

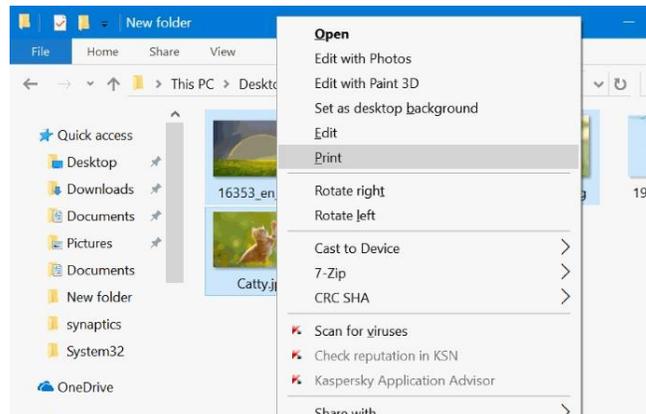
How to Combine Multiple Files into a Single PDF

The Halton Region Health Department requires 30 days worth of temperature logs to be submitted with every vaccine order. Only one document can be uploaded to the online vaccine ordering system. This means that pictures of temperature logs from different months may need to be combined into a single document. Follow these steps to combine multiple images into a single PDF that can be uploaded with your vaccine order.

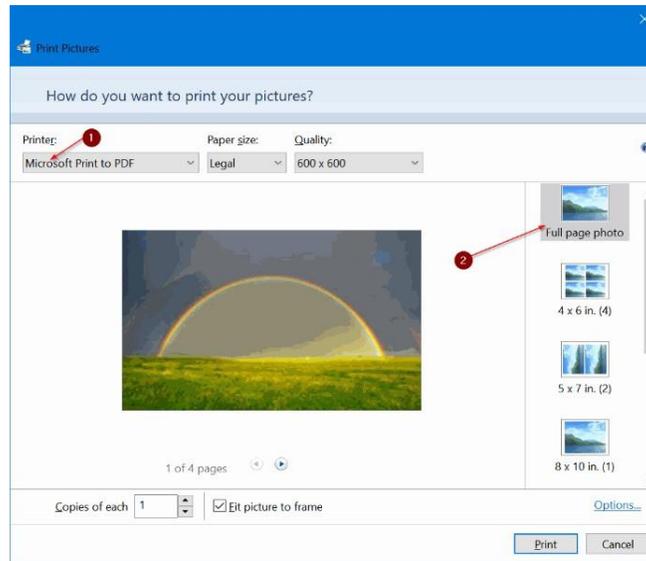
Step 1: Save all of the pictures that you want to combine into a single PDF, in the same folder on your computer.

Step 2: Navigate to the folder where the pictures that you want to combine are saved. Select all the pictures that you want to combine into one PDF. To select multiple pictures, hold down the **Ctrl** key and then click on each image that you want to select.

Step 3: With the images selected, perform a **right-click** and then click **Print**. This will open the Print Pictures dialog box.



Step 4: Select the printer as **Microsoft Print to PDF** and whether you want to add one image per page or multiple images per page.



Step 5: Click the **Print** button.

Step 6: Type in a name for the PDF file and then click **Save** button to combine selected pictures into one PDF file.

