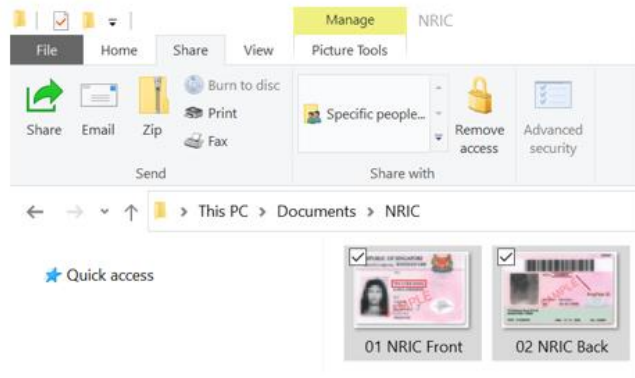


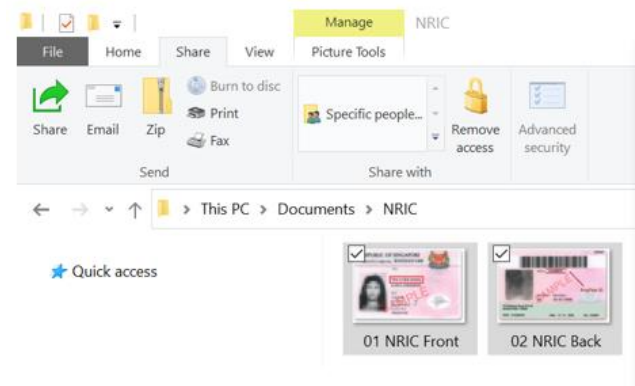
How To Combine Multiple Documents Into One PDF file

Windows – Using PDF Printer

1. Upon scanning in the documents, group the images & place each group in a dedicated folder. Sort the scanned images into your preferred sequence and rename if necessary.

