

# Tutorial - Converting Images to a Single PDF

This document was created by Caila Robson-Kullman. It was last updated on February 23, 2023.

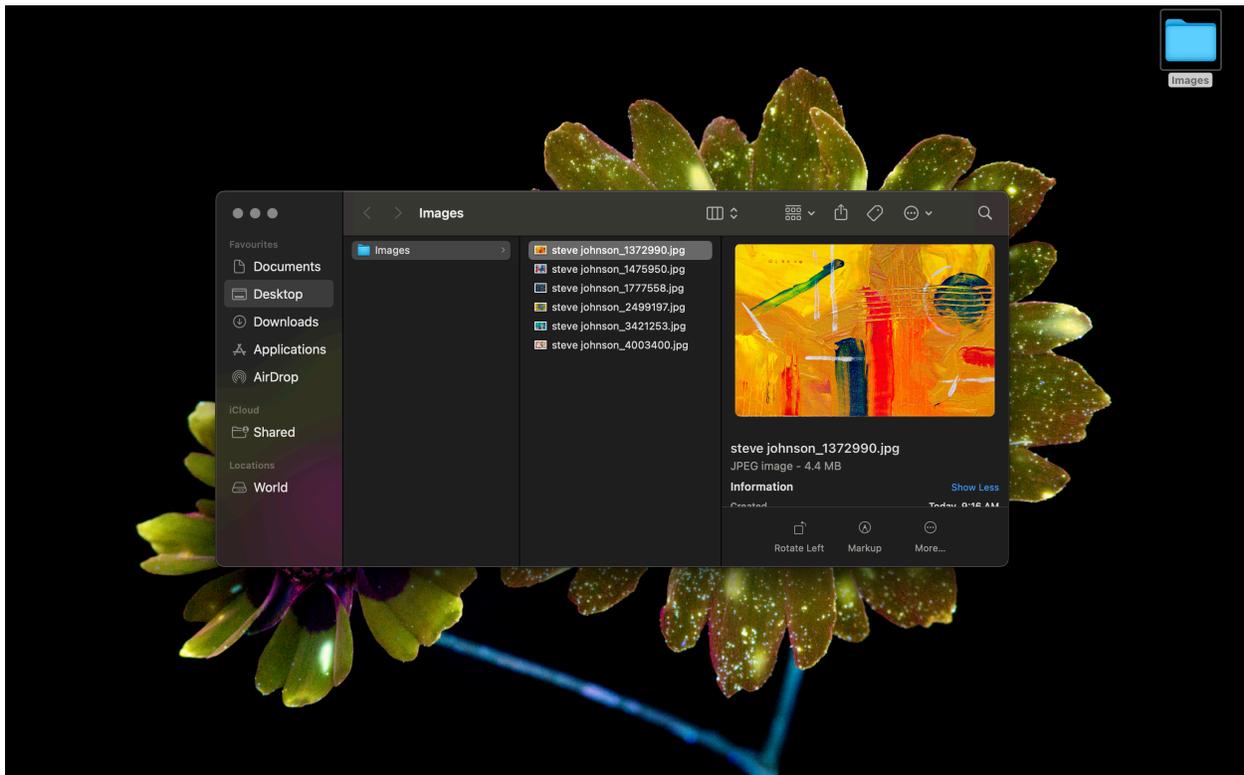
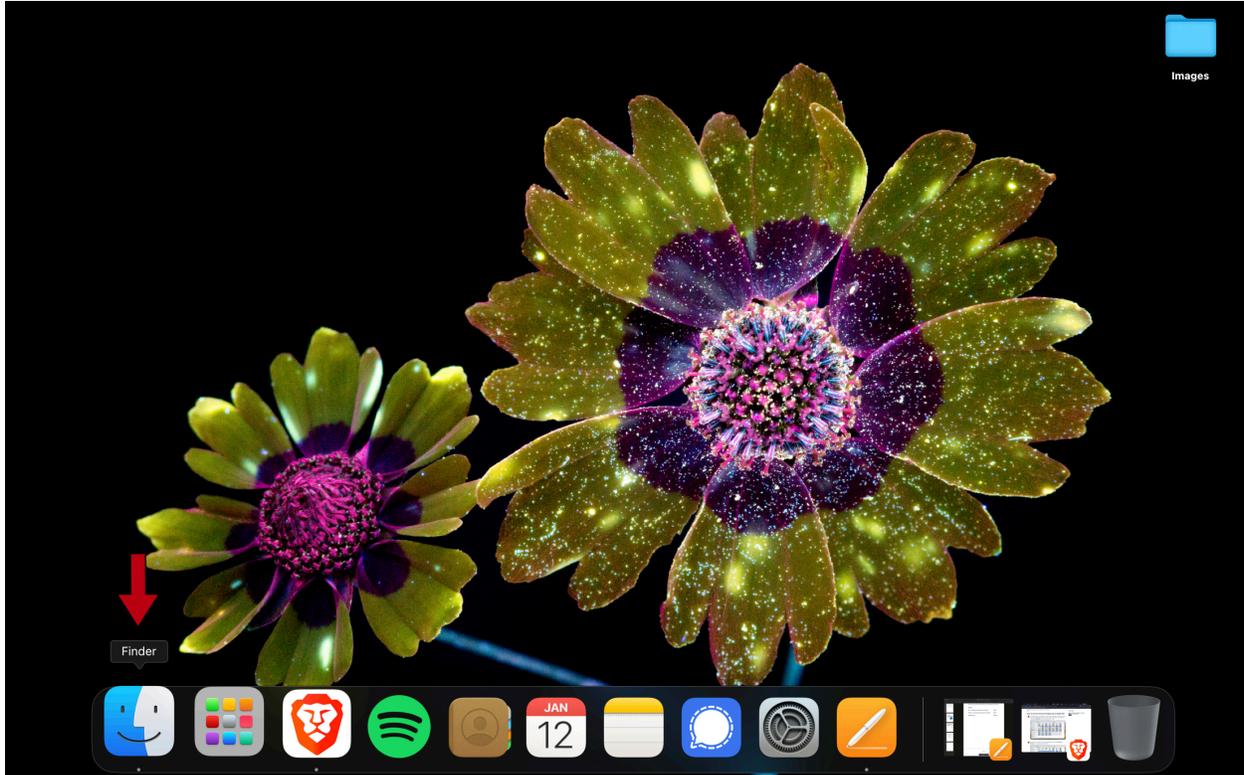
## Contents:

Mac - Converting Images to a Single PDF Pages 2-10

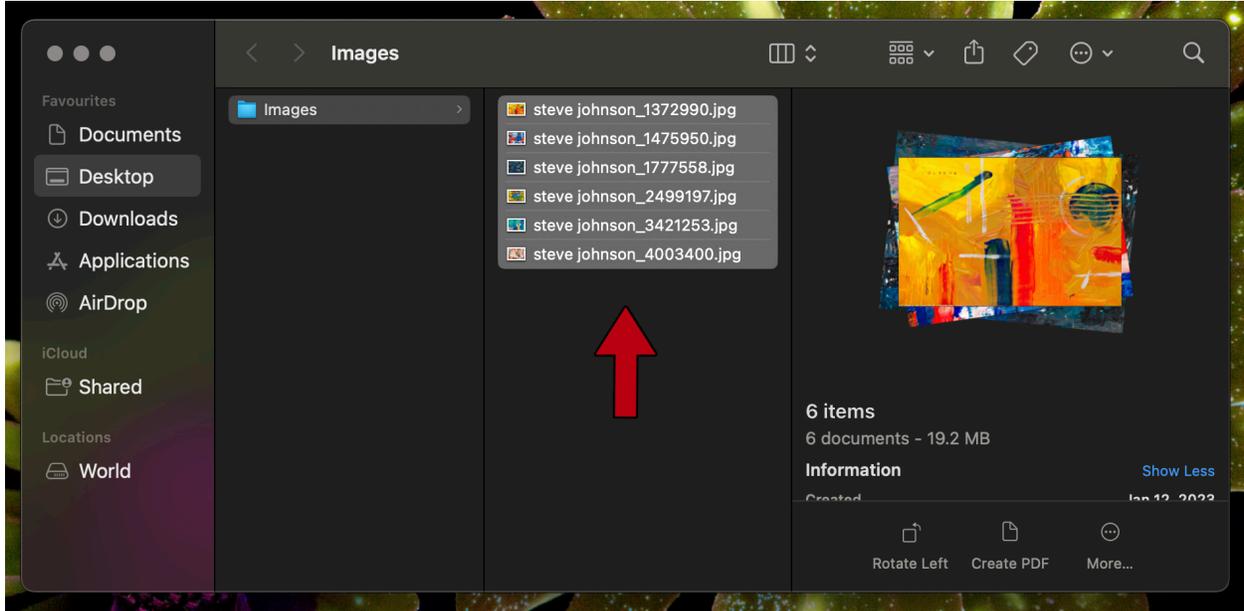
Windows - Converting Images to a Single PDF Pages 11-20

## Mac - Converting Images to a Single PDF

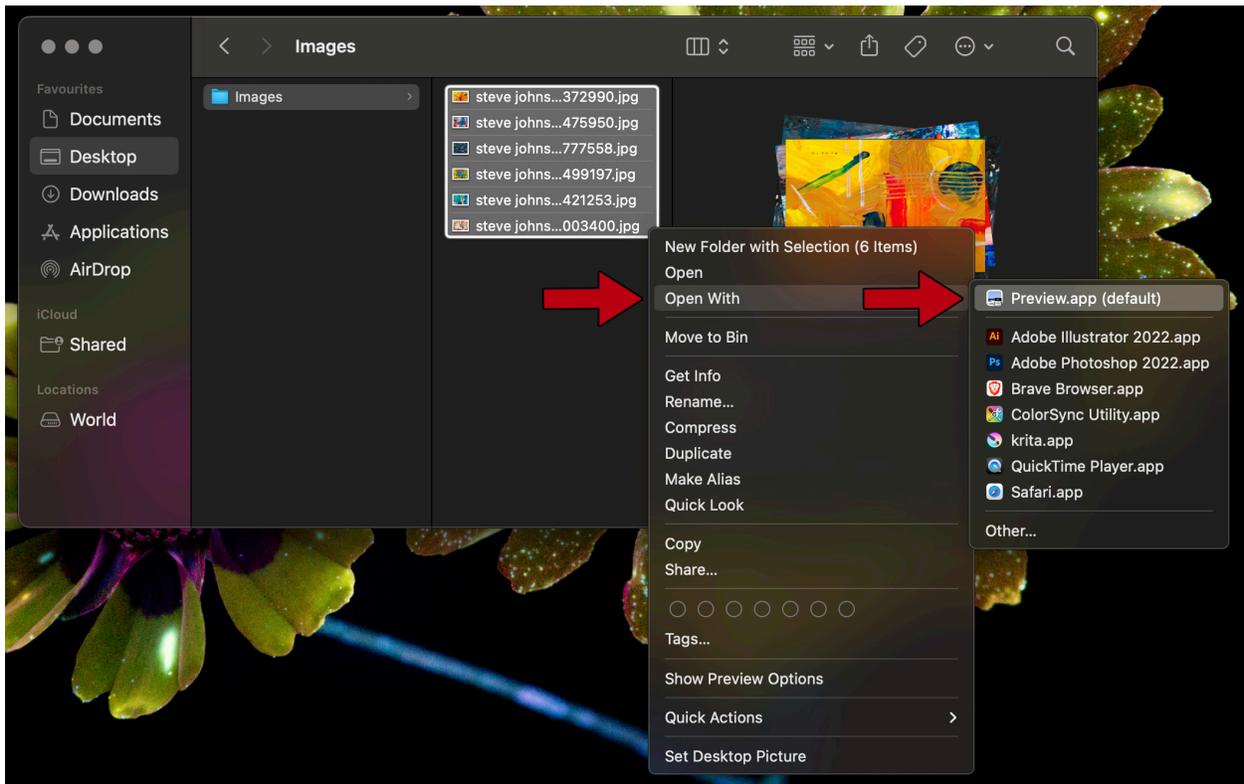
Open Finder, from your Mac's dock.

