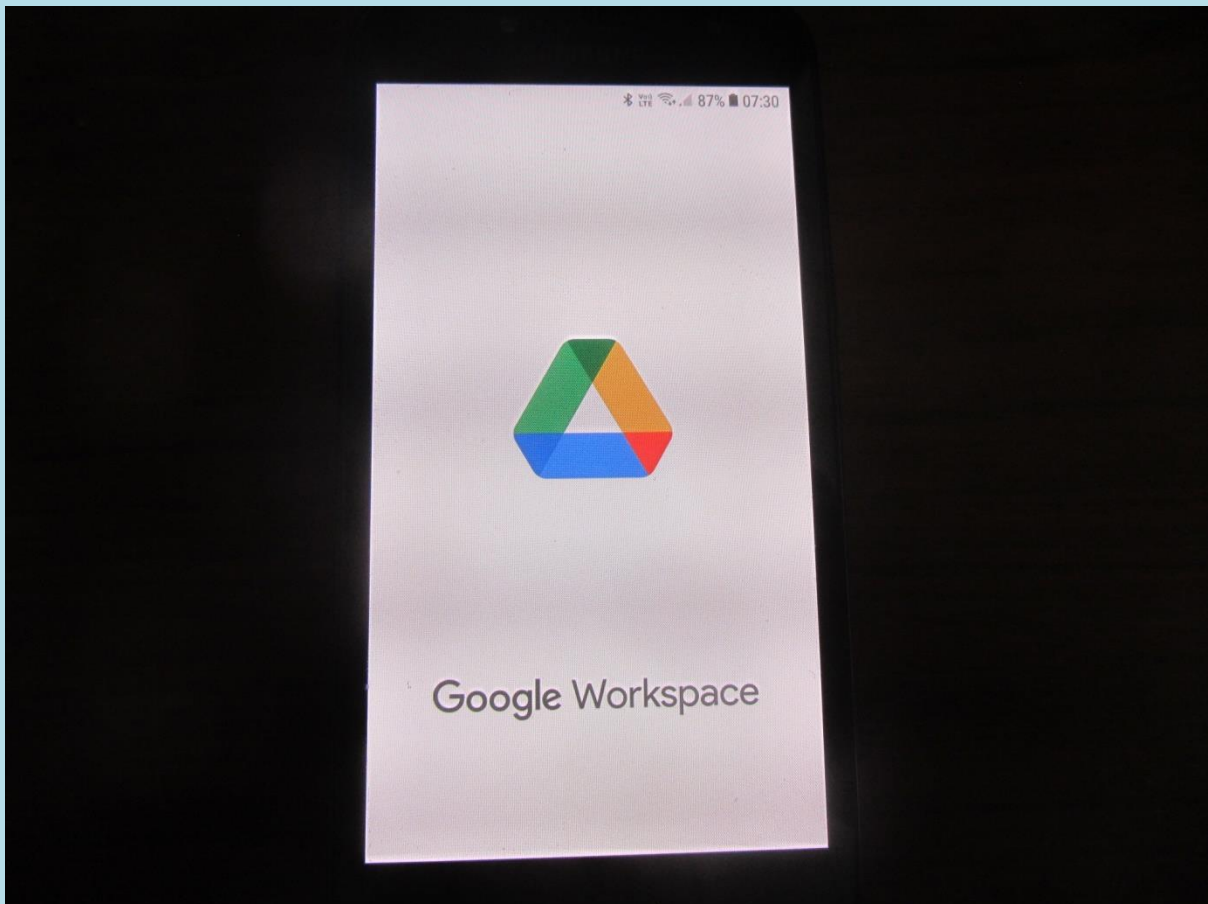
Select
GOOGLE



Select **DRIVE**

Note:

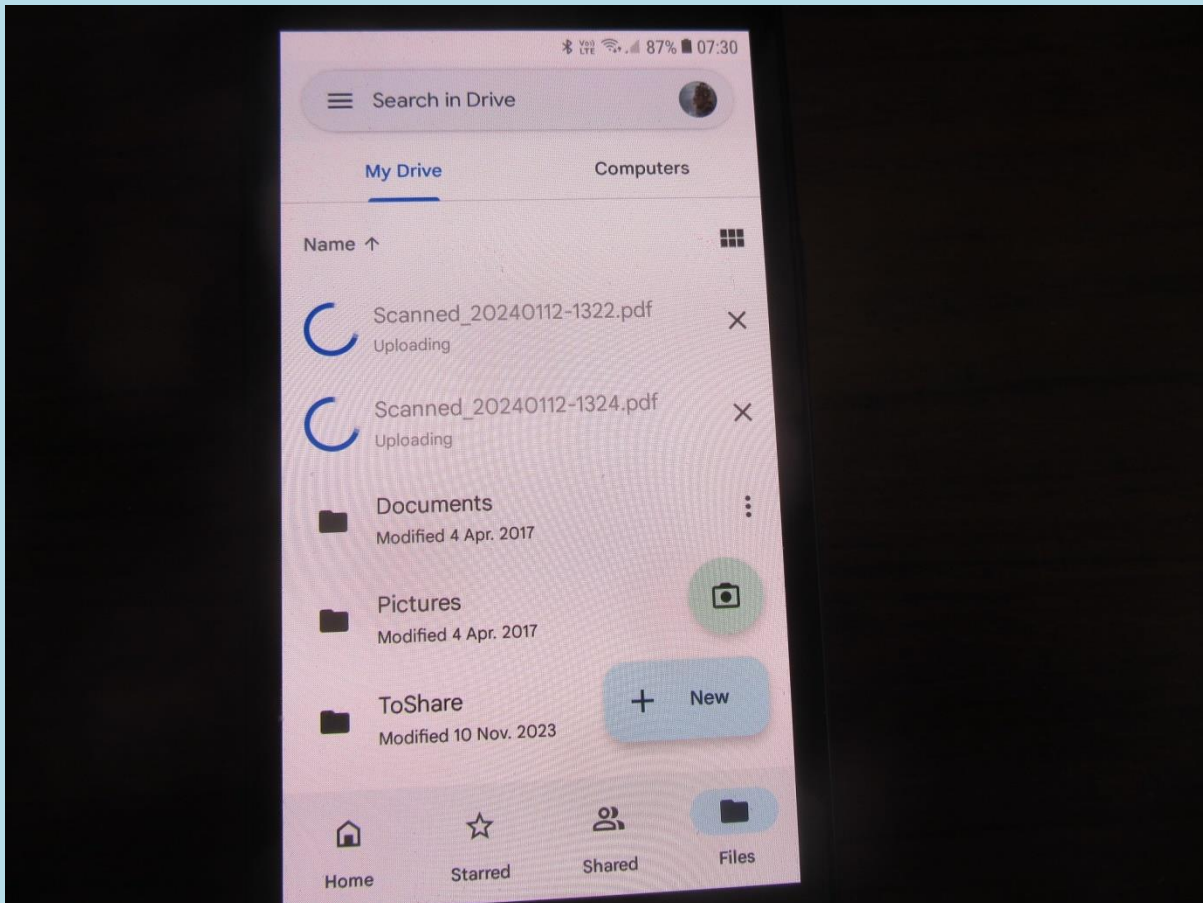
Your Phone may look slightly different due to Android versions, but you should be able to find the settings.