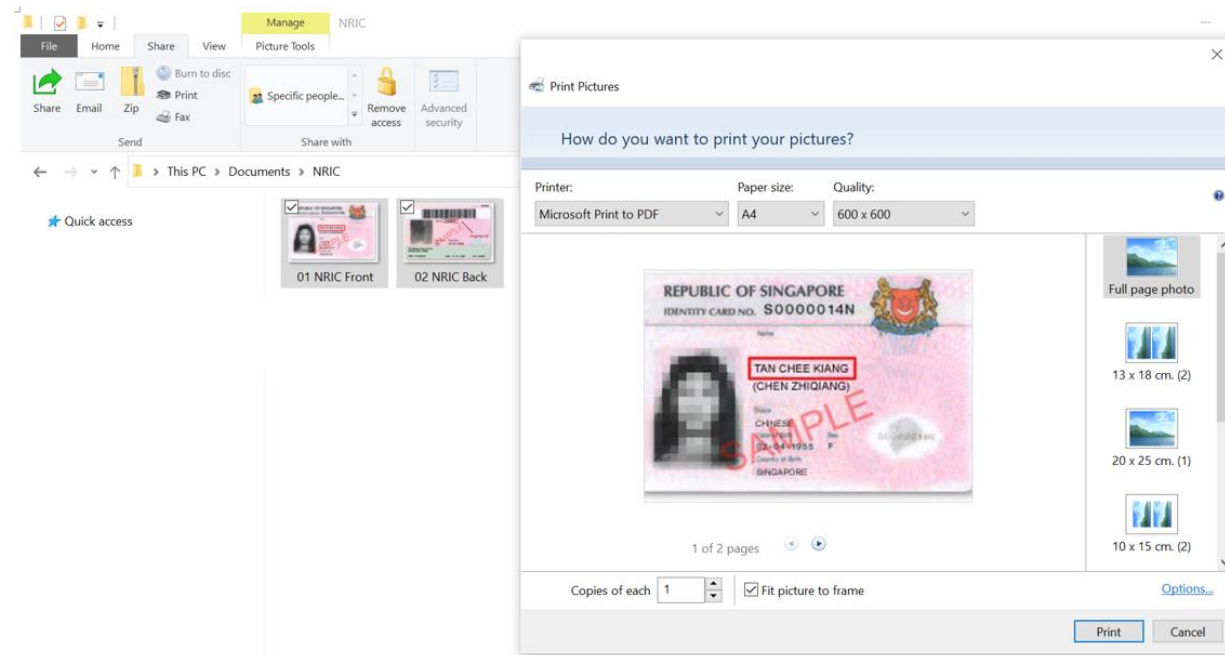


2. Select all images and then go to the Share tab on the toolbar and click on Print.



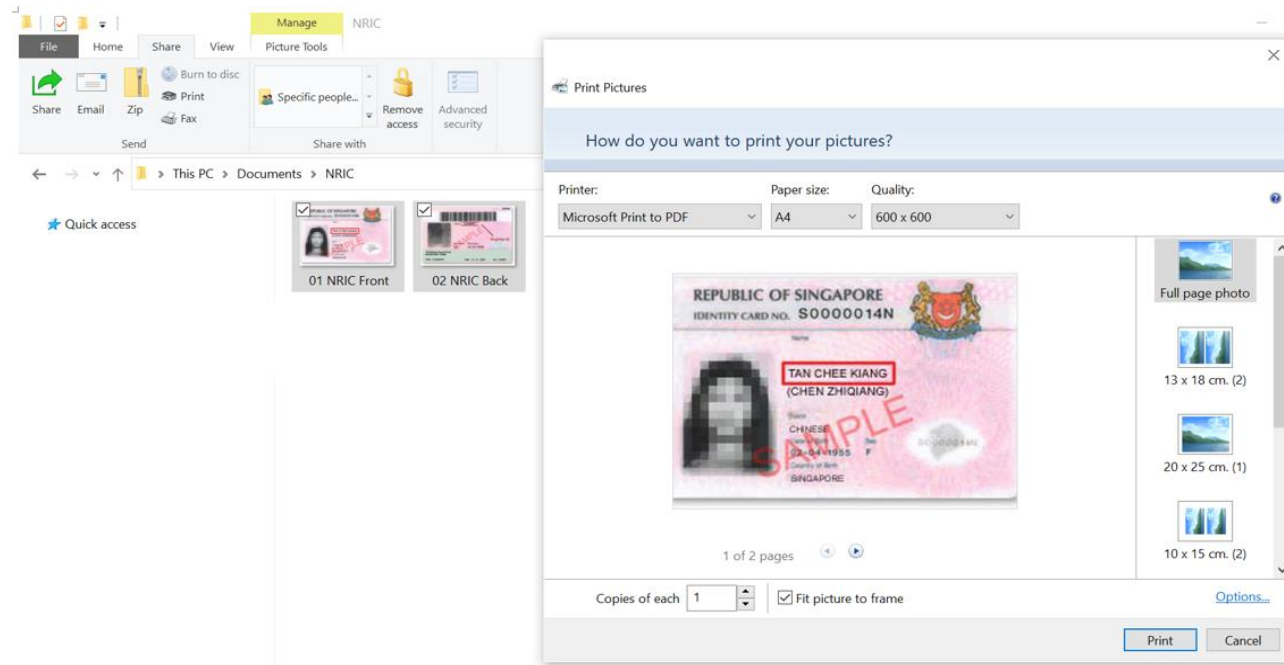
Windows – Using PDF Printer

3. Select “Select Microsoft Print to PDF from the list of available printers. Select “Full Page Photo”, images will be saved as 1 per page.



