

# Using Google Workspace

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## Part 1 - Document scanning and OCR

Can you use your Android phone as a document scanner? Yes. As a way of copying old photo prints? Yes. Is it as good as a stand alone scanner? Probably not, but it can still be very handy in some situations. You generally do not drag around your flatbed scanner when you are away from home. By the way most of these functions will also work on Apple phones if you install the relevant Google apps. I will cover copying photo prints in a later article.

Firstly Document scanning. This is built into Google drive. Open Google Drive on your phone then tap on the Plus sign at the bottom right of the screen, select scan, Allow Drive to take pictures, tap on Got it, then point the camera at a document. It is much better to use natural light. Overhead globes cause shadows and bright spots, whereas natural light through a window means you can take the scan without your own shadow affecting the grab. The scanner function will automatically crop the shot to just the document, but as you can see at the bottom of the screen shot you can manually override its decision if necessary. Then tap on Save and it is saved to your Google Drive as a PDF document. The document used as an example is just a blank menu planner from the long defunct Aussie Farmers Direct.



# Scan to PDF

Tap + to scan more pages or ✓ to upload the document to Drive.

**GOT IT**



Save

# Weekly Dinner Planner



	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
week 1	Salmon ata Bake	Beef Schnitzel & Salad	Chicken Sir-ly (Honey Soy)	Grilled Barramundi & Salad	Homemade Hamburgers	Roast Vegetable Lasagne	Roast Lamb
week 2	Bangers & Mash	Vegetable Frittata & Salad	Spaghetti Bolognese	Steak & Veggies	Homemade Smoked Salmon Pizza	Lamb Shanks & Mash	Roast Chicken
week 3	Curried Sausages & Rice	Pork Chops & Veggies	Chicken Wraps	Grilled Salmon & Salad	Cheese & Spinach Canneloni & Salad	Steak & Salad	Roast Beef
week 4	Pumpkin Risotto	Lamb Souvlaki	Spicy mince Chow Mein	Chicken Schnitzel & Veggies	Lasagne	Salmon Patties & Salad	Lamb Ribs & Veggies
week 5	Tris-Fish Cakes & Salad	Chorizo Risotto	Chicken Chasseur	Beef Casserole	Lamb Chops & Veggies	Homemade Nachos with Mince	Chicken Wings / Drumettes & Colestlaw
week 6	Chicken Sir-ly (Sweet Chili)	Greek Lamb Salad	Homemade Fish & Chips	veal Toncini with Napolelana Sauce	Beef Mince Pie & Mashed Potato	Chicken Kiev & Veggies	BBQ

## A MENU PLAN WILL:

- **Save you money** - if you shop from a list developed from your menu plan you will be less likely to impulse buy or opt for take-away because you will already have everything you need at home.
- **Save you time** - you will be able to shop less often and you will be less likely to forget anything you need.
- **Reduce stress at dinner time** - you will know what you are having for dinner and will not have the worry of "what are we having for dinner tonight?"
- **Improve nutrition** - you will be able to clearly see which food groups you are serving and when, menu planning can help to ensure you and your family or housemates enjoy a varied and balanced diet.
- **Reduce food waste** - menu planning means you will only buy the food and quantities you really need.

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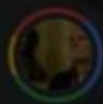
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Files

Now we get to the tricky bit. Google does not call its OCR OCR. It refers to it as conversion.

So now we open the scanned document PDF to convert it to text. How? Start by opening Google Drive on your computer (via the nine dots menu in GMail) and scroll down until you find the PDF you created with your phone

Then right click on the file name and select Open With and then select Google Docs



After a very few moments the text of the document is now available as a normal word processing document. Formatting can often be wrecked, as can happen in any OCR process.



But wait, there is more. Scan a document that is in, for example, French and tell the conversion process you would like it in English please. No problem. This is the Google Help Page for the process.

<https://support.google.com/drive/answer/176692?hl=en&co=GENIE.Platform%3DDesktop>

In the next part of this series we will move into the world of Google Account Scripting to learn one way of taming the deluge of email we all receive every day.