

# Instructions - How to create a PDF from an image (Android)

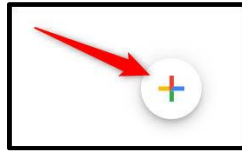
1. Install the Google Drive app



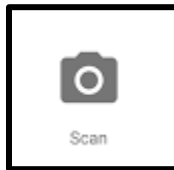
2. Log into Google Drive within a google account (All BHISD students have a school google account)

3. Open the Google Drive app.

4. In the bottom right, tap the plus sign.



5. Tap Scan.



6. Take a photo of the document to scan.

7. Adjust scan area: Tap Crop

8. To save the finished document, tap done.

9. Downloading the Documents: Download the PDF to the device (desktop or laptop recommended) in which you plan to complete your student's registration.

a. Go to your Google Drive

b. Right Click on the PDF and click download.