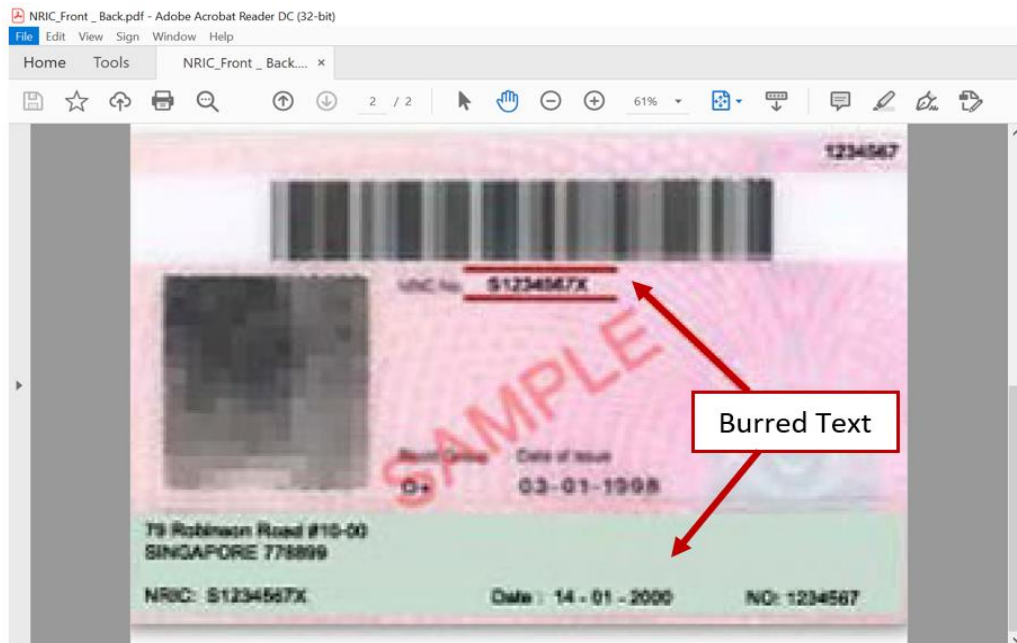
Windows – Using PDF Printer

4. Press “Print” & save the file in your preferred location.



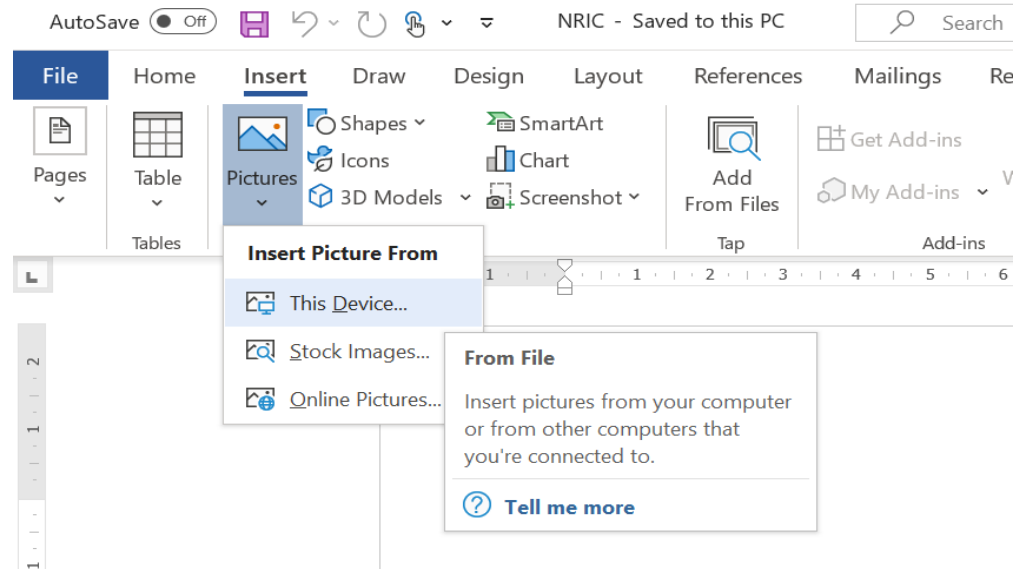
Windows – Using PDF Printer

5. Once done, all the images in your folder should be compiled into a single PDF.
6. Do ensure that the image in the PDF are sufficiently clear for our processing.
 - Kindly note that blurred images (sample below) will require to a longer processing time.



