

## For Android Users

### 1. Saving a PDF or Scanned Form for Offline Access

Open the PDF from **Gmail, Chrome, or Downloads**.

Tap the **three-dot menu (:)** and select **Download** or **Save to device**.

Or open it in **Google Drive** and select **Available offline**.

The file is now stored locally.

### 2. Adding to the Home Screen

If the PDF is from the web, open it in **Chrome**.

Tap the **three-dot menu (:)** → **Add to Home screen**.

This creates a shortcut icon directly on your home screen.

With a file manager app, you can also create a shortcut to the file itself.

### 3. Saving to Google Drive (Cloud Storage)

Open the PDF or form.

Tap **Share** → **Save to Drive**.

Choose a folder and confirm.

In Google Drive, tap the file → **Available offline**.

This ensures access without an internet connection.