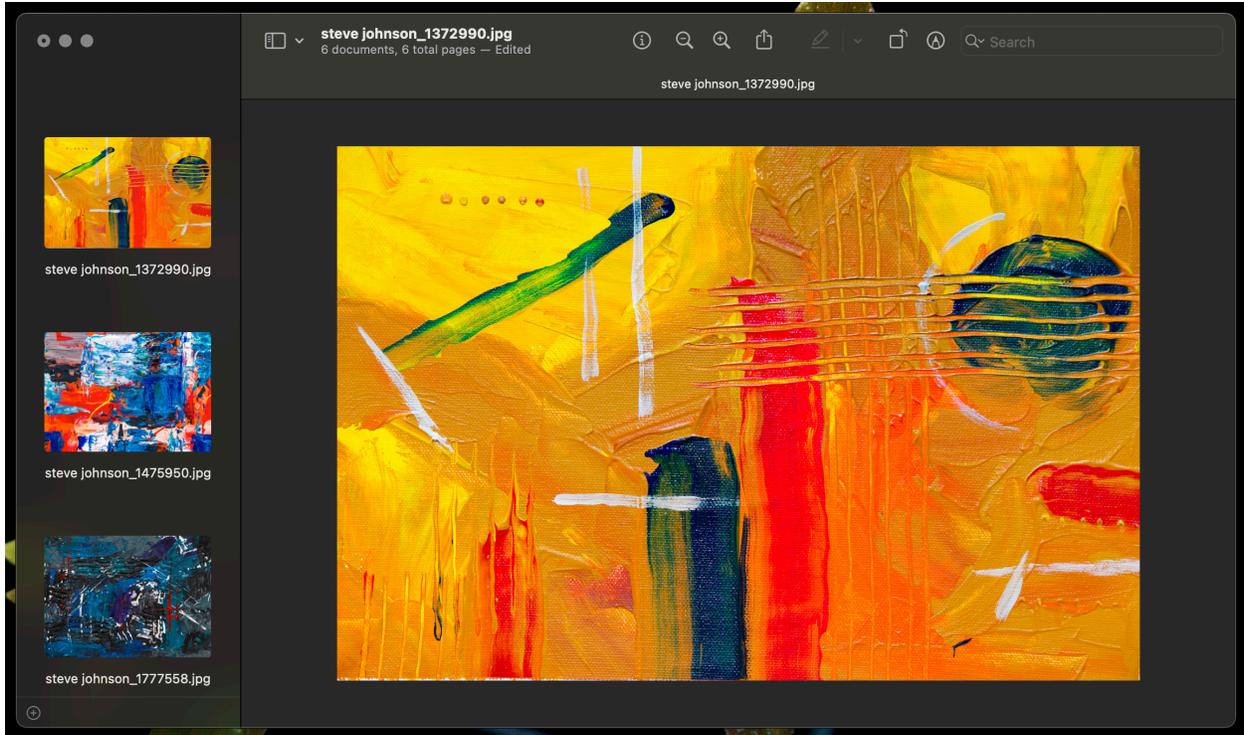


Navigate to where you are storing the images you would like to include in the pdf. I have placed my files in a folder called “Images”. Select all the files by either dragging your cursor over the files to highlight or select them individually by holding the Command key and clicking them one by one.

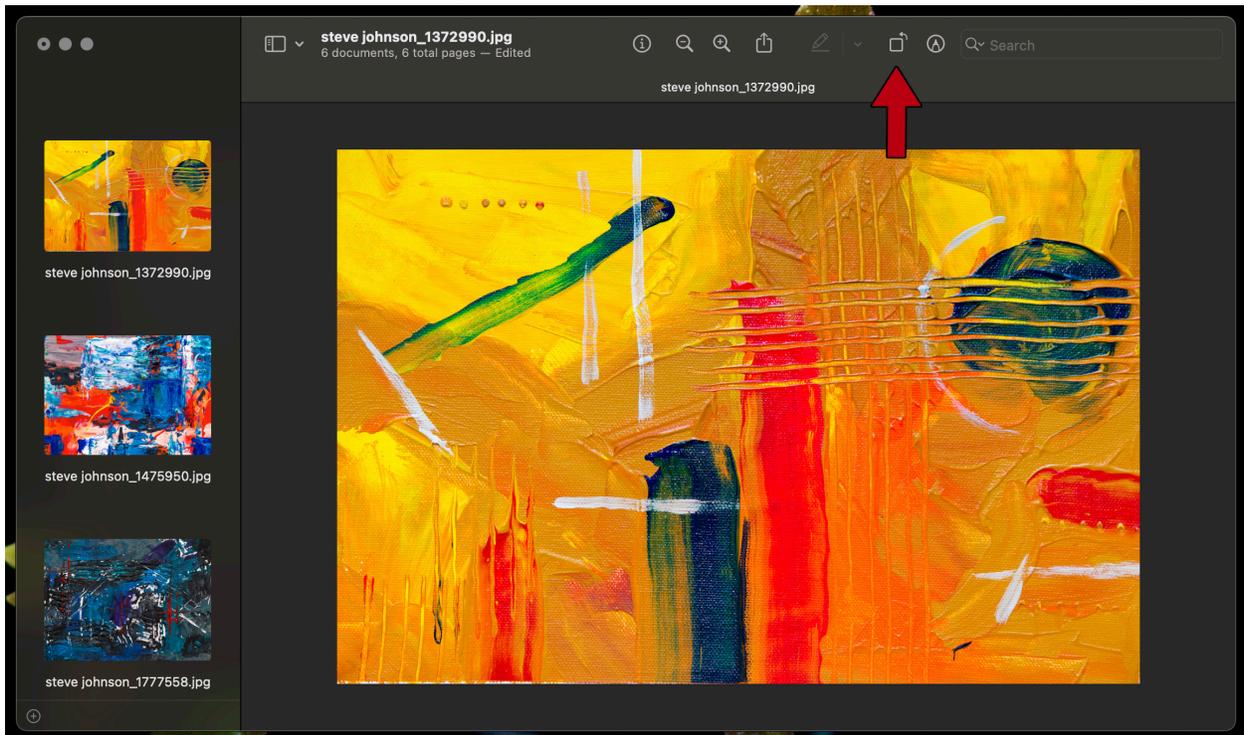


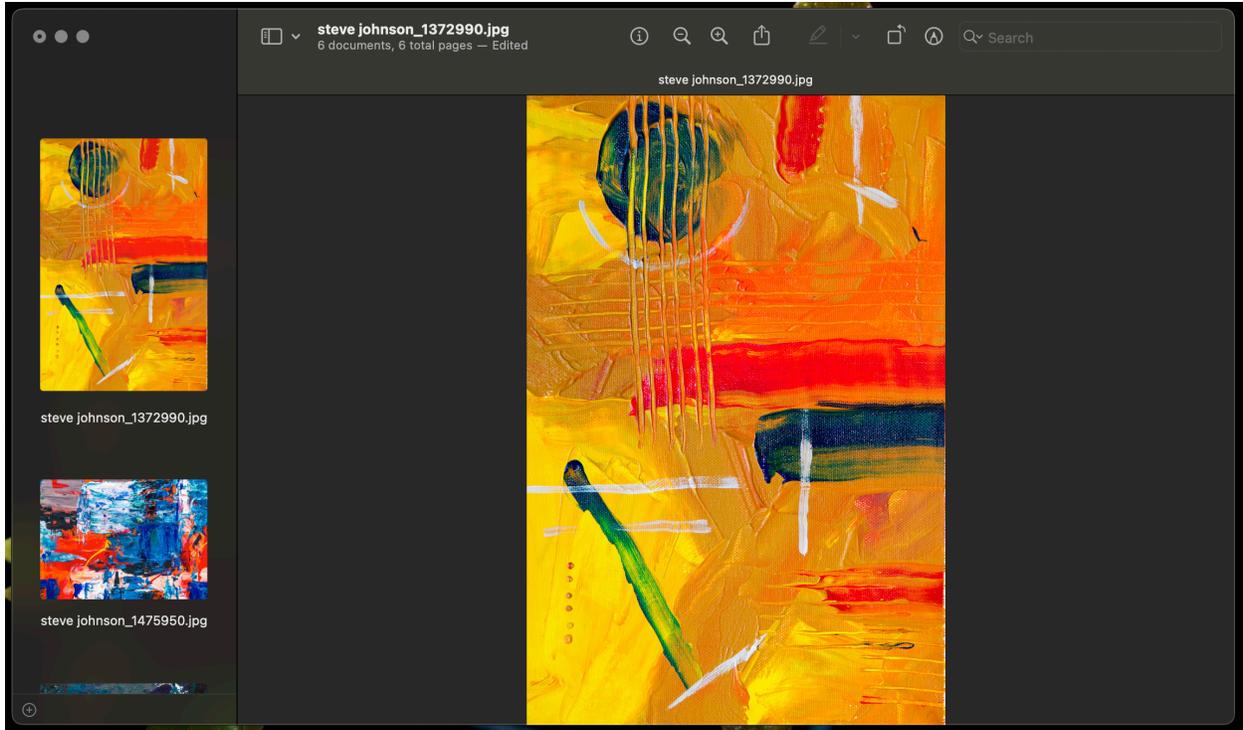
Right click on the selection to open the options window. From this window select “Open With” then “Preview.app”.



