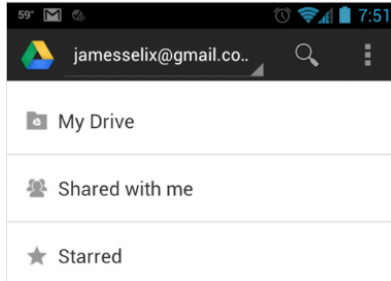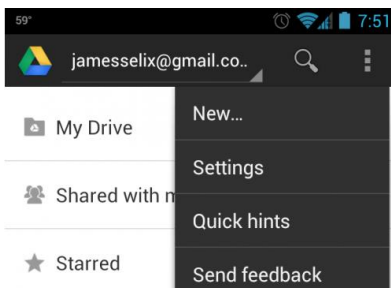# How to Upload a Document using and Android
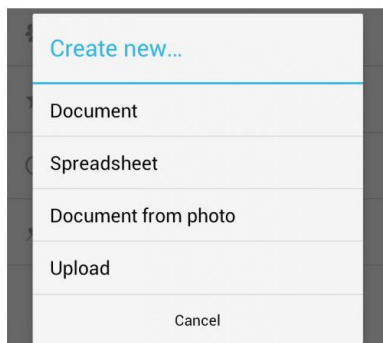
1. Open the Google Drive app on your Android phone or device.
2. Tap the "**...**" in the upper right or hit the **Menu key** on your phone.
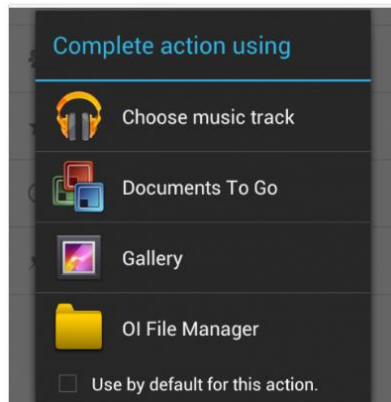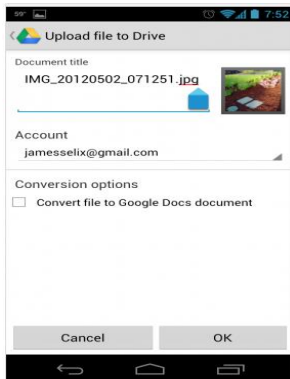

3. Choose the "**New...**" option.
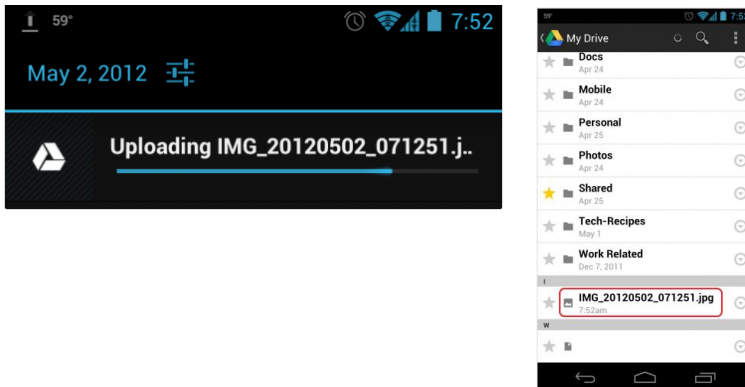

4. Choose "**Upload**"

5. Next, choose the app to use to browse for the file to upload. If it is a photo, you can use the Gallery app. If it is a different document type, you will have choose the file manager that is installed. For example, I use OI File Manager.

6. After you choose the photo or document, you can name the file as you wish. You may even convert the file to a Google Docs file if it is a text document, spreadsheet, or compatible presentation. Finally hit **OK**.

7. You will get a notification that the file is being uploaded in your Notification tray. Once done you will see the file show up in the root of your Google Drive.

After the process is completed, you will be able to access the files from any computer or other device that is compatible with Google Drive.