The may come up, just **wait** a few seconds.

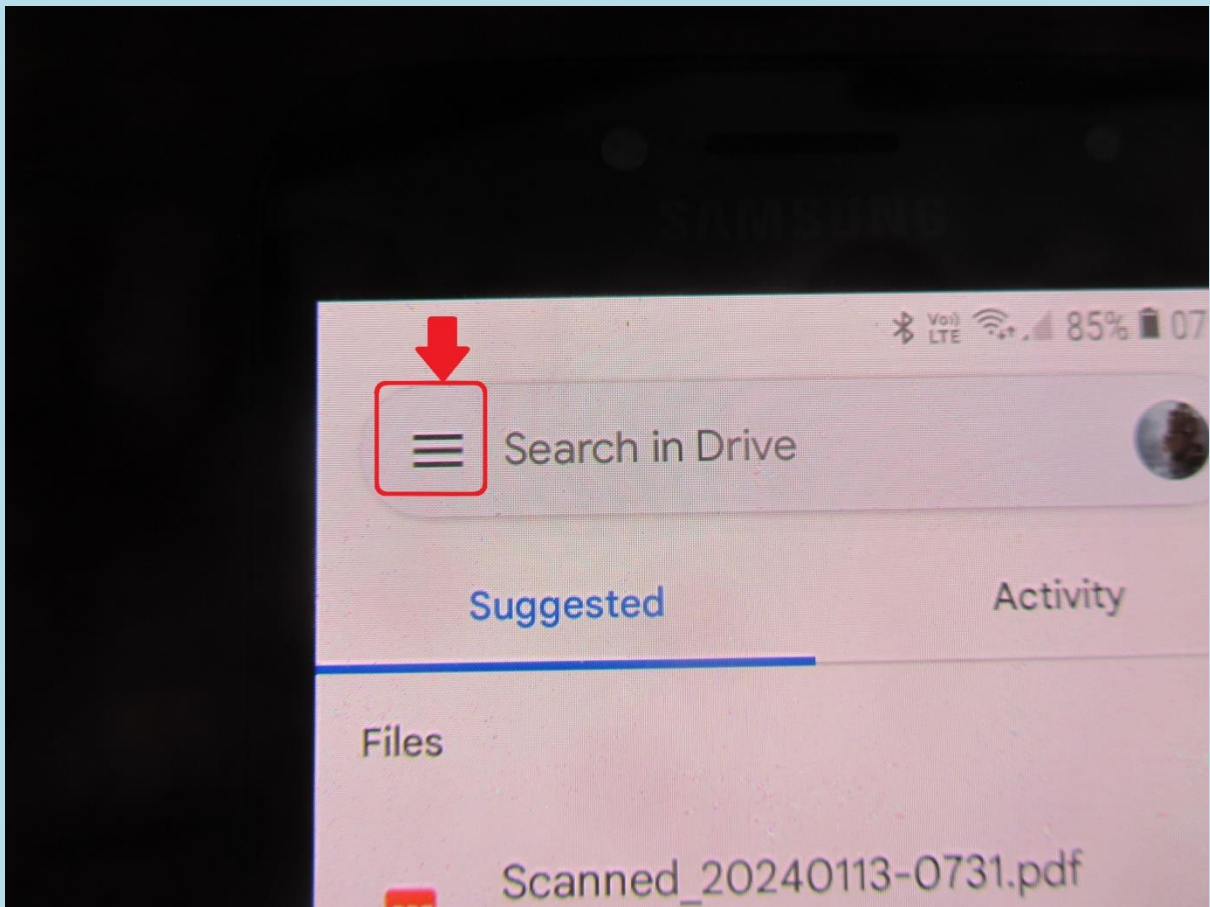
Your Phone has to be connected to the Internet in order to upload files to Google Drive. There are TWO Ways to upload files: Over a WIFI Connection or using DATA via your telephone network connection.

The next window that will open will look something like this:

