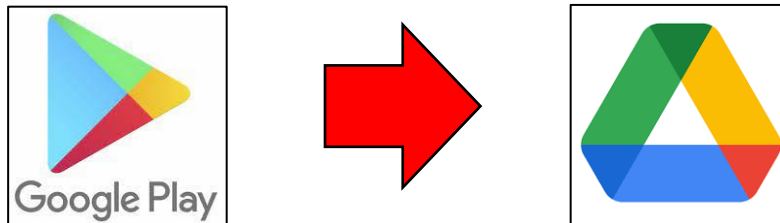


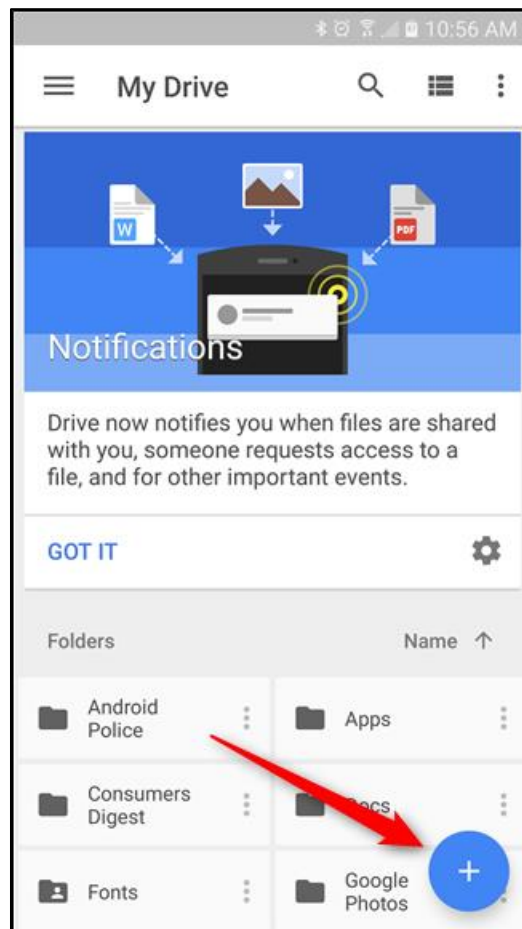
Scanning Documents to PDF: Android Users

Step 1: Download the Google Drive app from the Google Play Store

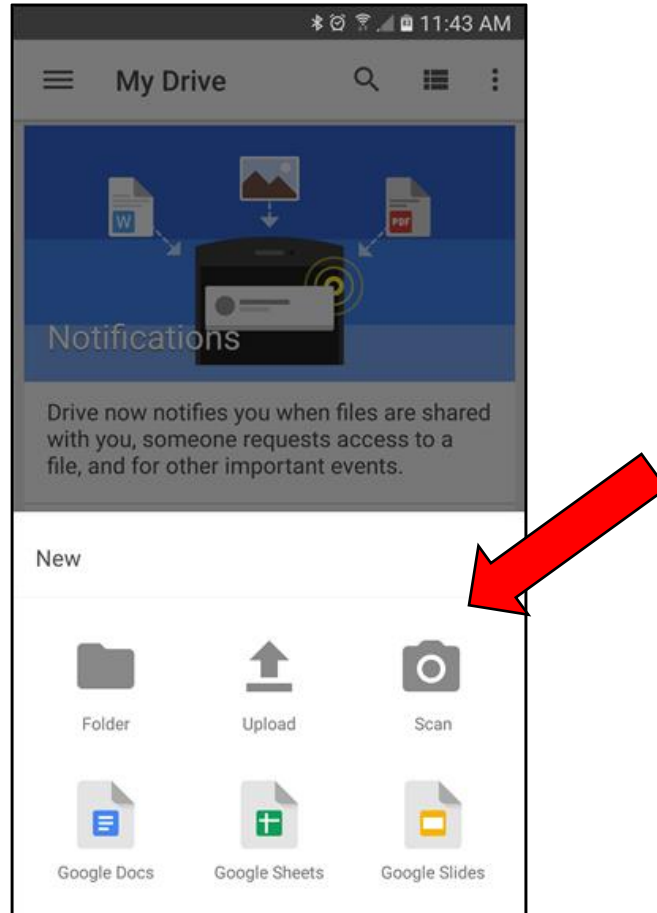


Step 2: Open the Google Drive app and create a folder called “Scans” in order to easily find and store designated image.

Step 3: Open your new “Scans” folder and tap the plus sign button in the bottom-right corner.