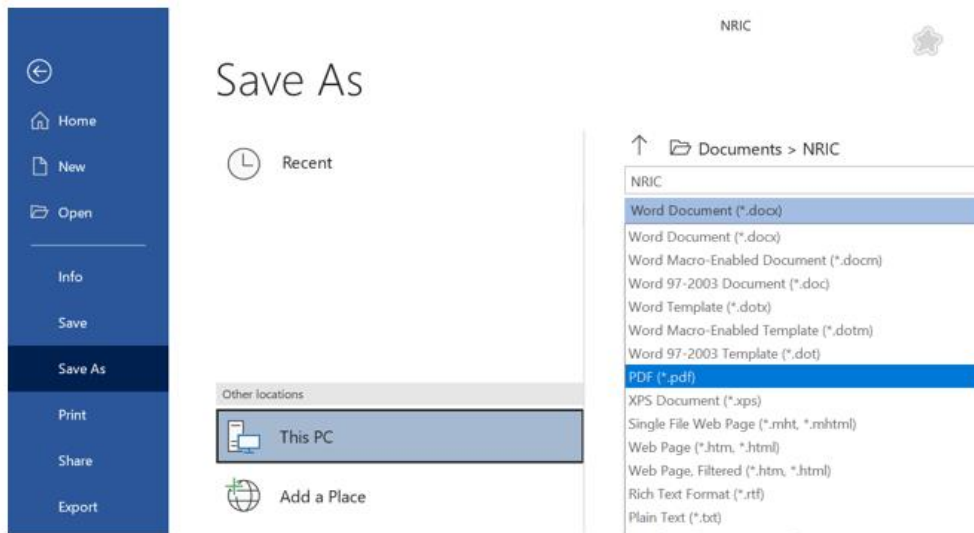
Windows – Using Microsoft Word

1. Open Word and start a new Blank Document.
2. Go to Ribbon > Insert > Insert Pictures 'From This Device'. Arrange the pictures in a layout your preferred order.



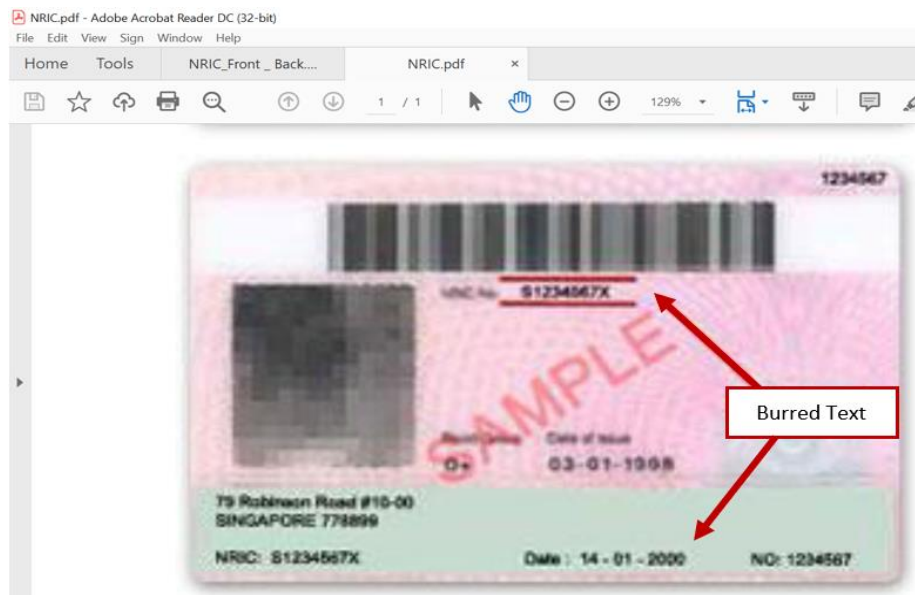
Windows – Using Microsoft Word

3. When saving the document, go to File > Save As > PDF (*.pdf)



Windows – Using Microsoft Word





4. Once completed, the images should be compiled into a single PDF. Do ensure that the image in the PDF are sufficiently clear for our processing.
5. Kindly note that blurred images (sample below) will require to a longer processing time.



iOS – Notes App

- For Customers without access to scanners you may:
 - Utilise the assistance of free third-party applications that uses the mobile device’s in-built camera to scan & compile multiple images into a single PDF.
- Recommended Application: **Notes App**

You can use the Notes app to scan the documents on your iPhone/iPad.

1. Open Notes and select a note or create a new one.
2. Tap the Camera button  then tap Scan Documents. 
3. Place your document in view of the camera.
4. If your device is in Auto mode, your document will automatically scan.
5. If you need to manually capture a scan, tap the Shutter button  or one of the Volume | buttons. Then drag the corners to adjust the scan to fit the page, then tap Keep Scan.
6. Tap Save or add additional scans to the document.
7. Tap the ellipsis (three dots) icon  on the top right of the Note, then tap “Send a Copy”.
8. An actions menu will appear. Scroll down the list of actions - and select “Save to Files”. Choose a path/folder and tap Save; a PDF copy of the Note with your consolidated documents will be saved.

Android / iOS Devices – Microsoft Lens

- For Customers without access to scanners you may:
 - Utilise the assistance of free third-party applications that uses the mobile device's in-built camera to scan & compile multiple images into a single PDF.
- Recommended Application: **Microsoft Lens - PDF Scanner**

Google Play



Apple App Store