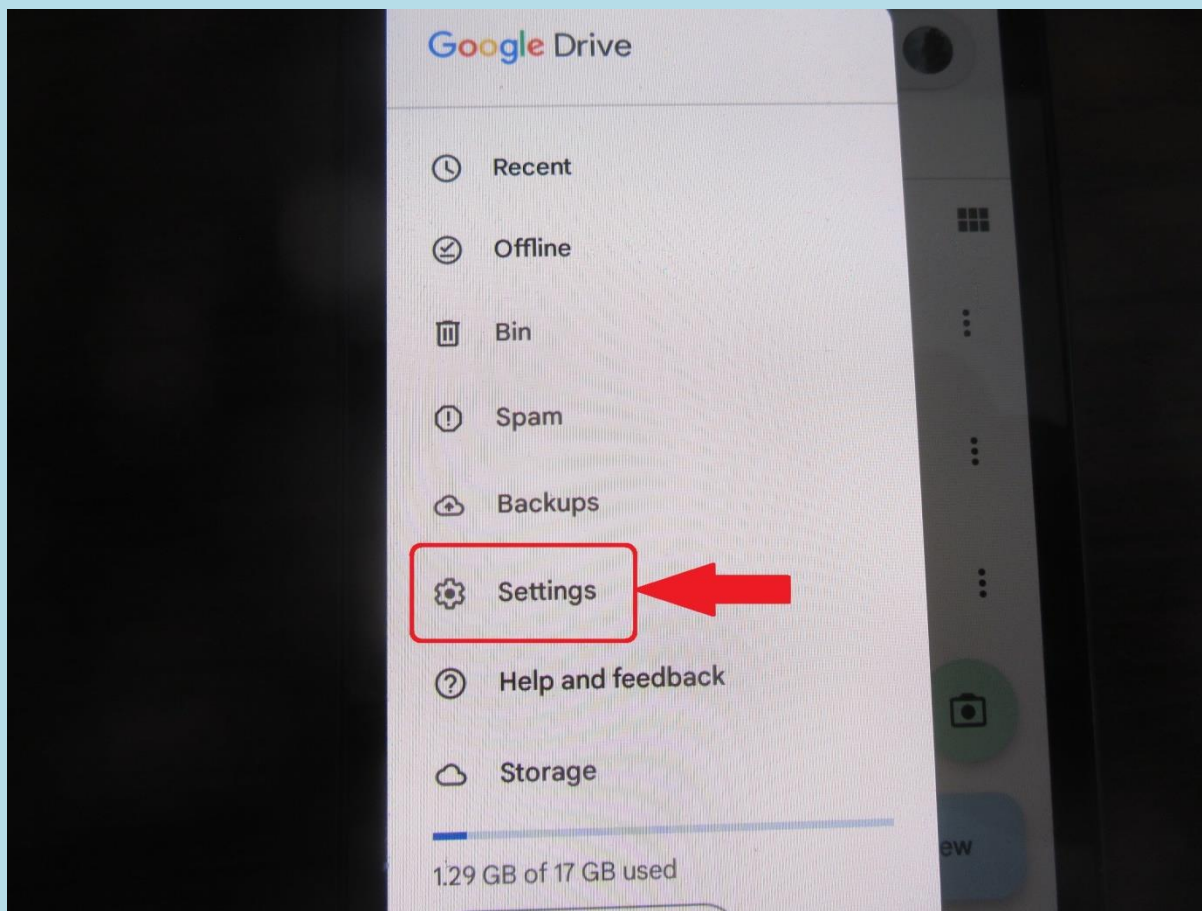


This example shows previous activity on my phone, files being uploaded and other. Yours will be different.

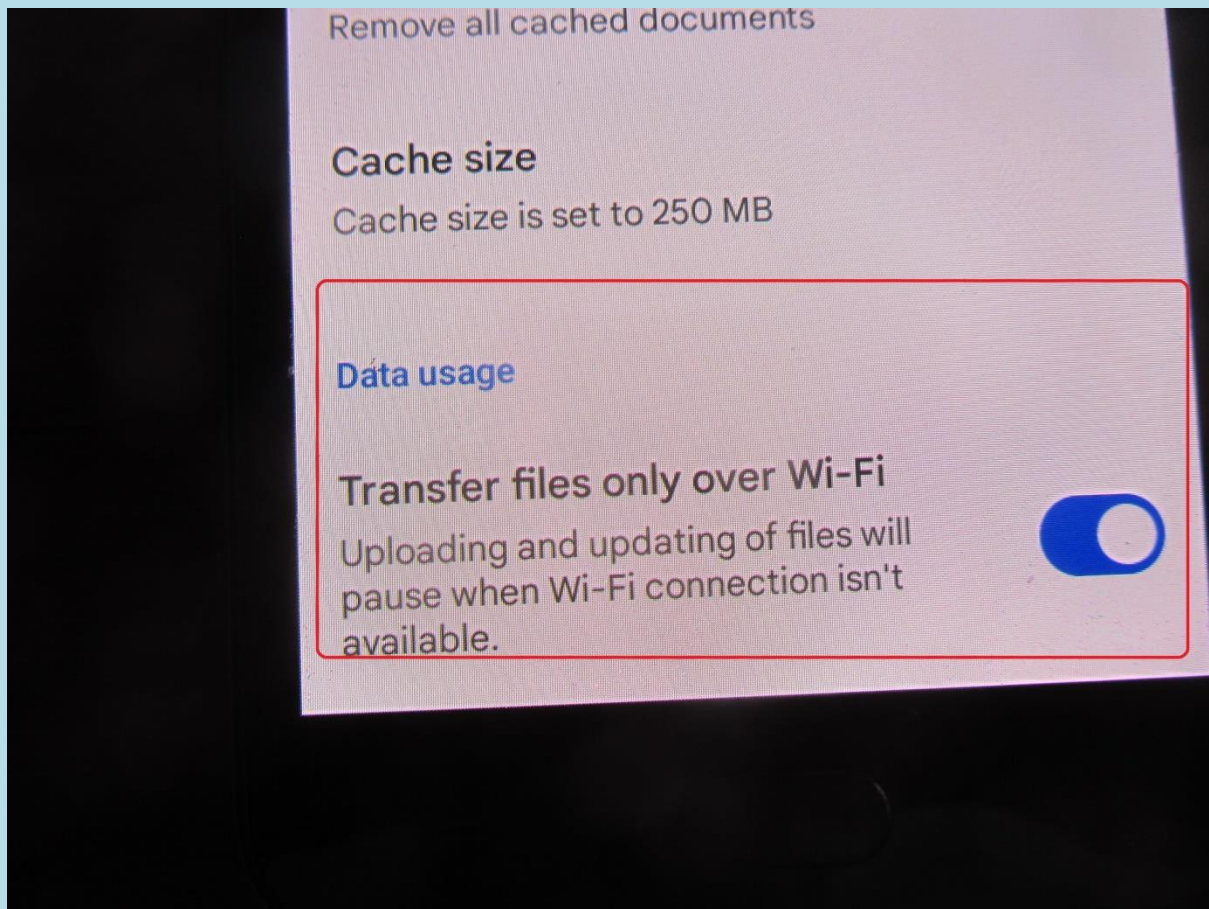
What's important is the NEW button and the Top Menu.



On the top line, click on the menu icon (the three lines)

