

HOW TO SAVE *Multiple Images* INTO A SINGLE MULTI-PAGE PDF



MACINTOSH

- Select all of the images you want in your PDF, right-click and choose open with Preview
- In Preview's Sidebar drag the images into the order you want them to appear in your PDF
- Select/highlight all the images to be included in the PDF document; otherwise, only a single image may end up the PDF document
- Then from the "File" menu choose "Print Selected Images" (or "Print..." in recent OS X versions) and then "PDF > Save as PDF"

WINDOWS

- Select all images in File Explorer or on your Desktop. Next, right-click on one of the selected images and click Print.
- The Print Pictures window will appear. From the Printer drop-down menu in the upper-left, select Microsoft Print to PDF. Next, choose your desired "paper size" and layout. Note that "paper size" references the dimensions of your impending PDF.
- If desired, you can choose the "fit picture to frame" checkbox. This will scale up your images to completely fill the paper size dimensions. Note, however, that it may also cut off portions of the image if the original image doesn't have the same aspect ratio as the paper size.
- When you're ready, click Print. Instead of physically printing your images, Windows will create a new PDF file and ask you where to save it. Choose your desired location for the PDF and name it appropriately. Finally, click Save to complete the process.