



How to convert multiple images into one PDF

Step 1: Take a photo of the documents you want to convert to a PDF

Step 2: Save the images to your documents

Step 3: Select all the photos you need to be in the PDF. To do this, hold the “Ctrl” key down on your keyboard and choose the photos you want to include

Step 4: Right click on one of the photos, then click “print”

Step 5: “Print Pictures” window will appear

Step 6: From the printer drop-down menu in the upper-left of the screen, click “Microsoft Print to PDF”

Step 7: Click “Print”

Step 8: Choose where in your documents you want the PDF to be saved.
Click “Save”

Step 9: PDF will now be saved to your chosen location



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