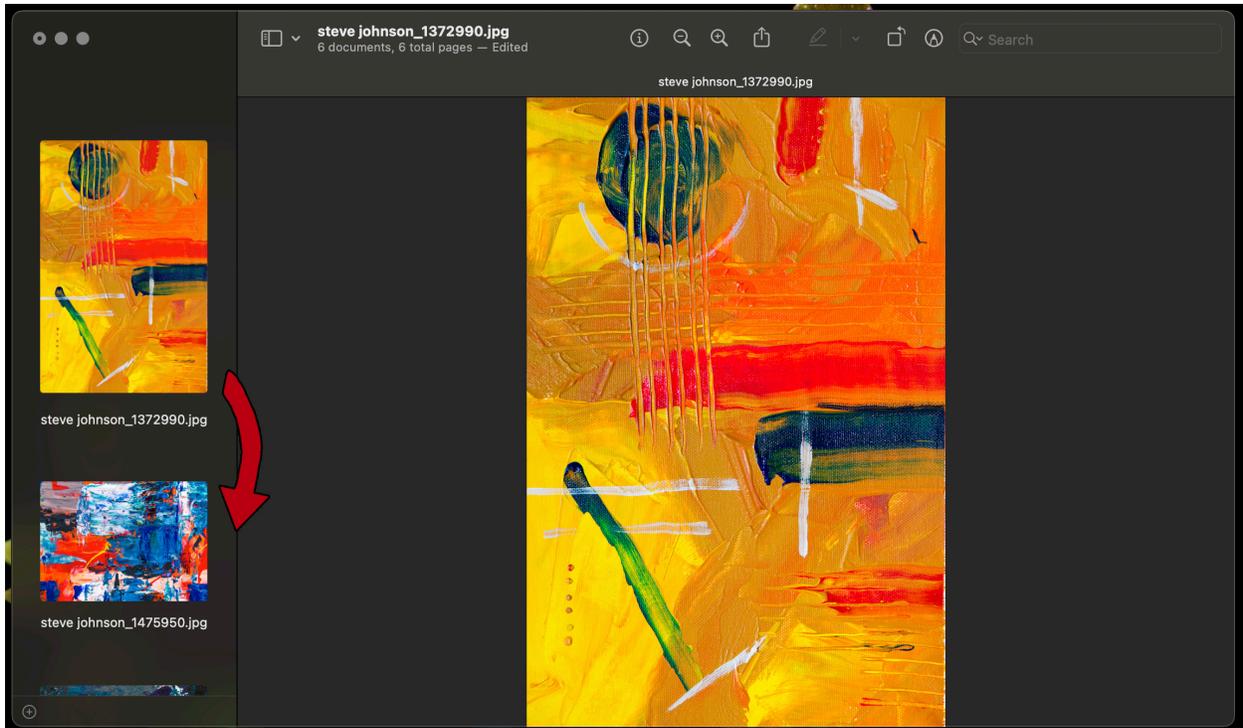


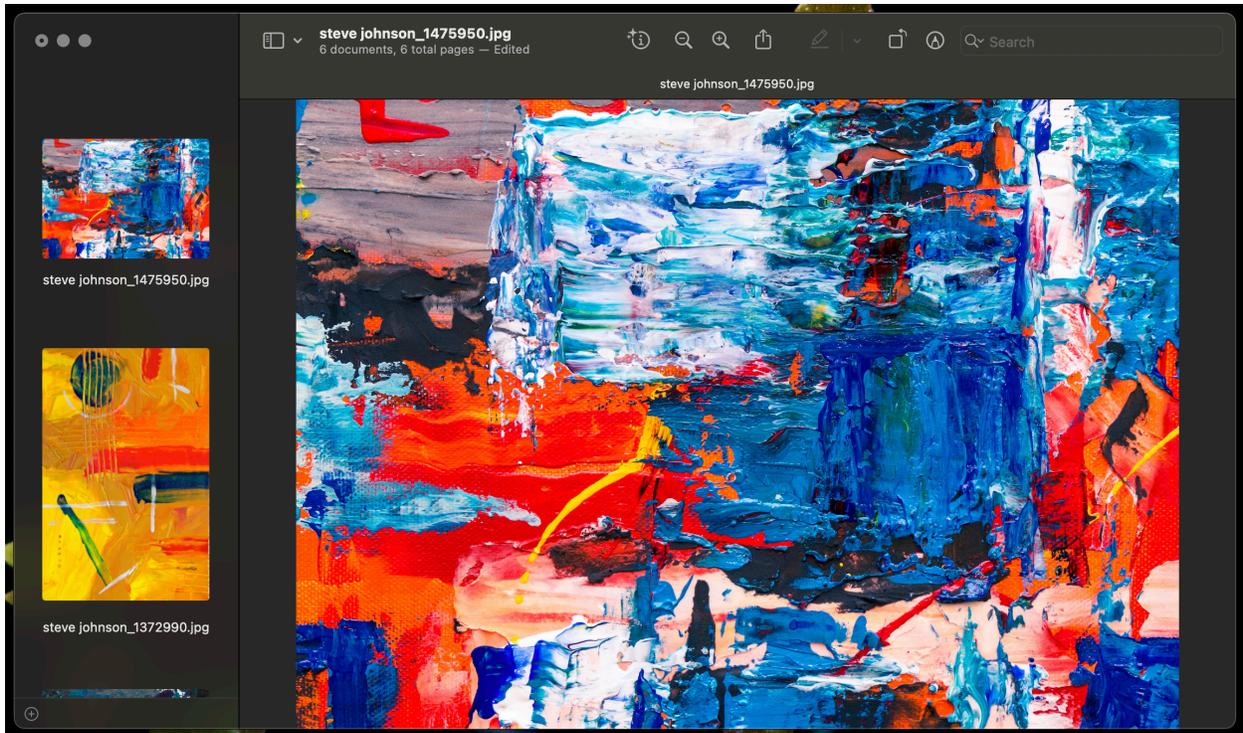
If images need to be rotated you can use the "Rotate Left" icon on the top menu to set them.



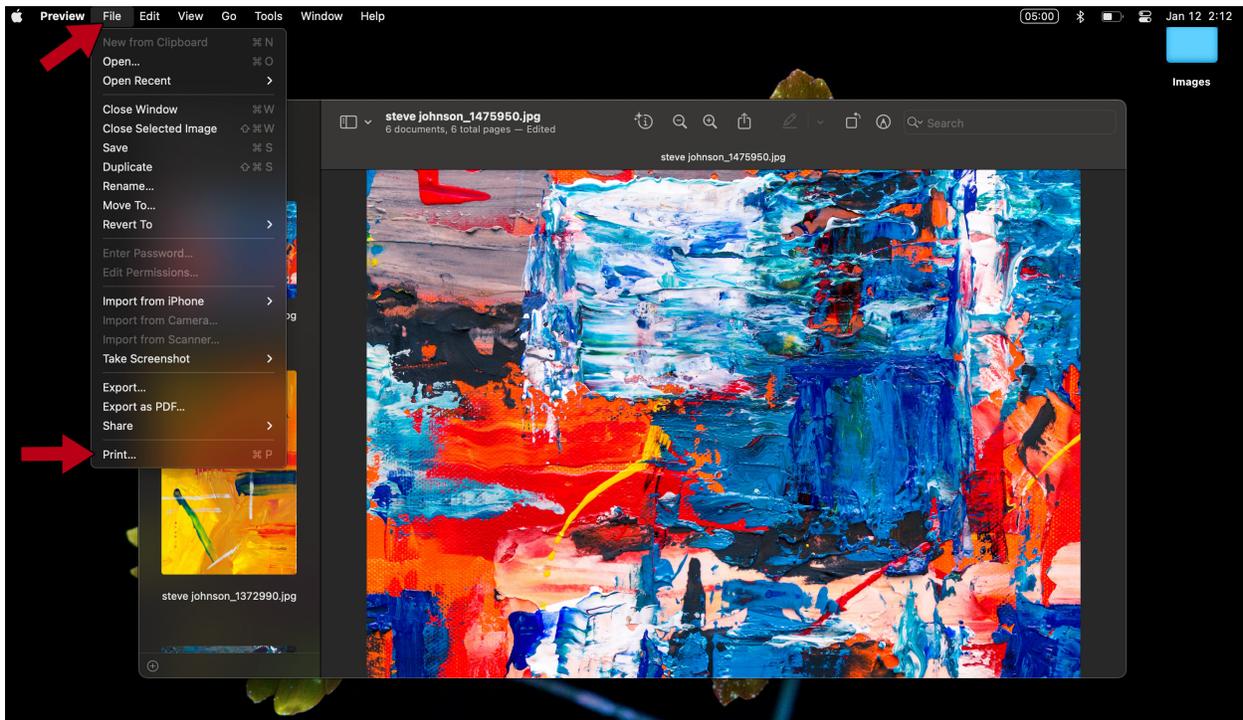


You can change the order that the images will be displayed by dragging and dropping images on the left side menu.