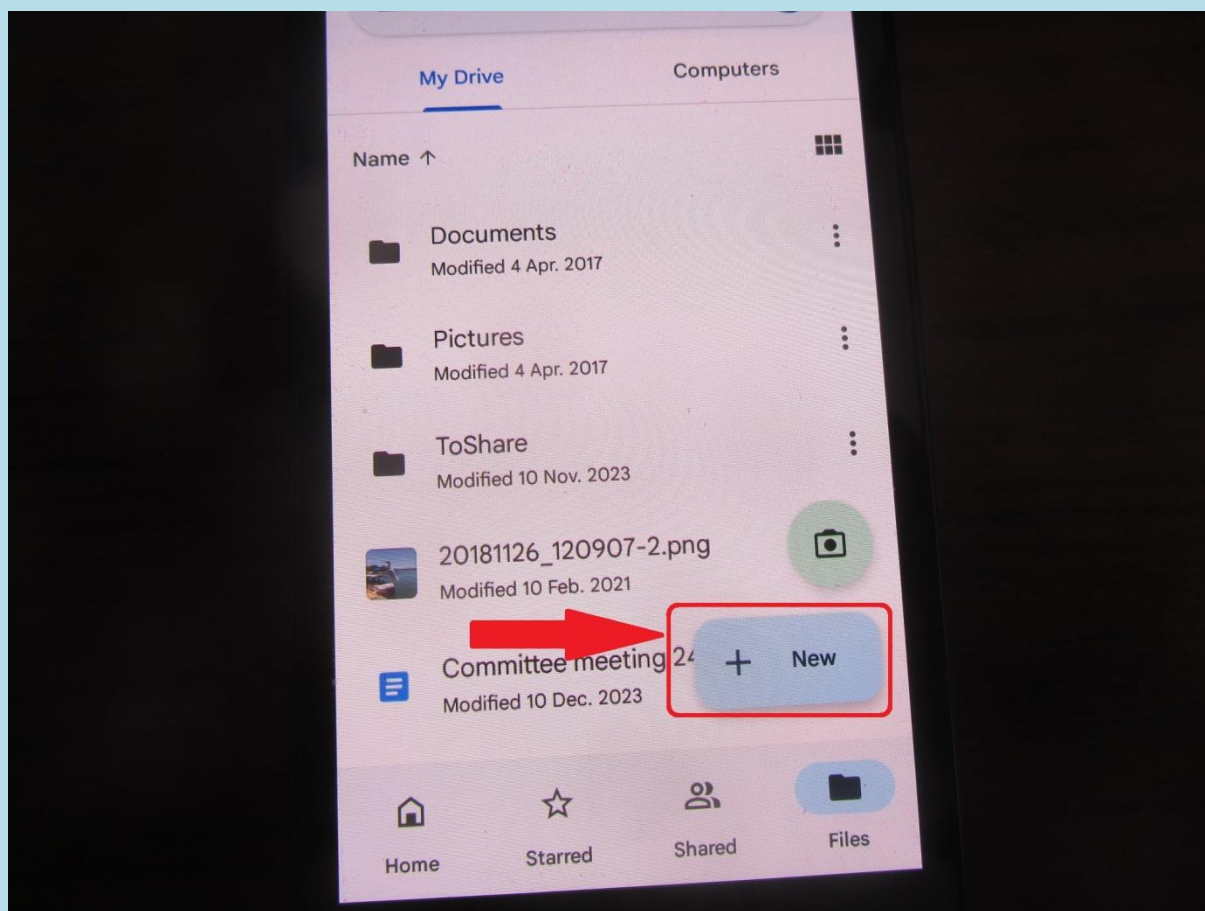


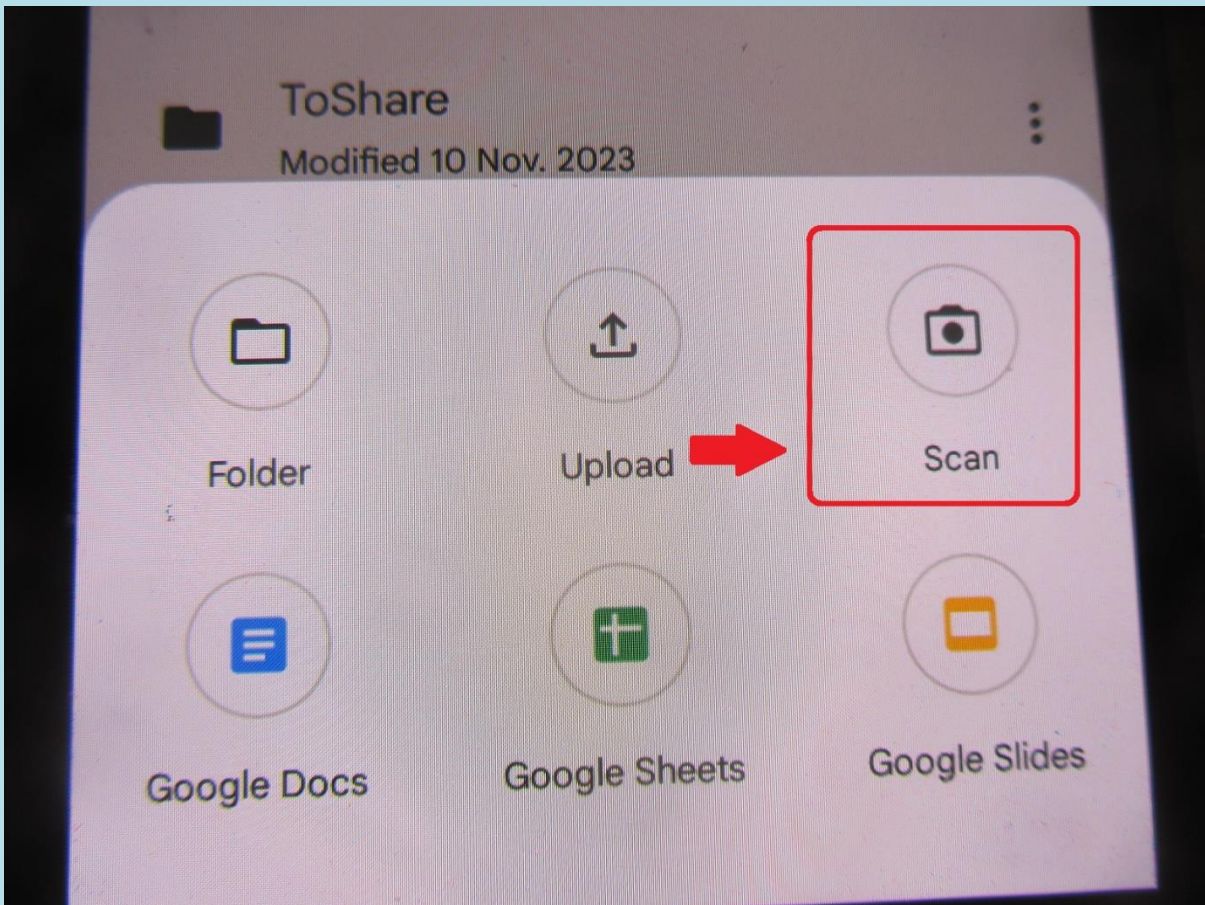
Click on **SETTINGS**



This is where you select WIFI or DATA. As shown in the above picture, WIFI is ON. DATA will not be used. You must have a WIFI Connection to continue. Or, turn this off to use DATA.

