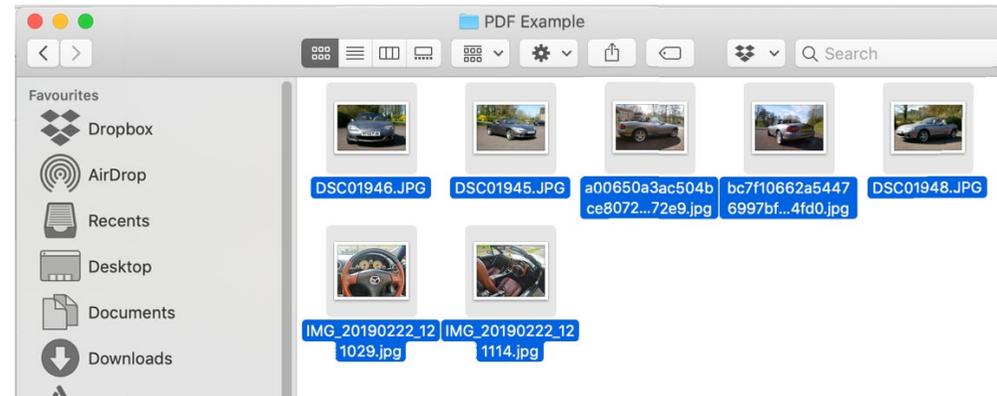


Combining image files into one PDF document (Apple Mac)

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

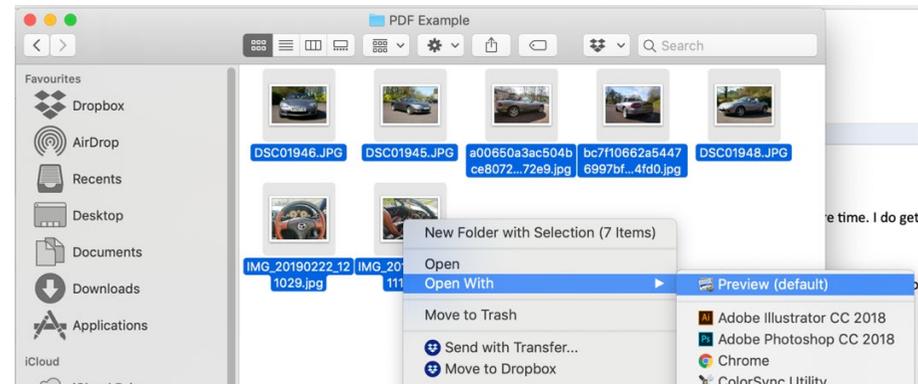
Step 1.

In Finder, select all the images you want to include in the PDF. To do this, drag a box over several images files using your mouse cursor, or select them individually by holding the **Command** key and clicking them one by one.



Step 2.

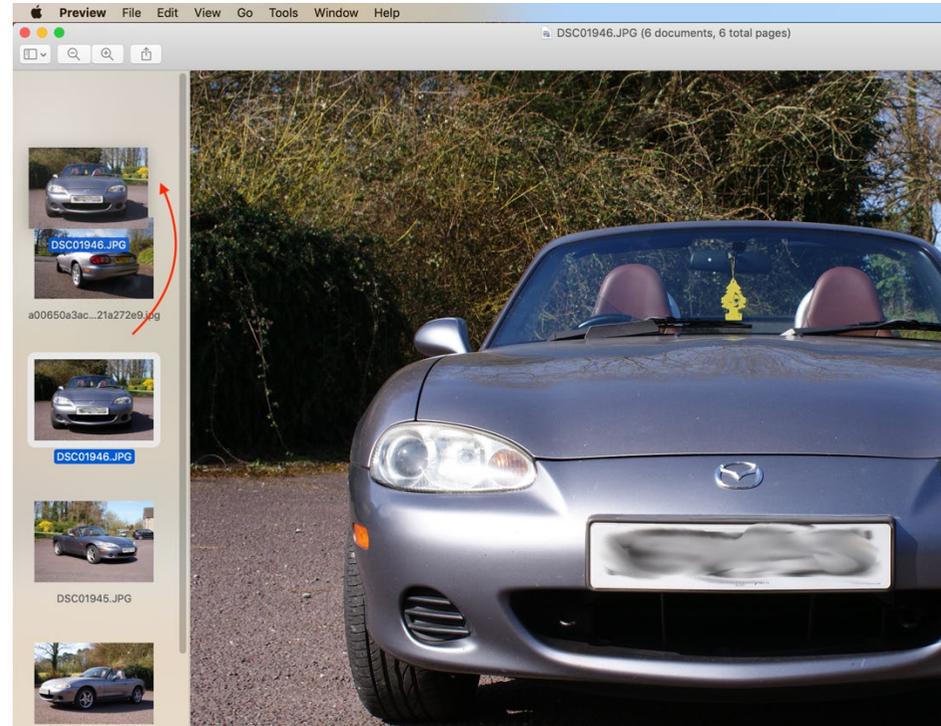
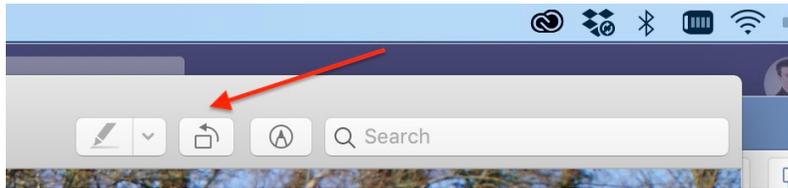
Right-click (or Ctrl-click) one of the highlighted files and select **Open With -> Preview** in the contextual dropdown menu.



Step 3.