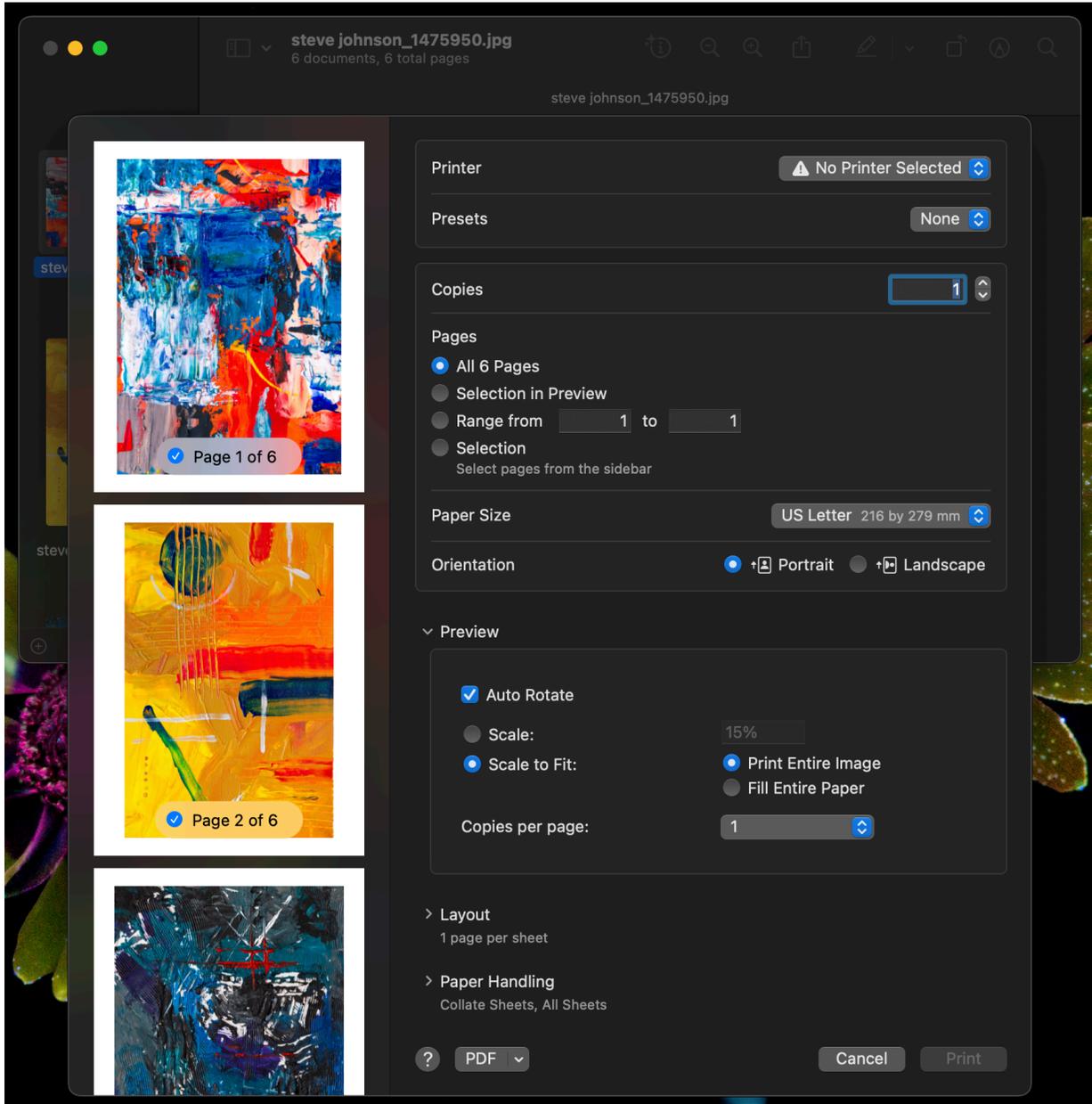




From the Preview menu bar, click on “File” and then “Print”.

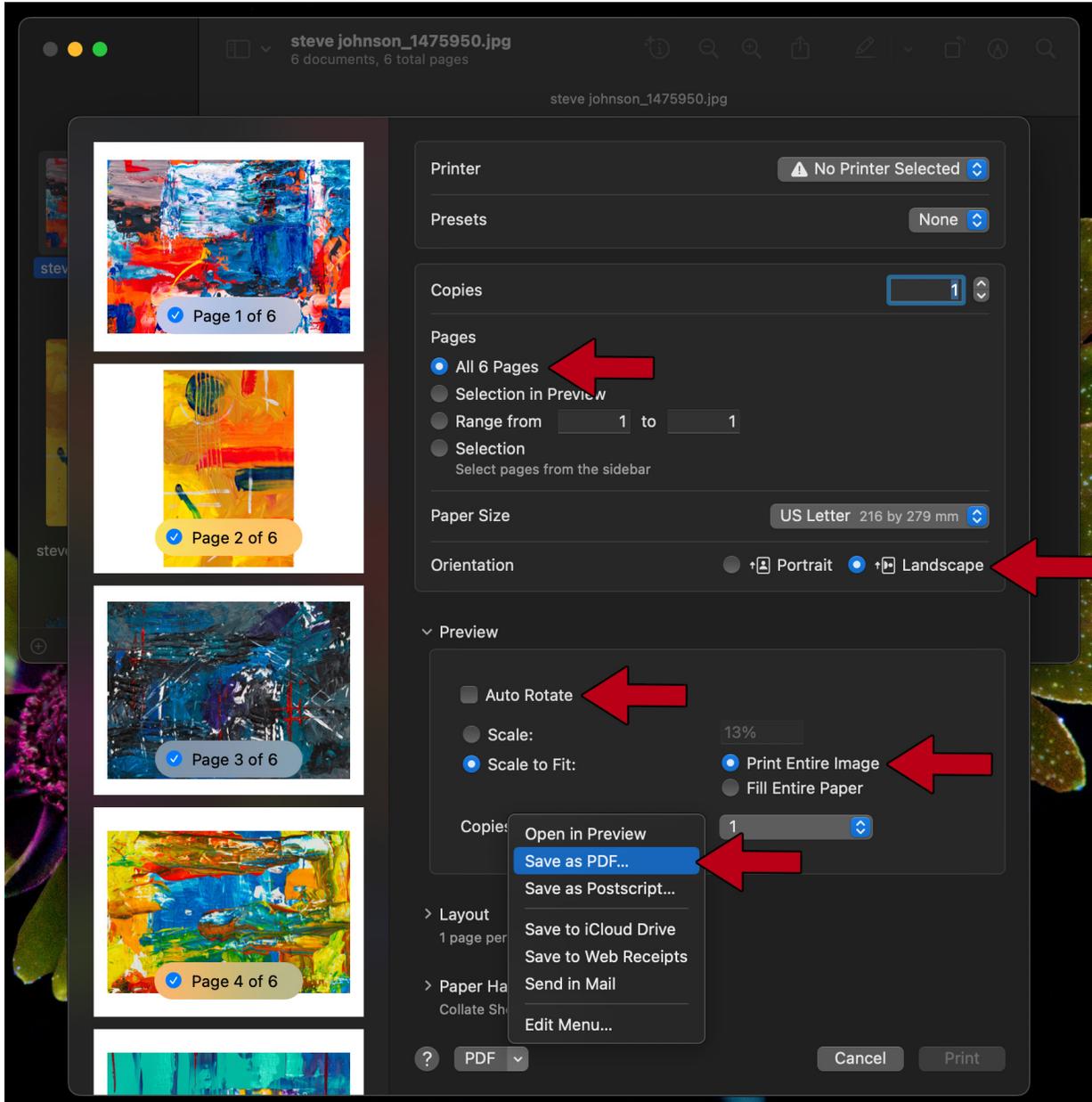


The print dialog.

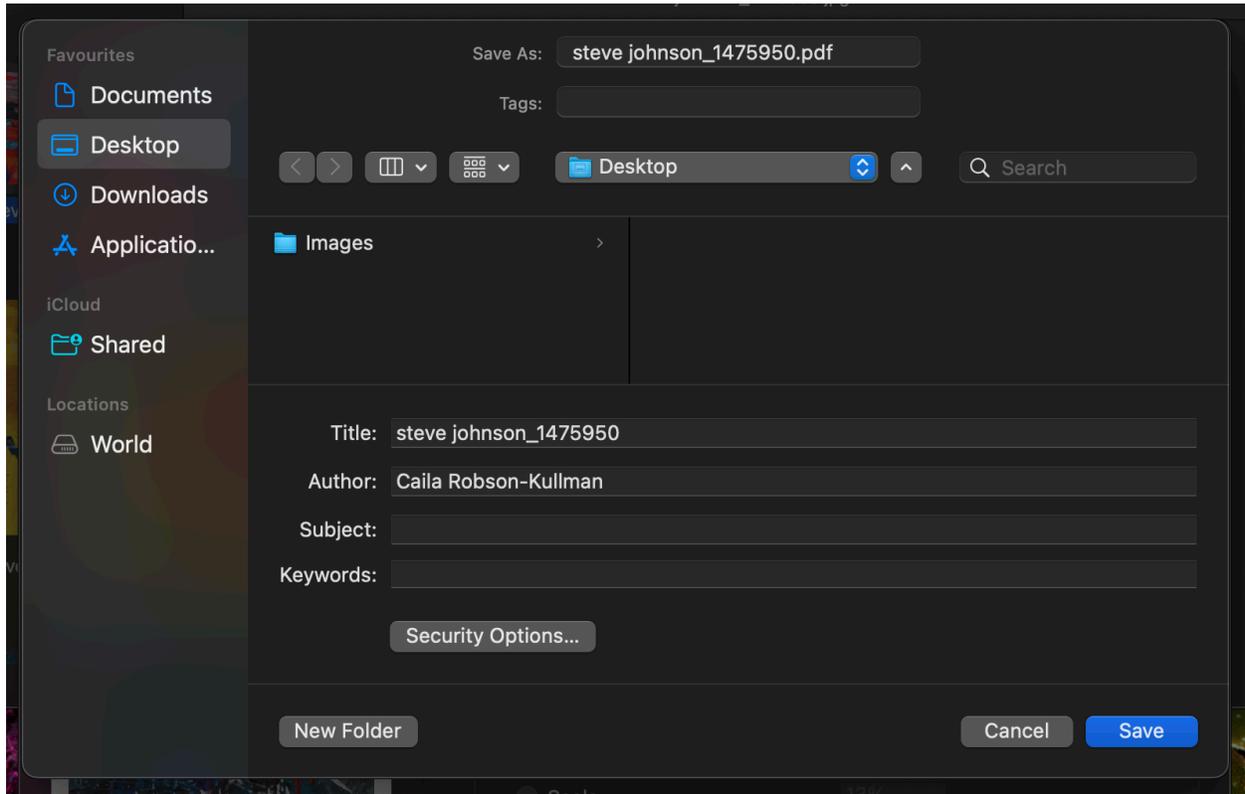


In the print dialog, select “All Pages” and “Landscape” mode (most of my images are horizontal). Make sure “Auto Rotate” is unselected and “Print Entire Image” is selected (allows the full image to get printed).

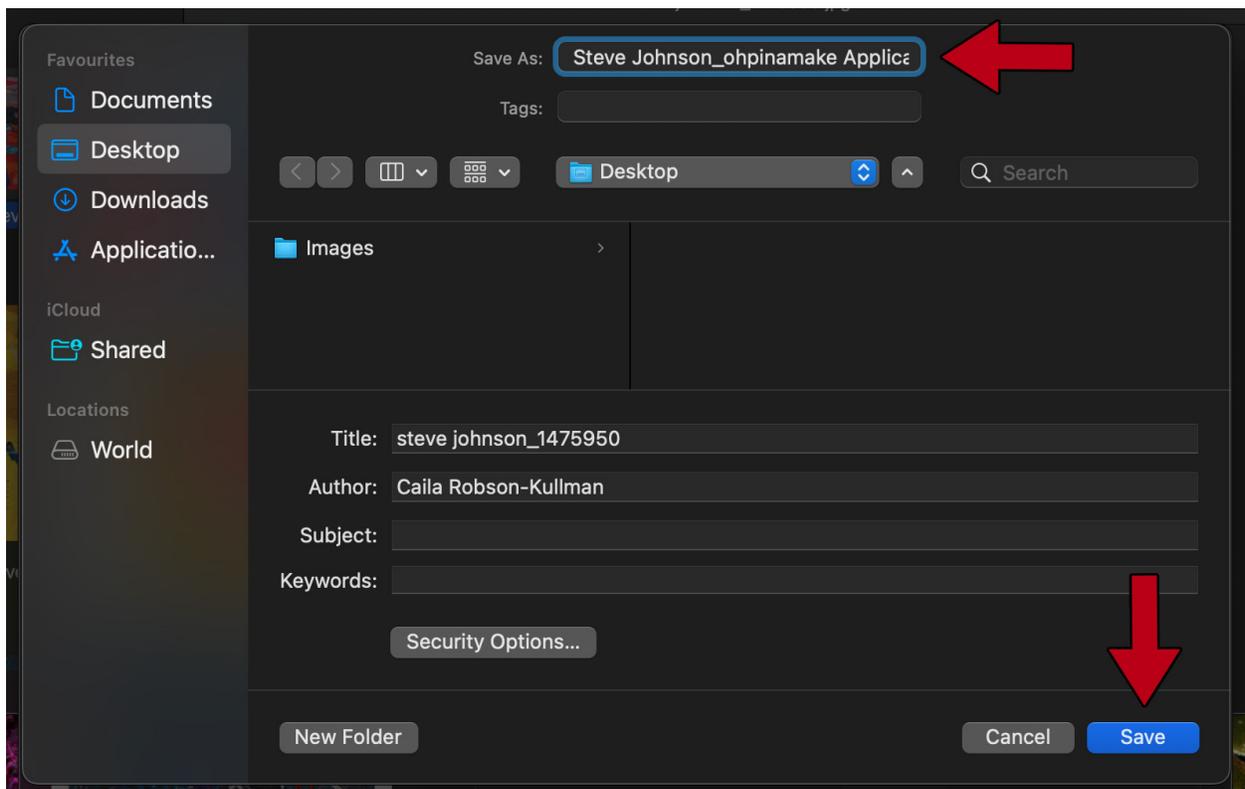
Once you are happy with the settings, select “PDF” and “Save as PDF...” from the dropdown menu.



