How to use your Android device to turn a picture into a PDF

Option One: Using the Gallery or Photos App

1. Launch your Gallery or Photos App
2. Open the photo you want to convert
3. Click on the "three dots" icon to access more options
4. Choose Print
5. In the Printer options, select Save as PDF
6. You can then set the paper size and Orientation
7. Click on the save icon and save the file to a location or folder of your choice.
8. Upload your PDF documents to your SmartVault account & remember to name each PDF to easily identify what the document is!

Option Two: Using your Google Drive's Scan Feature

Note: Google drive is a storage app that comes pre-installed on your Android device.

1. Launch your Google Drive App & navigate to a folder where you want to save the PDF(s)
   a. If you don't know how to find the app on your phone, follow these steps:
      i. Swipe up or down on the home screen to access the app drawer
      ii. Scroll through your list of apps until you find the google drive app icon
      iii. Tap on the google drive app icon to open the app
2. Click on the + icon
3. Select "Scan" to launch your camera app
4. Take a photo of the document you want to upload
5. Once you have taken the photo, it is already scanned and converted to PDF. If the document is legible, tap "save" in the bottom right corner & the document will be saved to the google drive folder.
6. Upload your PDF documents to your SmartVault account & remember to name each PDF to easily identify what the document is!