Return to the Main Menu and click
NEW:

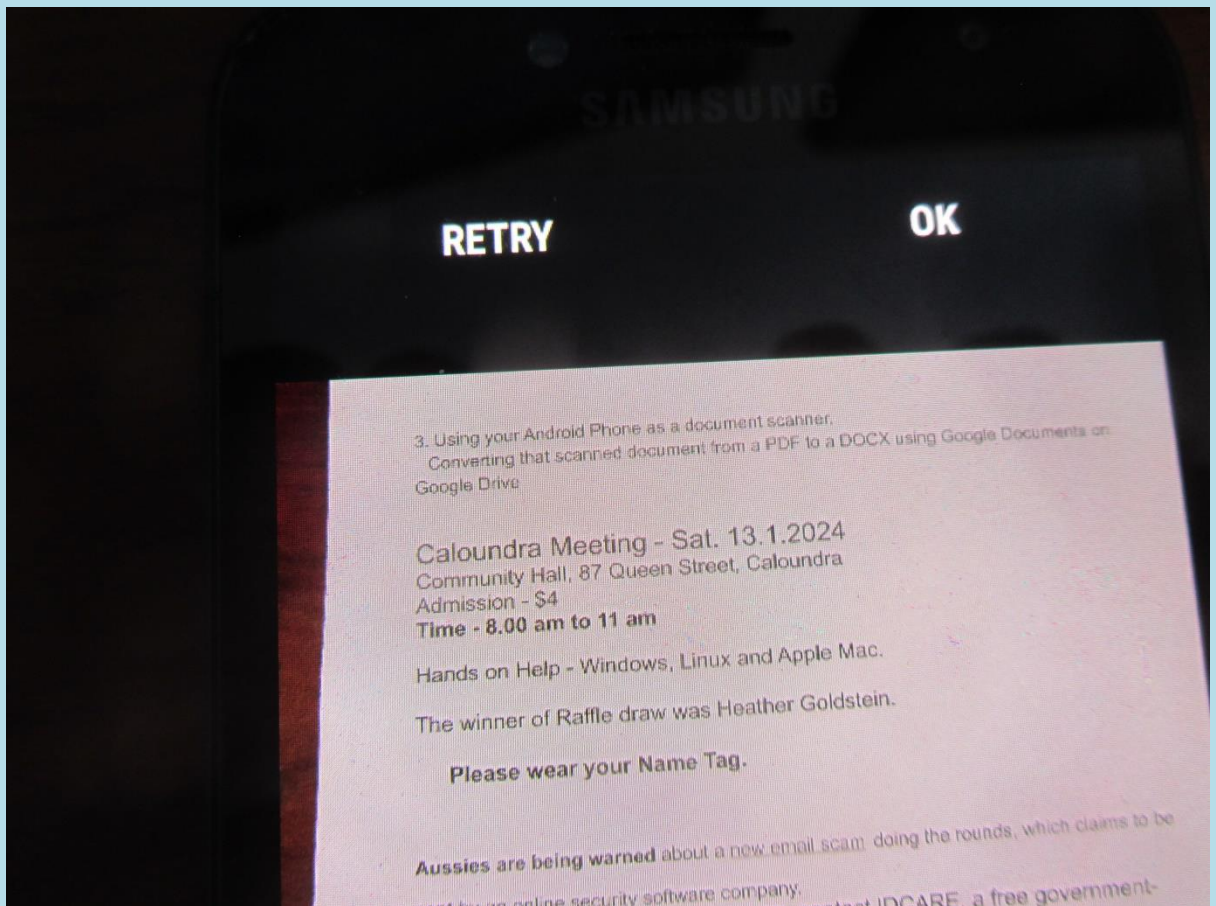




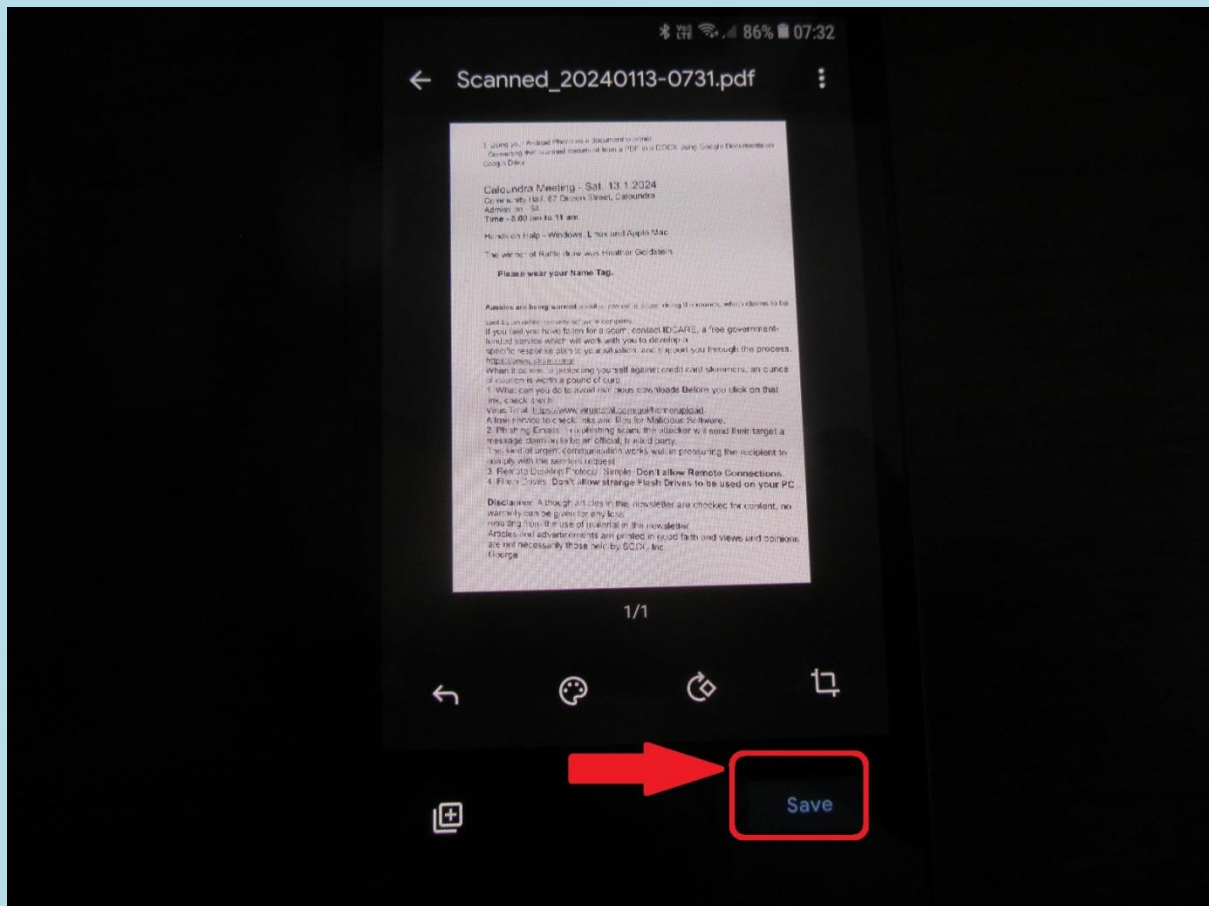
Select **SCAN**

Your Camera will open.
Centre the Camera over your
document and take the snap.