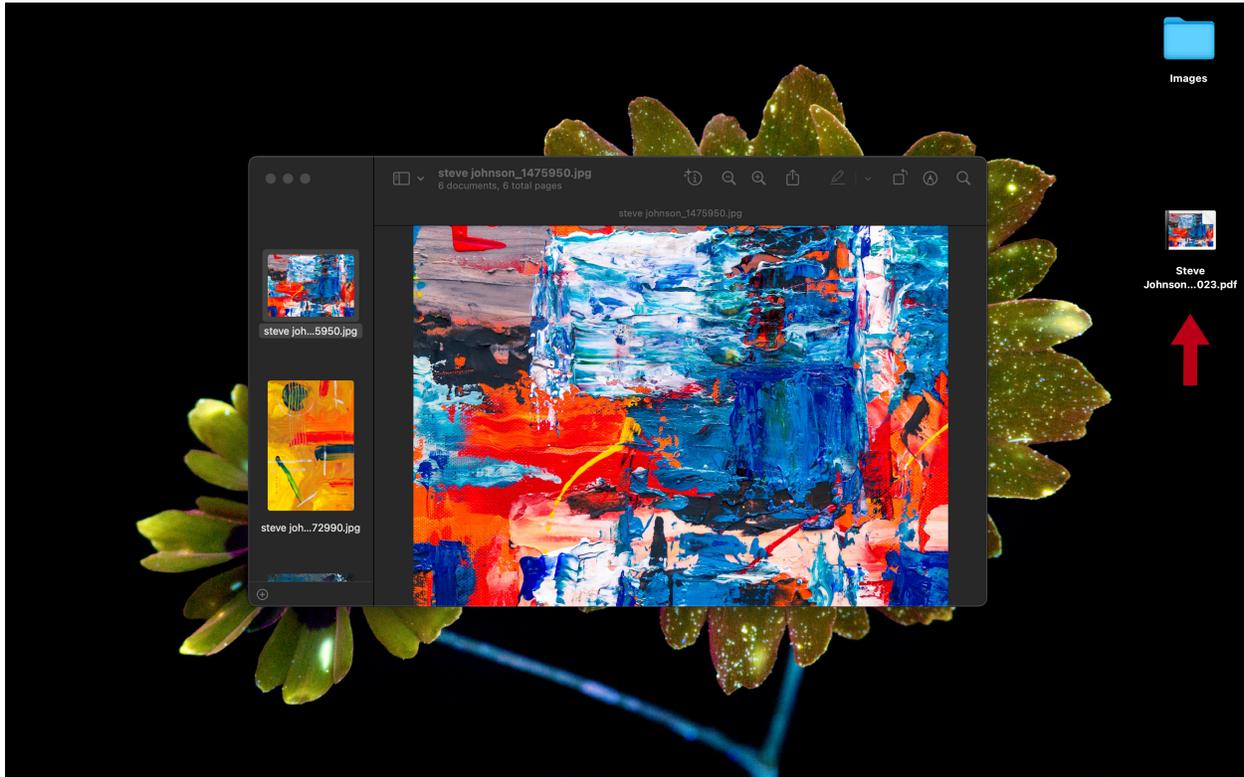
## The save dialog



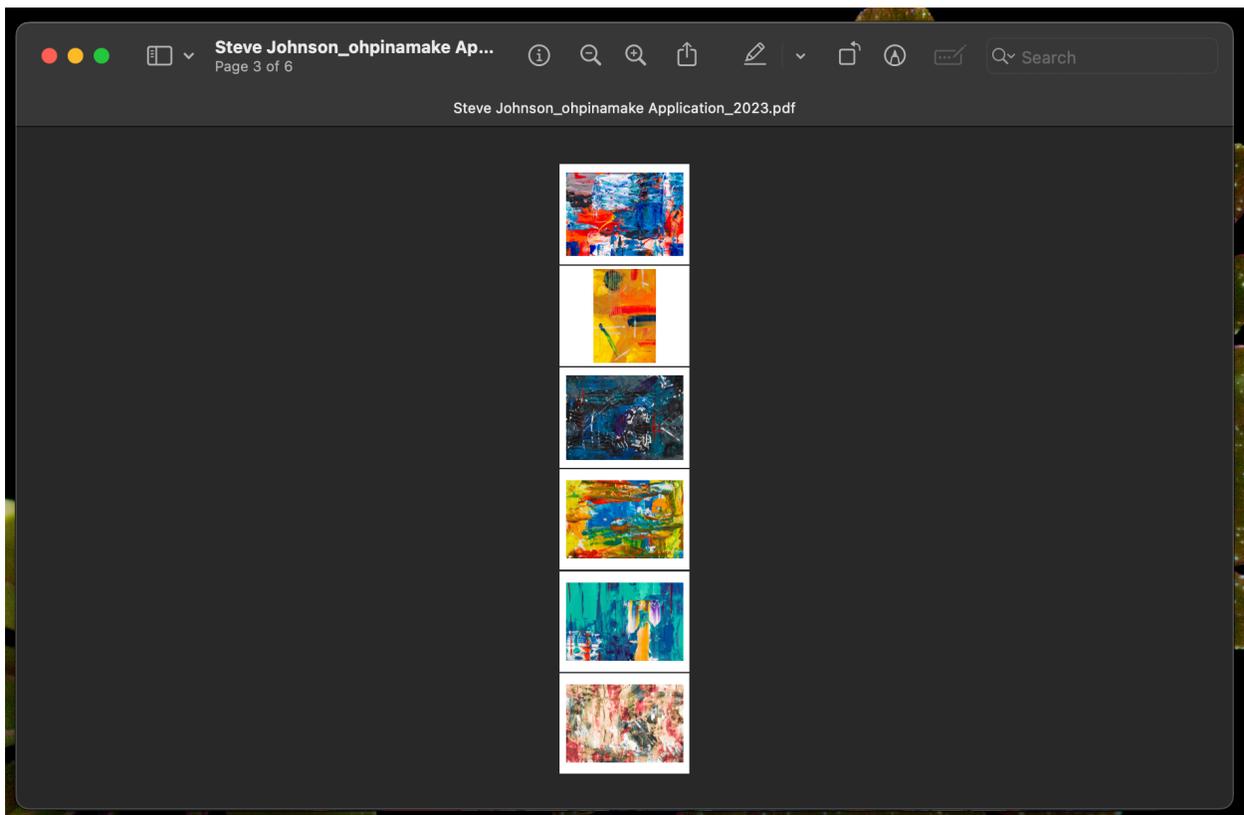
Give the document a name "Steve Johnson\_ohpinamake Application\_2023.pdf" and choose a destination to save it (I picked my Desktop). Click "Save" at the bottom when done.



The new document you created will now be where you saved it.

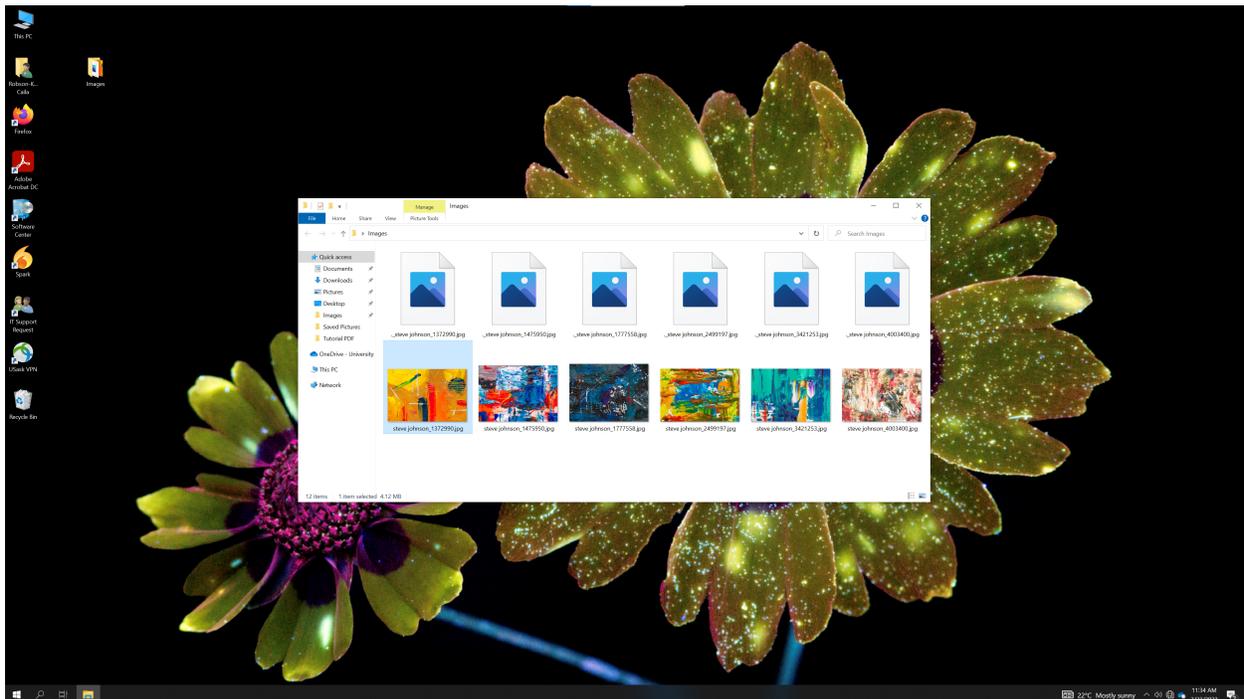


Here is what the document looks like when opened and zoomed out to see all 6 pages.

