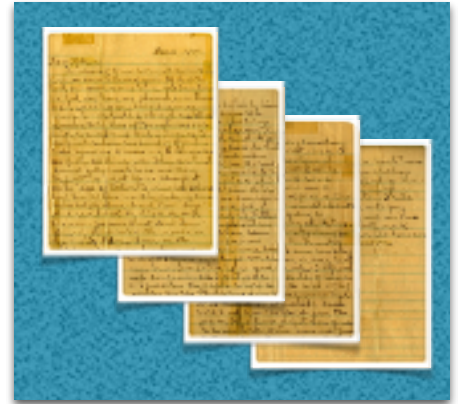


# Creating a Single PDF File From Multiple Scanned Pages

- Have you ever wondered how to create a SINGLE document from multiple images of scanned documents or letters into ONE file?
- It is an easy process to make a single PDF document out of several individual scanned pages.



**Example: You have scanned four pages of an old letter on your flatbed scanner. There are FOUR separate image files (usually jpeg) now to work with. Your goal is to take each of these separate pages and put them into a single document to upload to Family Tree.**

## Option #1:

You “**could**” just upload them to Family Tree as “Letter From Will Patterson to His Mother - Page 1”, “Letter From Will Patterson to His Mother - Page 2”, etc as SINGLE documents. However, it is NOT the most organized way to do so and only tends to clutter the “Documents” Section of that person’s Documents Gallery on Family Tree.

## Option #2: (BEST)

1. Using any word Processor (Microsoft Word, Libre Office, Open Office, Apple Pages, etc), open a NEW document.
2. Transcribe the letter into a “readable” format, so that others don’t have to try deciphering the letter each time they want to read it. This may require some work on your part.
3. If different individuals are mentioned in the letter, then put some additional information into the letter about that person. It could be a FamilySearch #, birth/death years, who they were related to, and so on. This makes it easier to understand the relationships that are described in the letter.
4. Transcribe the letter from the pages into the word processor.
5. Using the “Insert a Page Break” menu option, create a NEW page to place the first image. You can usually do this by using the word processor’s “**Import Function**”, OR simply dragging the scanned image file onto an empty page of the word file.
6. After the first image, insert another page break, and add the 2<sup>nd</sup> page of the letter. Repeat this process several times until all pages have been added to the document.
7. Maximize the size of the image on the word processor page so it can be easily read.
8. Save your file into a document so that you can go back and edit it if you need to later, AND save the document to a PDF (Portable Document Format) file.
9. If the file size is large, like more than 14-15 mb, then use the Reduce File Size menu option, which can significantly reduce what size your file is.
10. This PDF file can then be uploaded as a single file with all your scanned pages included.