A preview of the scanned document will be displayed. If it is Ok then

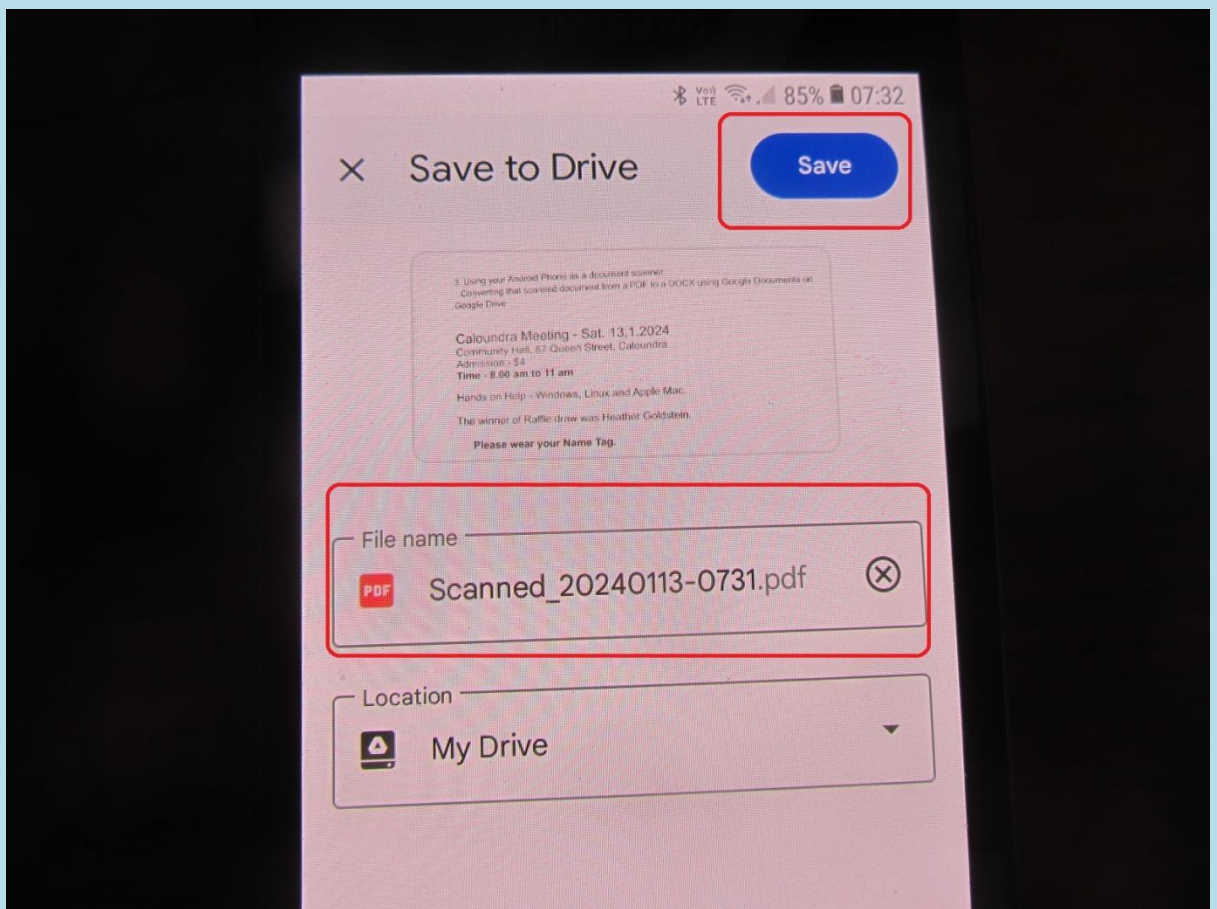


click on OK, otherwise Retry.