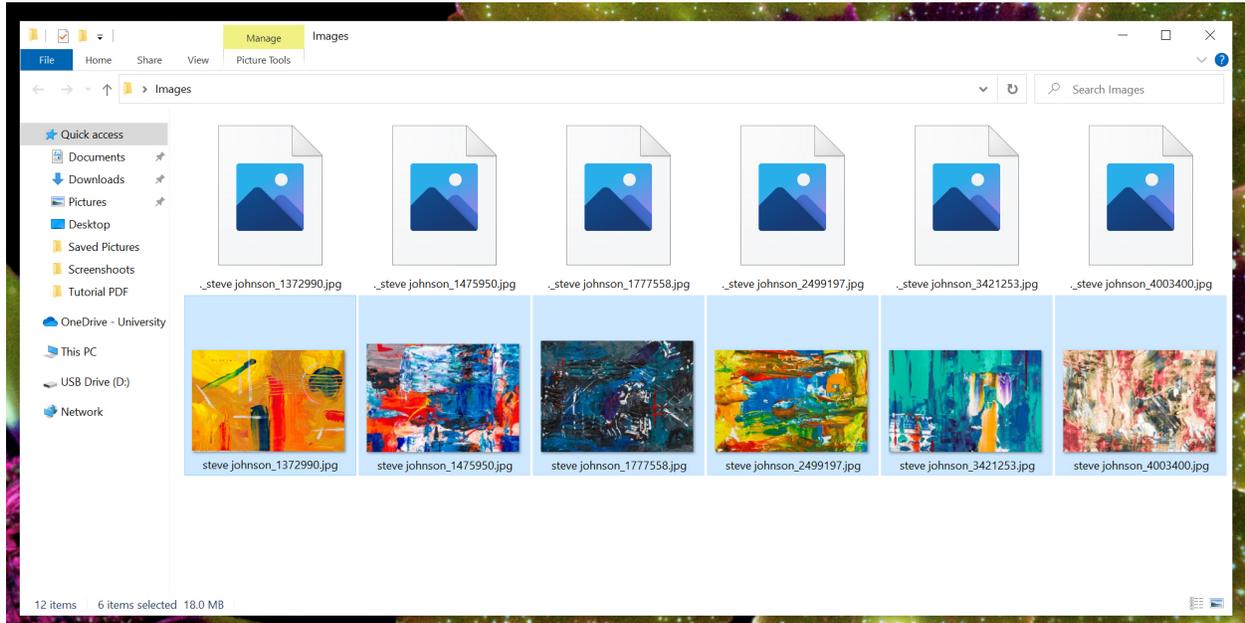


## Windows - Converting Images to a Single PDF

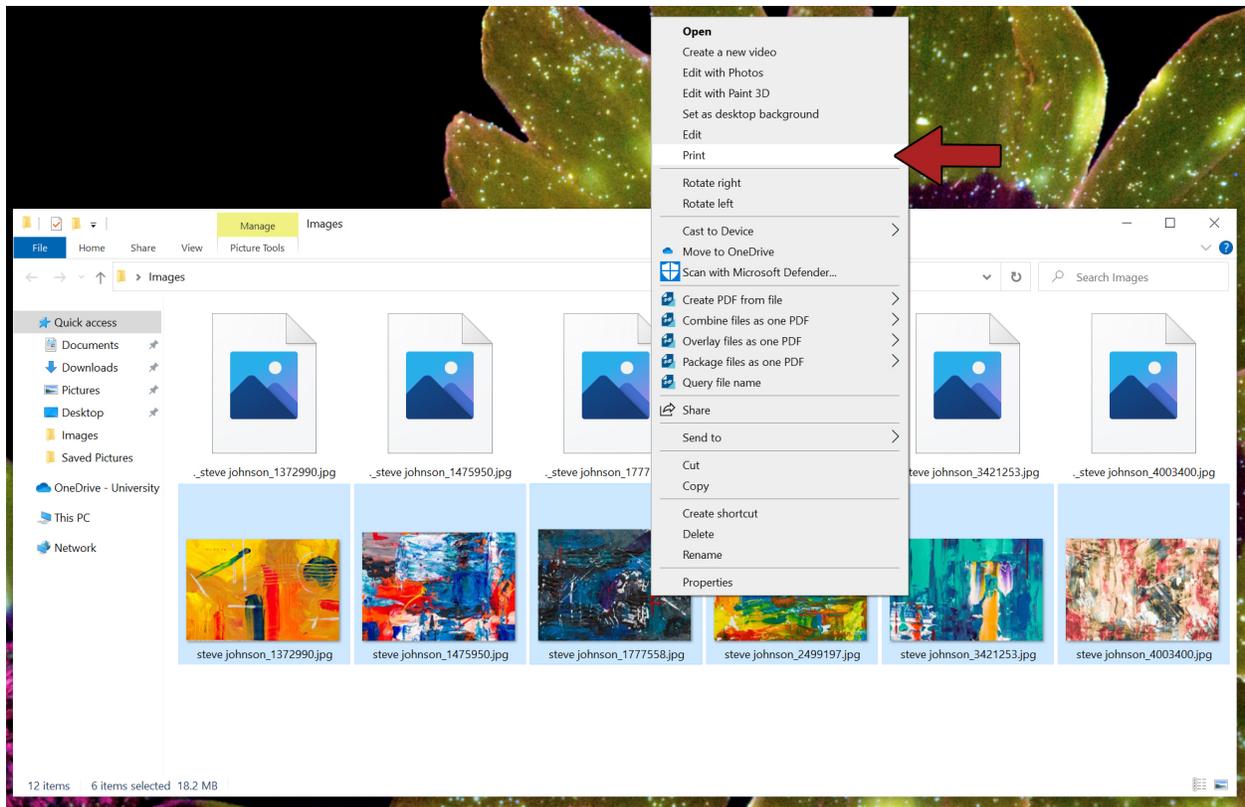
Open the folder of images that you would like to turn into a PDF. My folder is called “Images” and is on the Desktop.



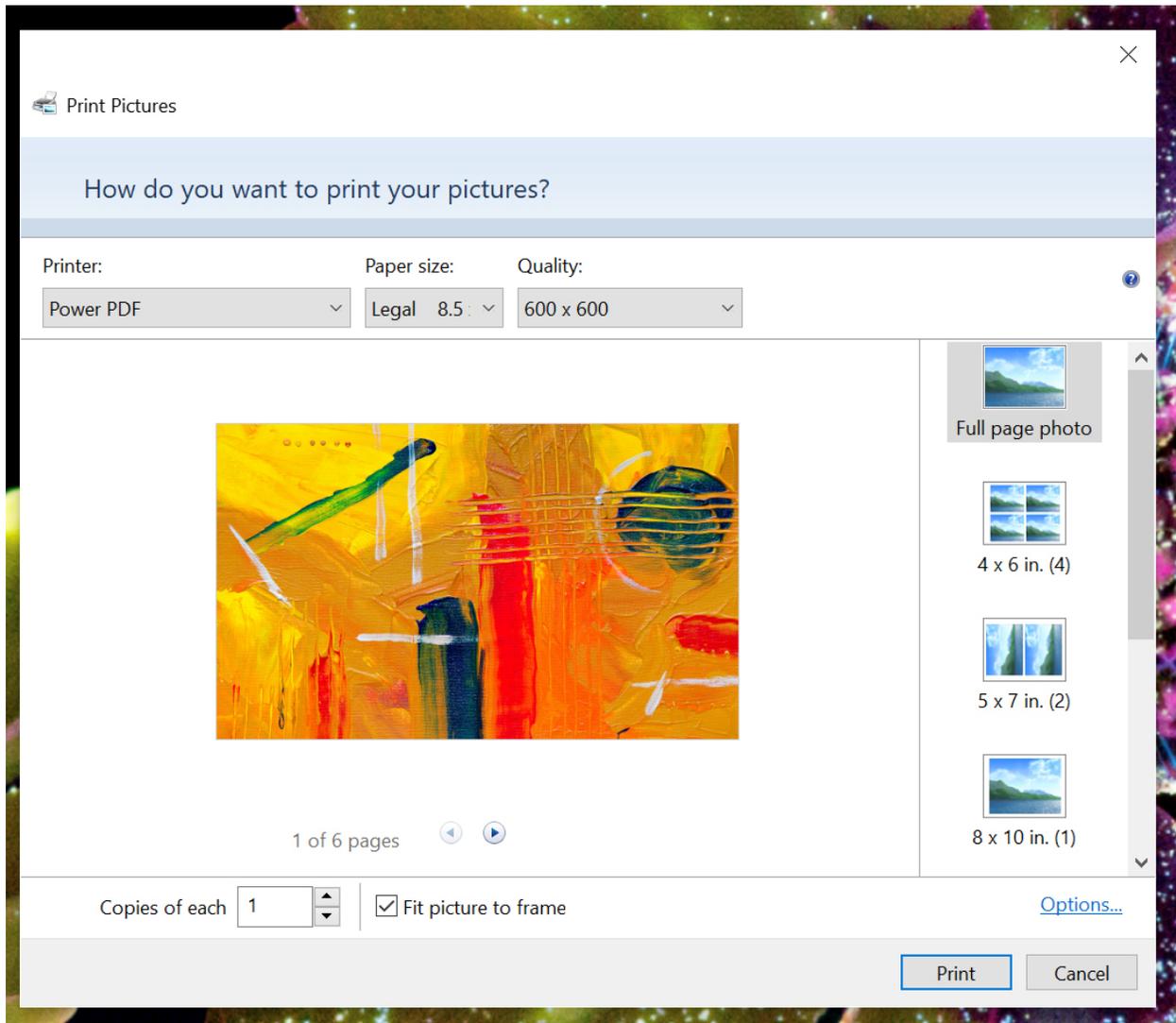
Select all the files by either dragging your cursor over the files to highlight or select them individually by holding the Ctrl key and clicking them one by one.