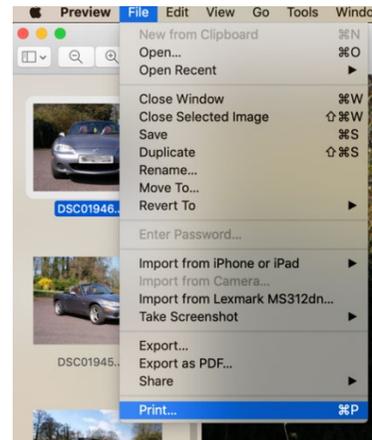
In Preview's sidebar, drag the thumbnail images into the order that you want them to appear in the PDF document.

Then use the **Rotate** button in Preview's toolbar to change the orientation of individual pages if desired:



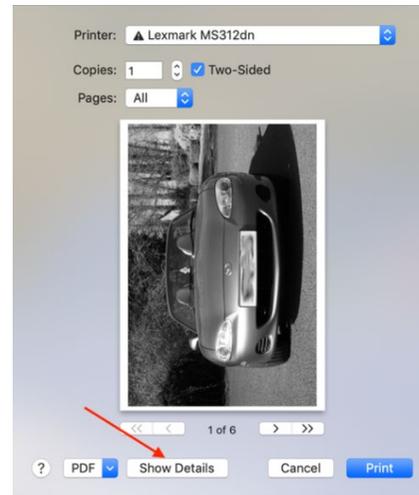
Step 4.

In the Preview menu bar, select **File -> Print...**, or use the **Command+P** keyboard shortcut to bring up the Print dialog.

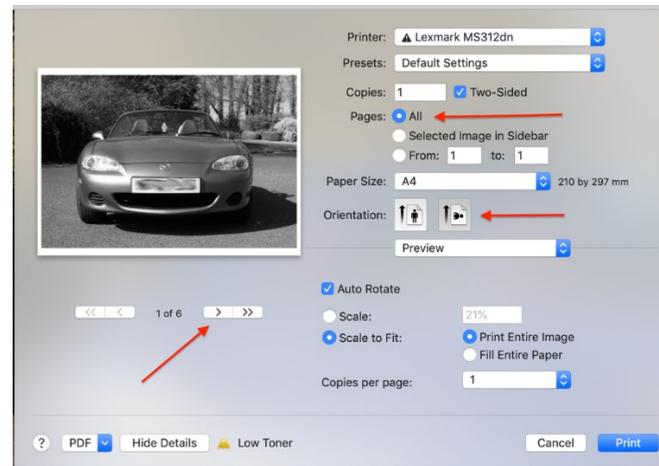


Step 5.

Click **Show Details** to expand the Print dialog and browse the full set of options.

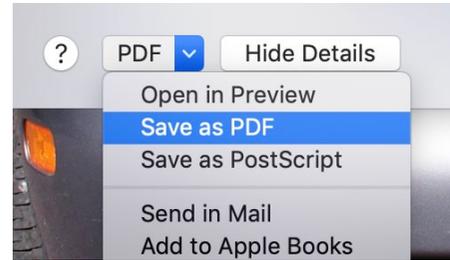


Next, make sure the **All** button is selected in the **Pages** options. Note that you can double-check the orientation of each image by clicking the arrows below the print preview, and use the **Orientation** buttons to correct any if required:



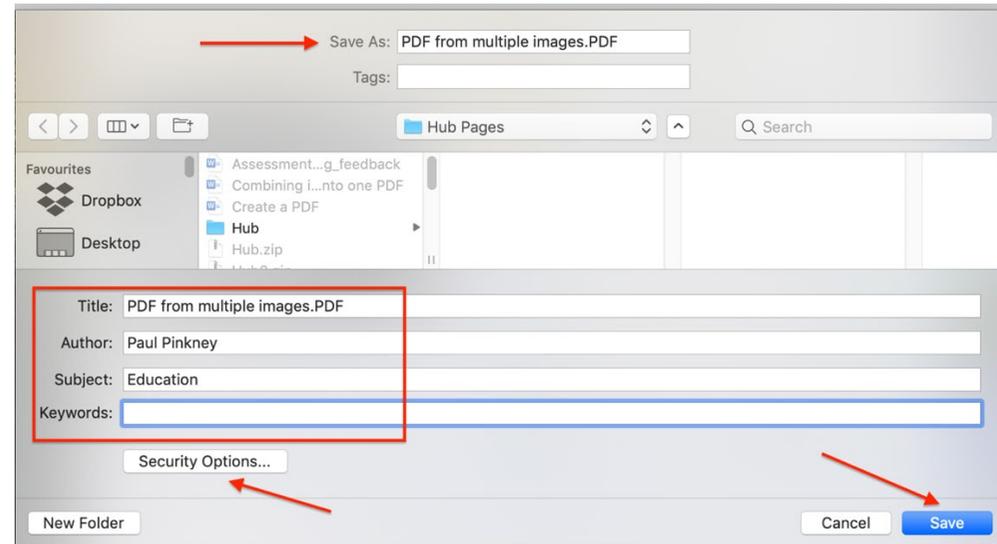
Step 6.

Select **Save as PDF** from the **PDF** dropdown menu in the lower left of the Print dialog.



Step 7.

The Save dialog will appear. Give your new PDF a name and choose a save location. Fill in the **Title**, **Author**, **Subject**, and **Keywords** fields if desired. The **Security Options...** button also lets you optionally set a password to open the document, copy from it, and/or print it.



Step 8.

Click **Save** when you're done.

Note that the **Save as PDF** option can be accessed from the Print dialog window within a number of macOS apps, not just Preview. You can use it to create PDFs of web pages viewed in Safari, or Word documents opened in Pages, for example.