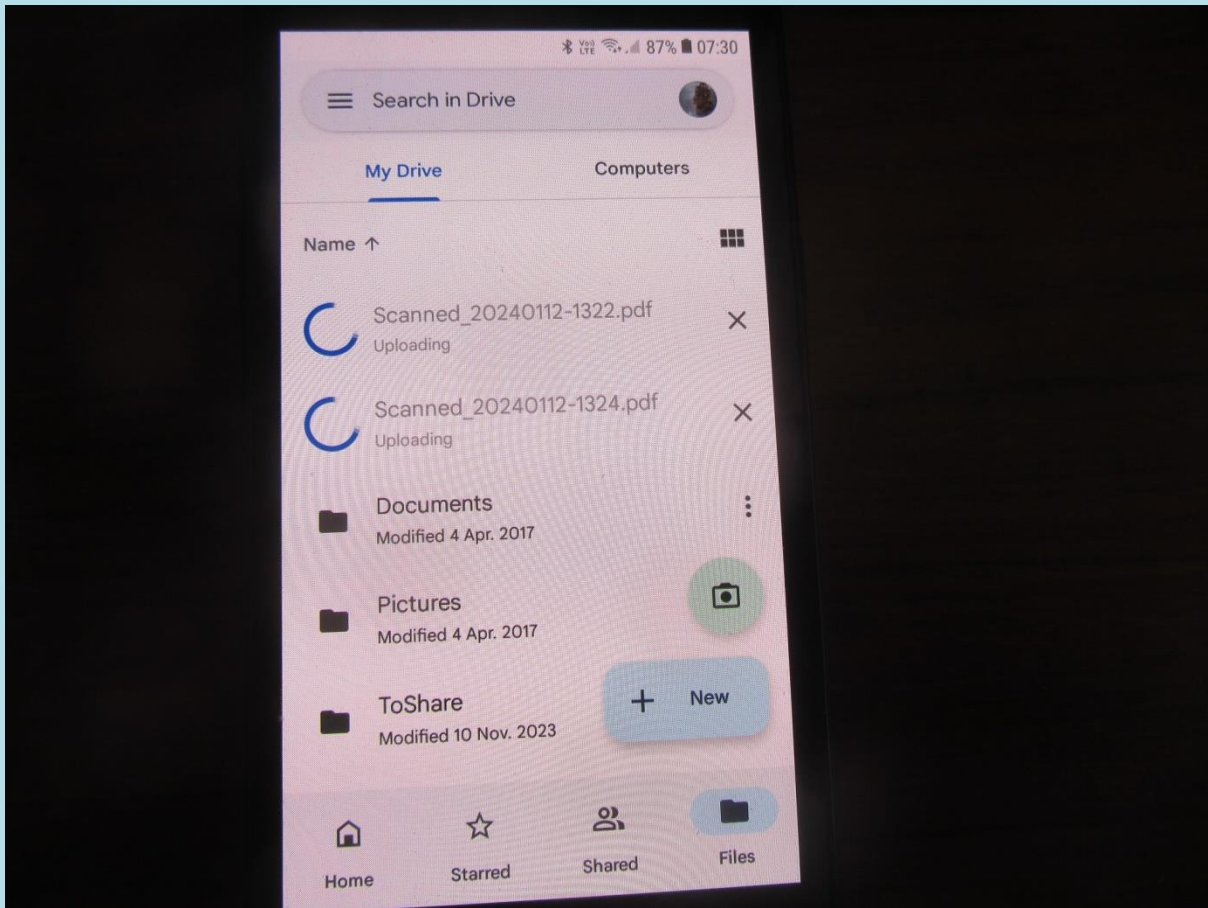


Click **SAVE**

If you have multiple pages click on the little + sign and scan the second page(s), then click Save



Here you can rename the file or leave it as is. Click **SAVE**



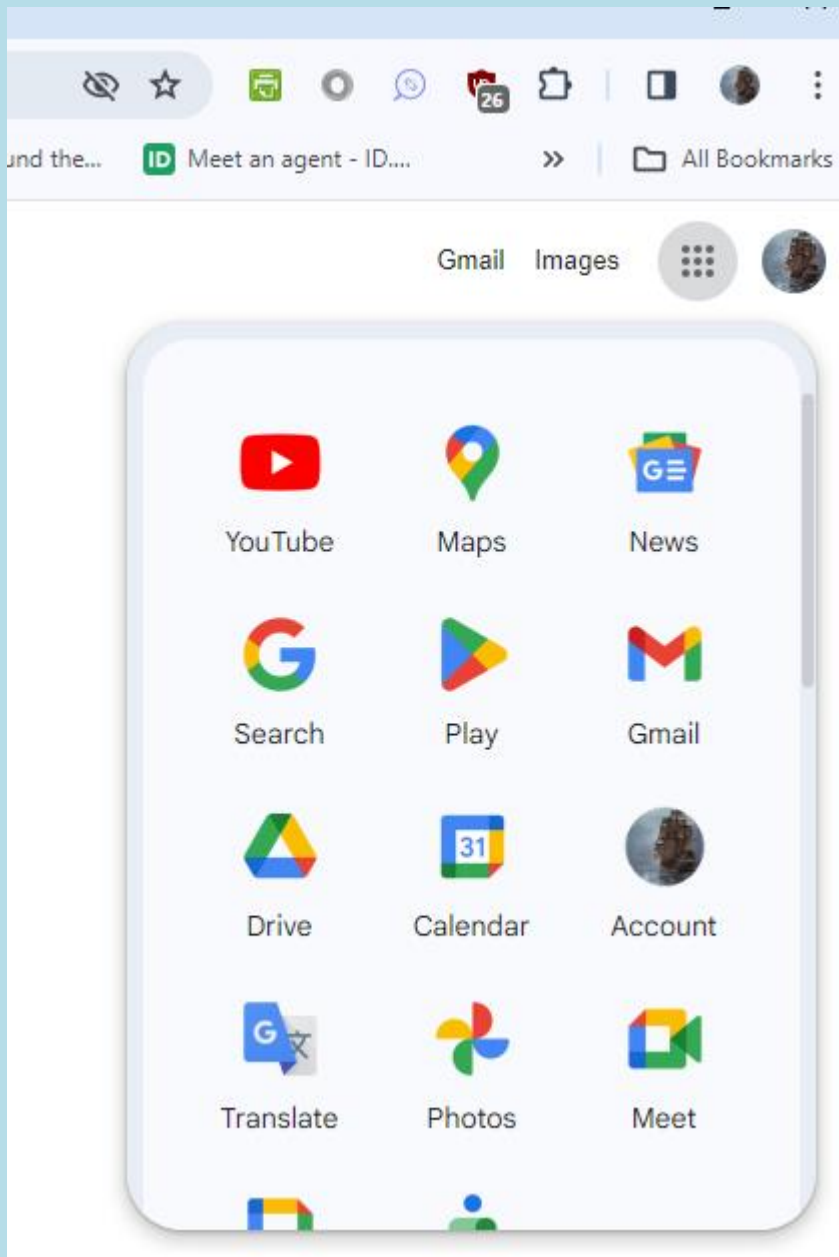
After you click save, this window will open showing that the file is being uploaded. In the example above there are two files being uploaded.

You are now finished with your phone.