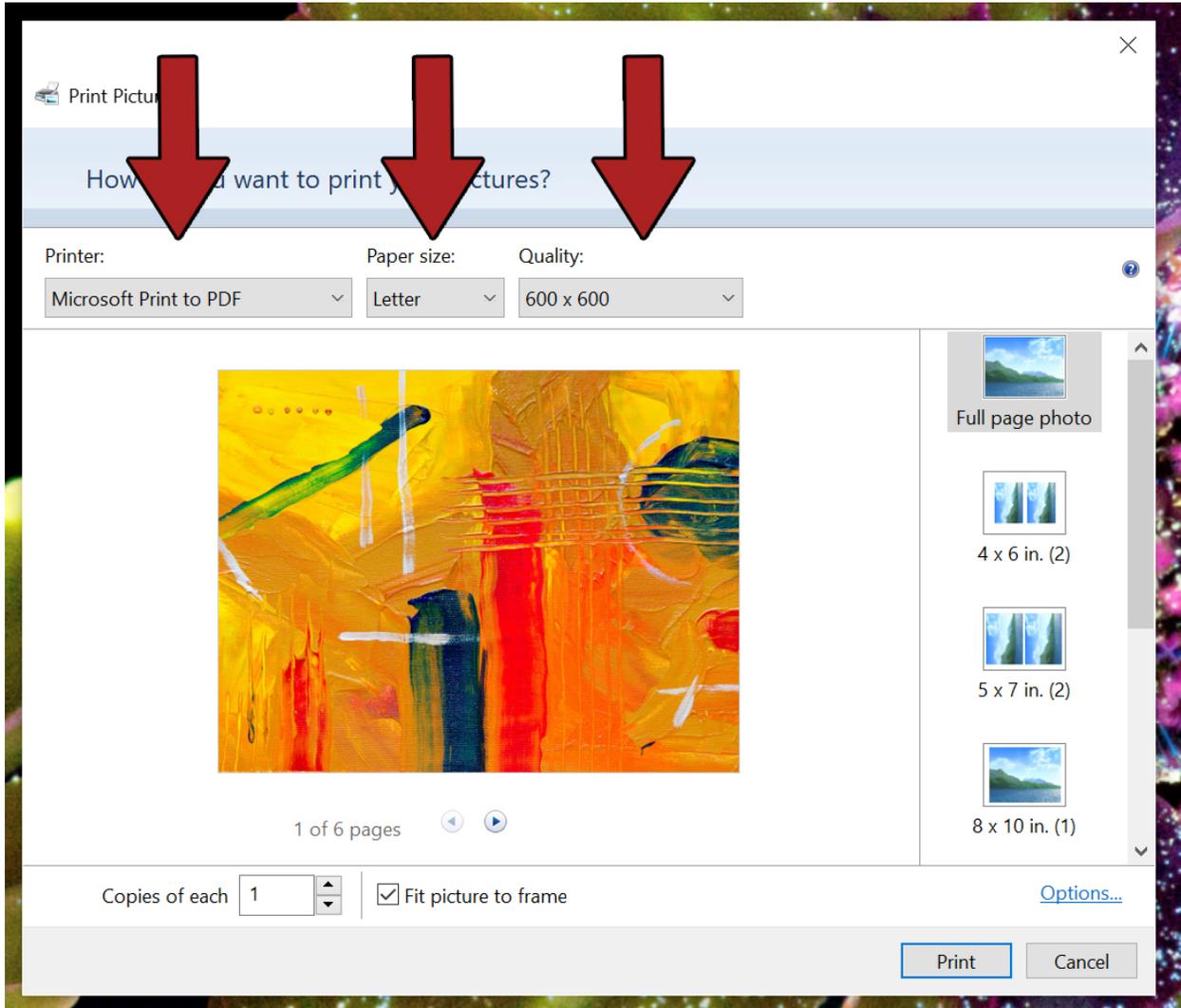
Right click on the selection to open the options window. From this window select "Print".



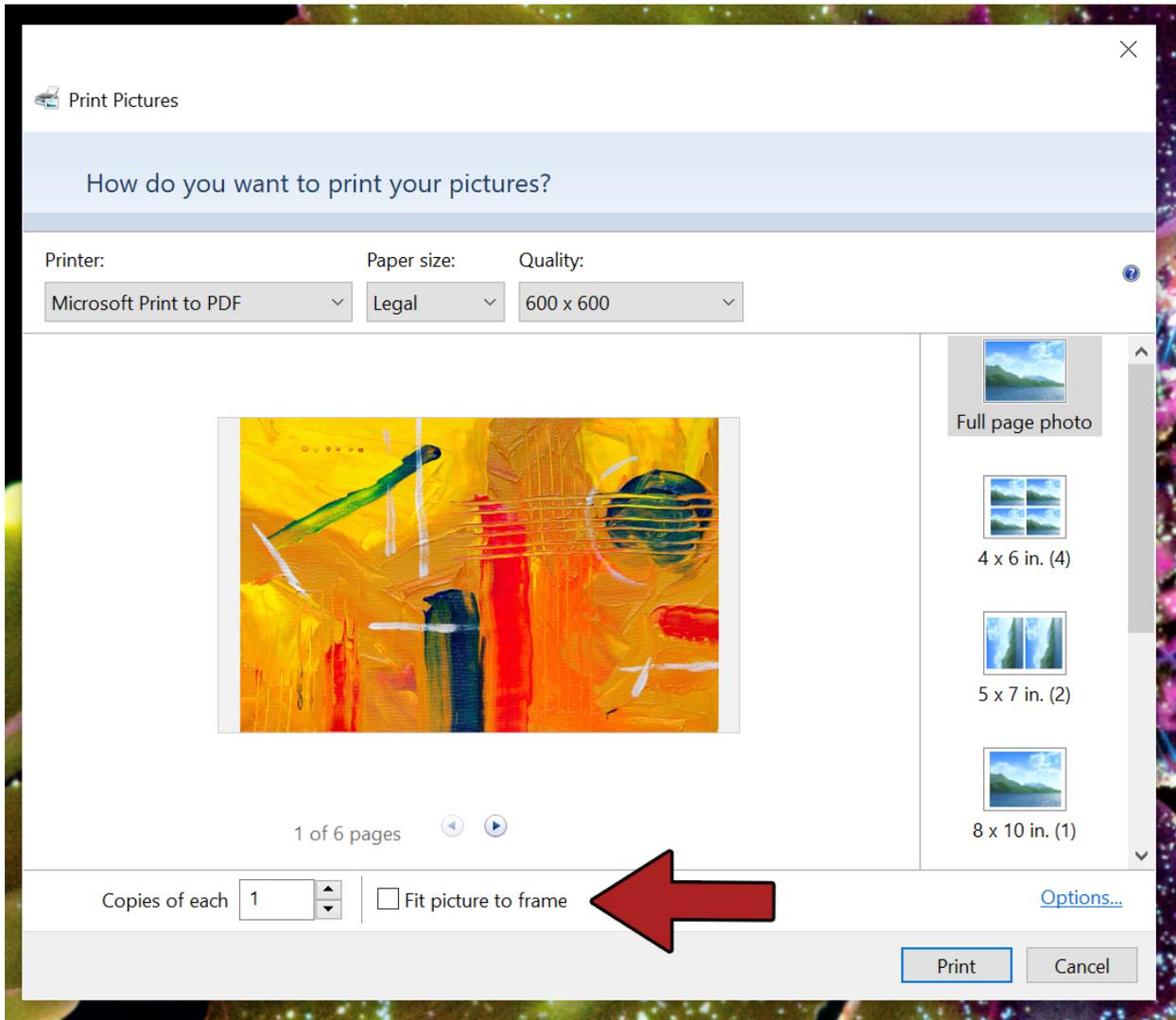
Here is what the print window looks like.



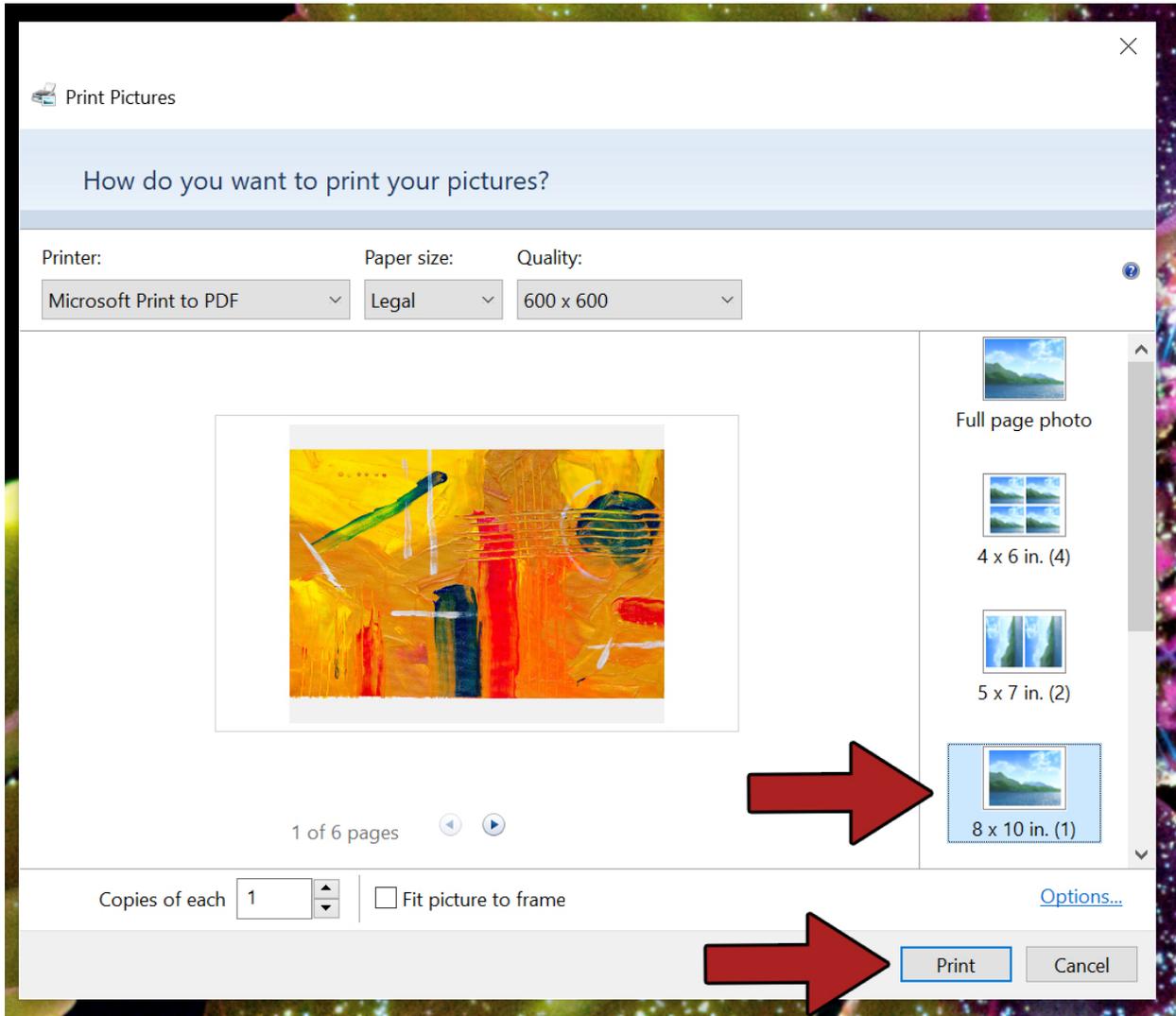
Change the drop down menus to “Microsoft Print to PDF”, “Letter” and “600x600”.