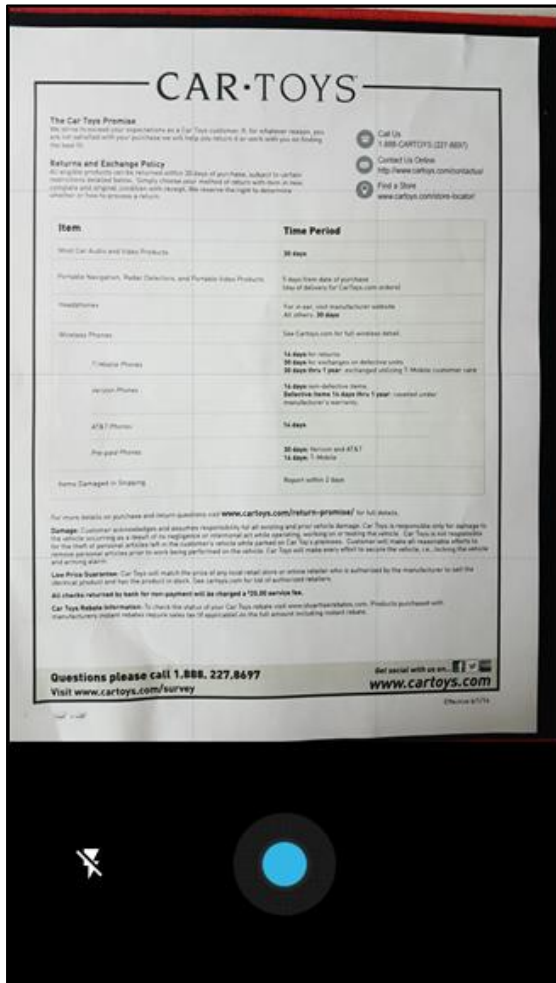
Step 4: In the “New” dialog box at the bottom-half of your screen, tap the third option, “Scan.”



Step 5: The camera will now open in order for you to scan your document.

Some tips for a good scan:

- 1) Use a contrasting background. If you are scanning a white document, a contrasting background would be a darker background.
- 2) Try to get a straight over shot. This will result in a better scan.
- 3) Be patient and take more than one shot if you need to in order to get all parts of the document!



-Overhead shot ✓

-Contrasting background ✓

-Full Document ✓

Step 6: If there is more than one page to the document, hit the plus sign in the bottom-right corner in order to add another document to this PDF.



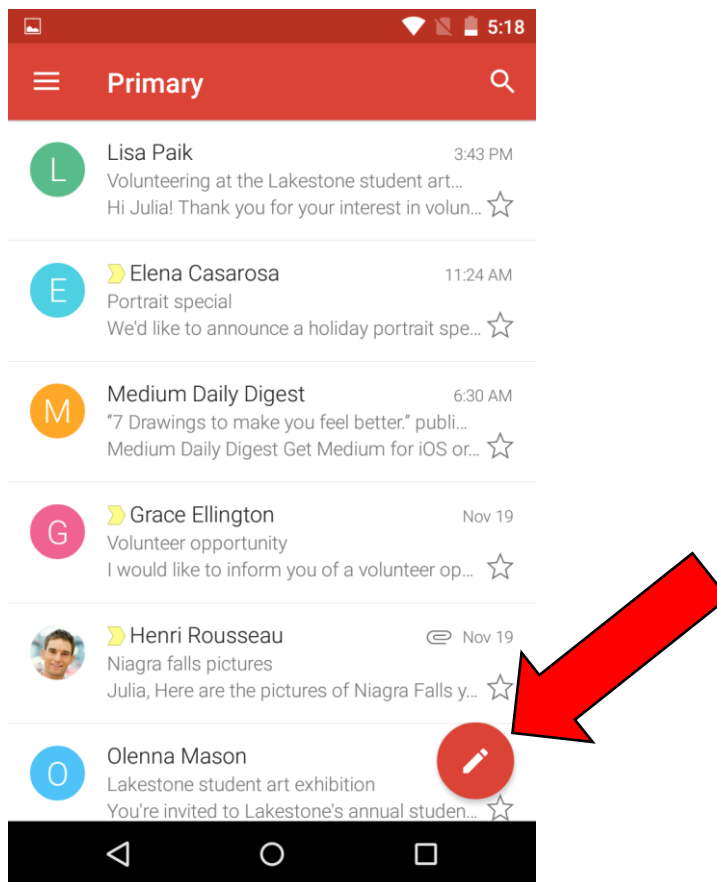
Step 7: Once all of the documents are scanned, hit the check button on the bottom-right to save the document to your "Scans" folder.

Emailing the PDF from Google Drive

Step 8: Close the Drive app and open the Gmail app, be sure you are signed into your

Southeastern Webmail Account.

Step 9: Tap the “Compose” button on the bottom-right part of your screen.



Step 10: Tap “Attach” (the paper clip symbol). Then select “Insert from Drive.”

Step 11: Tap the file you would like to add to the email and then tap “Select.”

Step 12: Fill out all of the necessary information (email to: fadocs@southeastern.edu) within your email and

tap send!