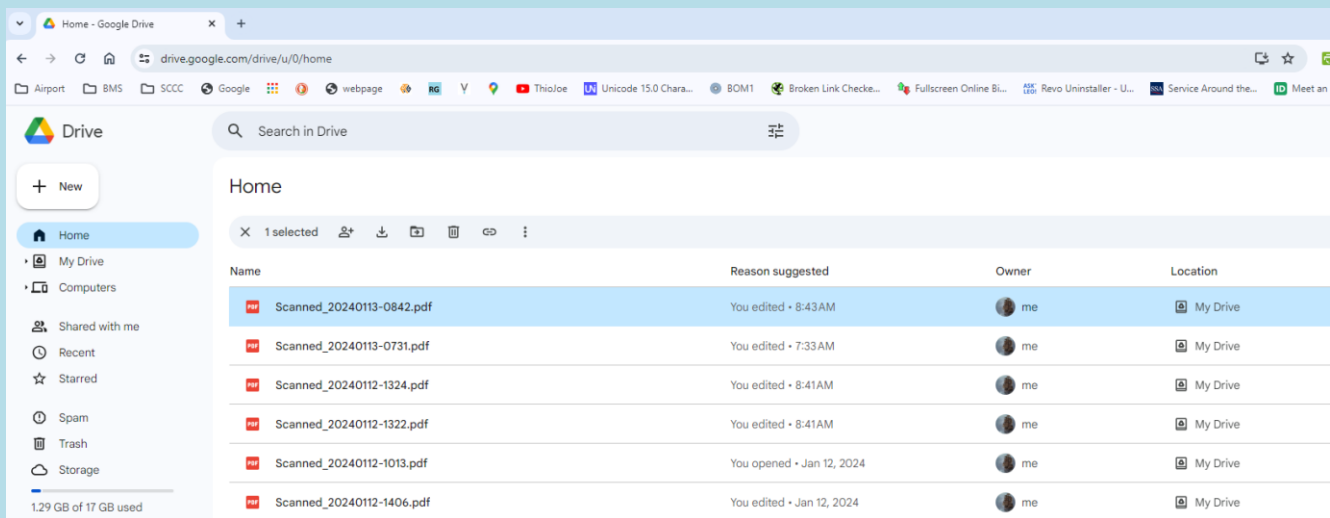
The following steps can't be completed on your phone; they have to be done on a PC (laptop or desktop).

Open Google.

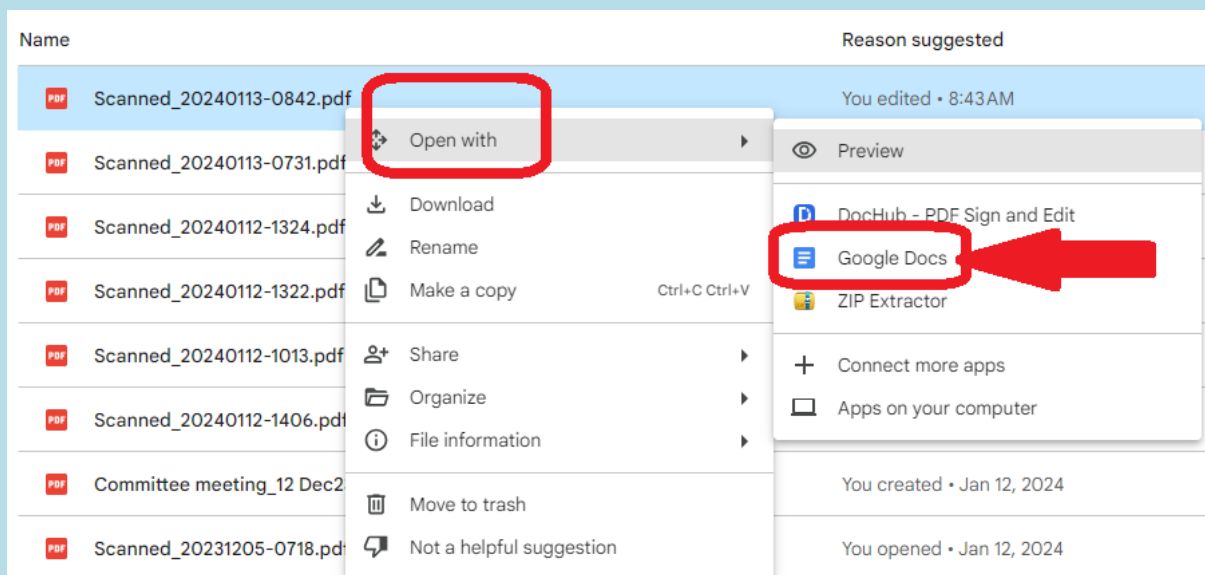
In Google, click on the **NINE DOTS** in the upper right corner and in the drop down menu click on **DRIVE**:



Click on
DRIVE



With Drive Open and HOME selected you will see the Scanned PDF Files.



Right Click on the File Name, select OPEN WITH > Google Docs

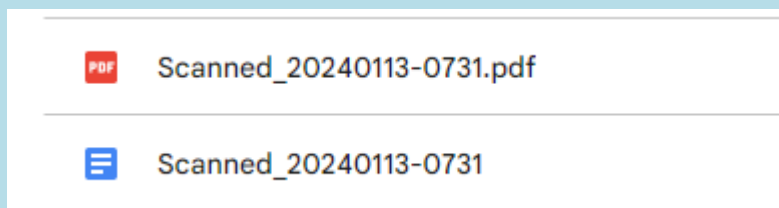
Google Docs will convert (OCR) the PDF to a Google Text Document and open it.

You can now edit the document.

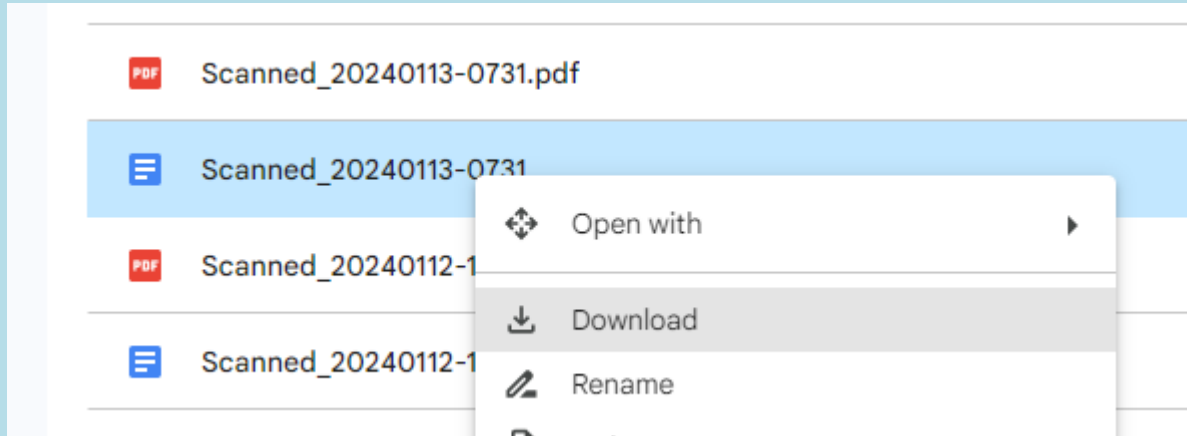
It will automatically be saved under the same name as a text document.

Close the tab and return to the main Drive page and select My Drive.

You will see your new document as well as the PDF.



Right Click on the Text Document and select Download.



The Text Document will be downloaded and converted to a word document (DOCX).

You will find it in your Downloads folder.