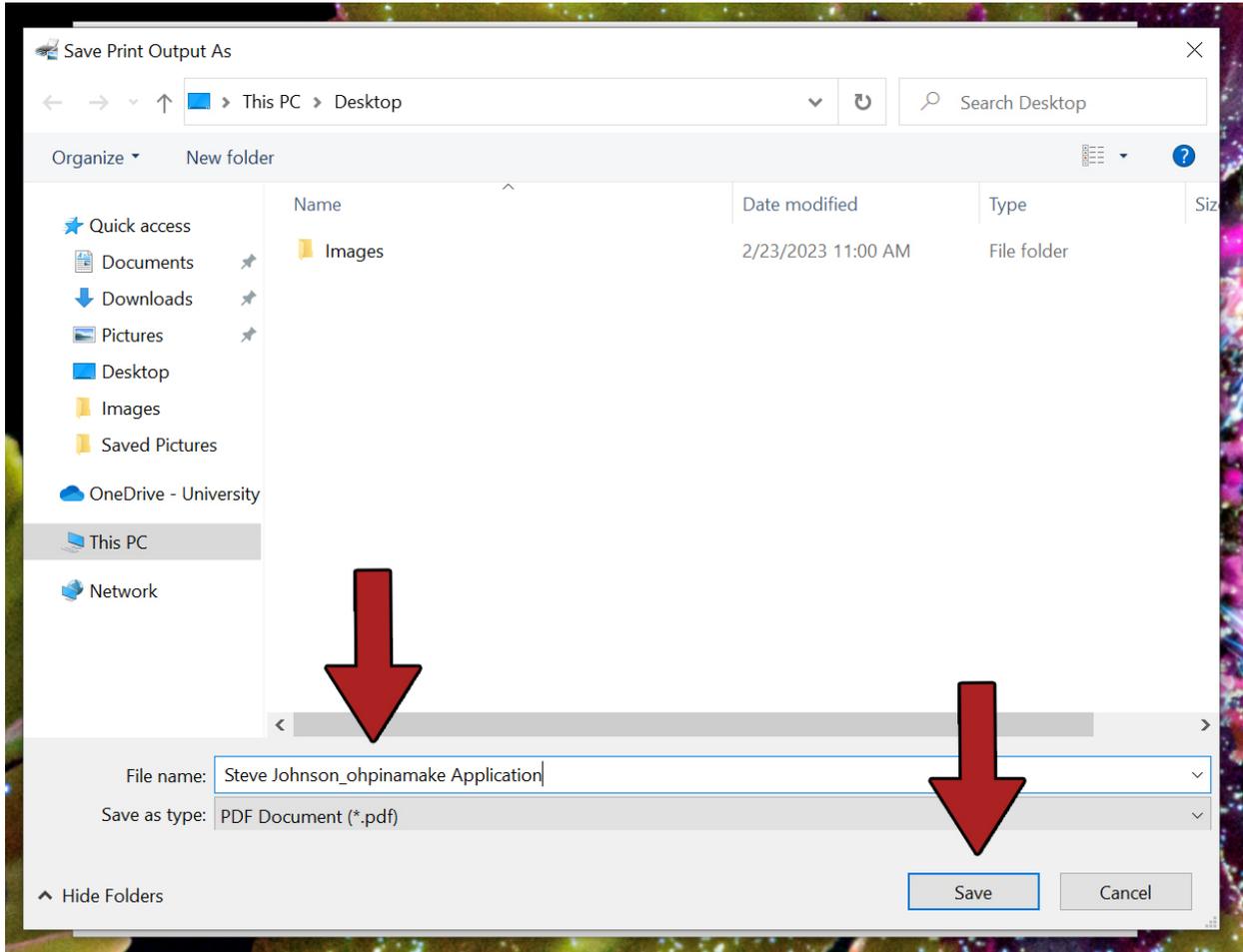
Uncheck "Fit picture to frame".



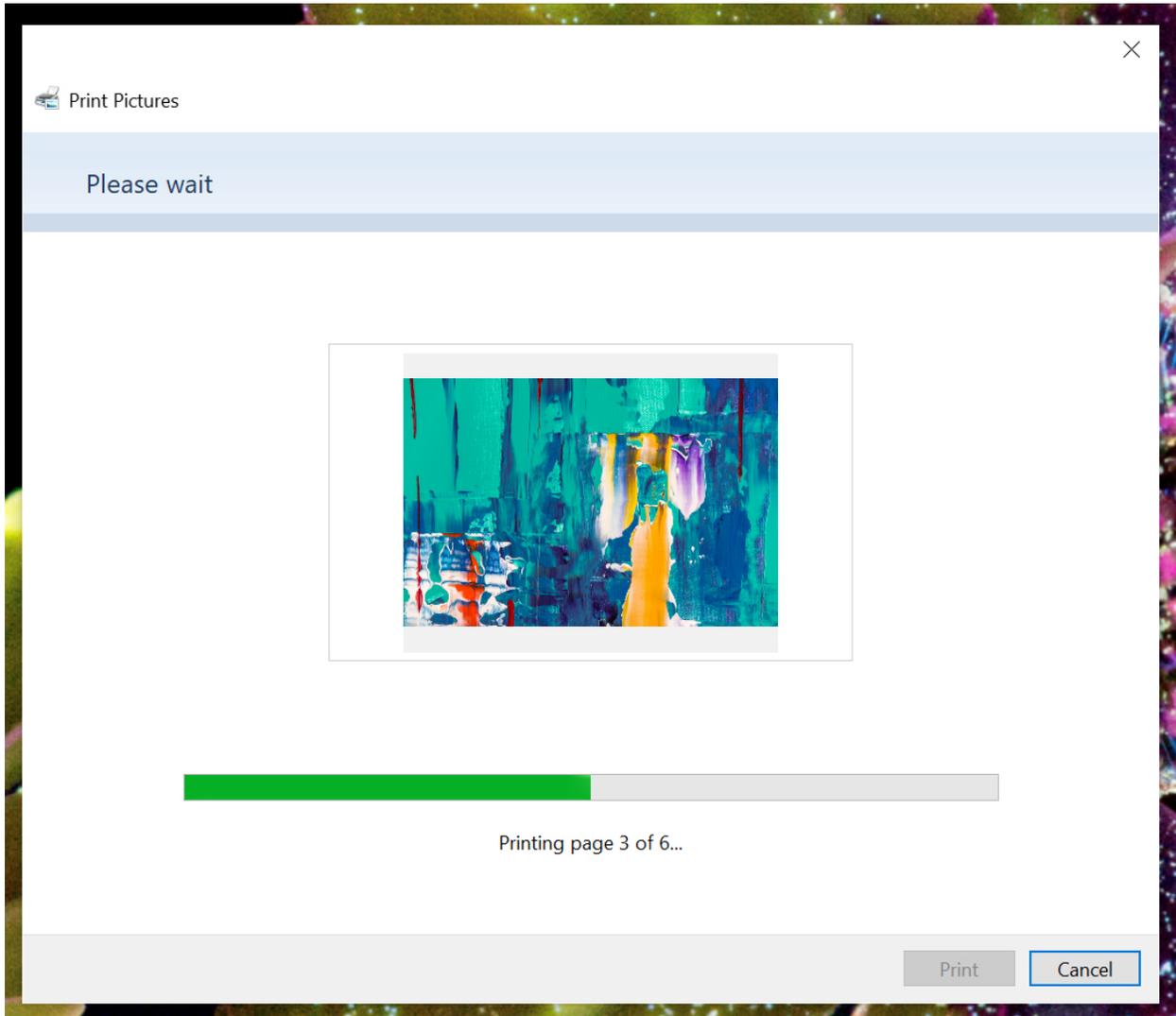
Select "8x10 in. (1)" then click "Print".



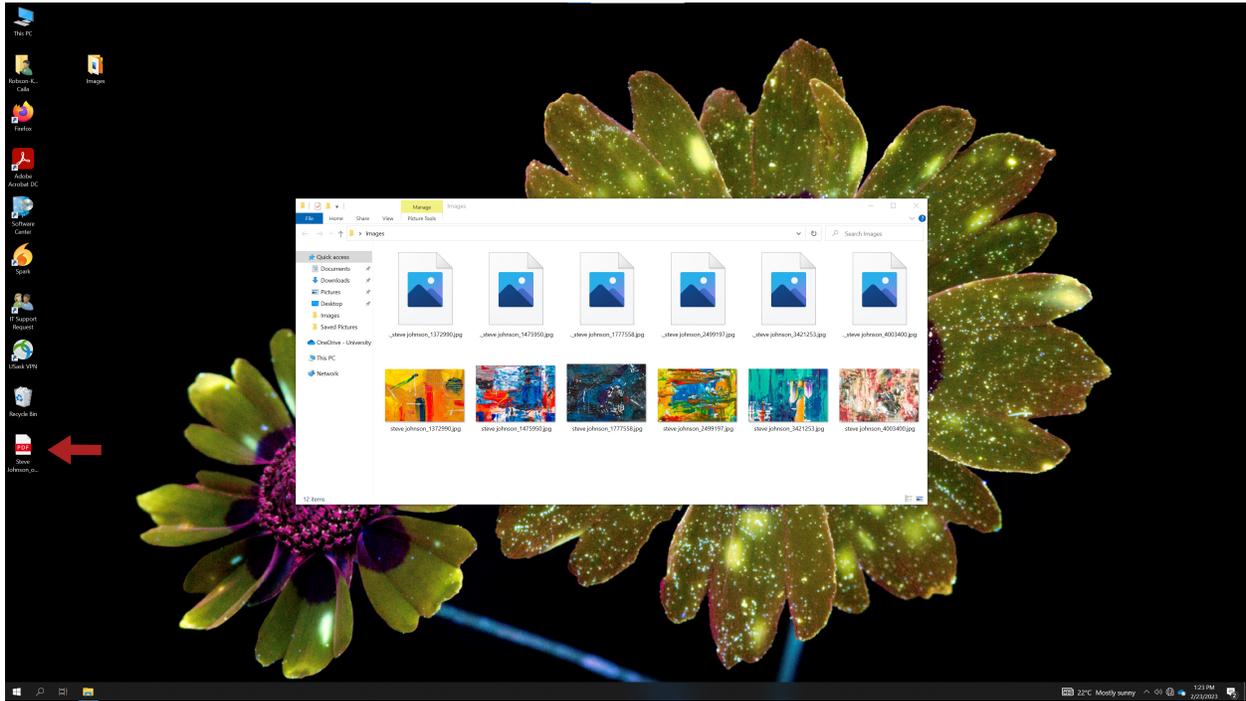
Name the file and press “Save”.



The computer is processing your PDF request.



Your PDF is now created.



Here is what it looks like.

