

Combining image files into one PDF document

PDF submission files should be named as follows: **UnitCode_Month_CandidateNumber_QuestionNumber.pdf** (e.g. *AR10001_Jan_12345_Q2.pdf*)

Step 1.

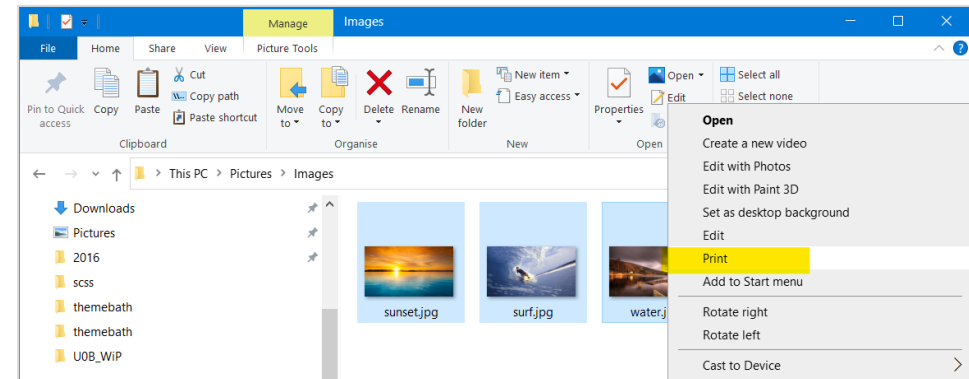
Open **File Explorer** and navigate to the folder containing the images you want to combine. (If the images are stored in more than one folder, move (or copy) them to one folder).

Step 2.

Select all the relevant images by holding down the **CTRL** key and clicking (one-by-one) on each one.

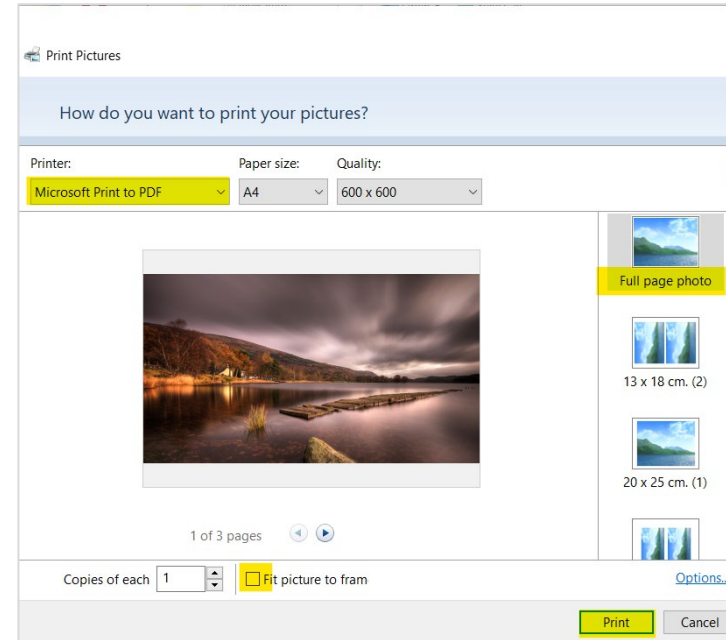
Step 3.

With images selected, **right-click** and select **Print**. This will open the **Print Pictures** dialog box.



Step 4.

Change the **Printer** option to **Microsoft Print to PDF**. You can change how many images per page.



Step 5.

When ready, click the **Print** button. In the **Save Print Output As** dialog box, give your file a name and choose where to store it. Click the **Save** button. You can now open the PDF file to view the images.

