

Creating a Single PDF for Class Test or Exam upload using Microsoft Word

This guide was made with an HP Elitebook running Windows 10 and using Microsoft Office 365

There may be subtle differences in the visual aspects if you are using older or newer versions of the software

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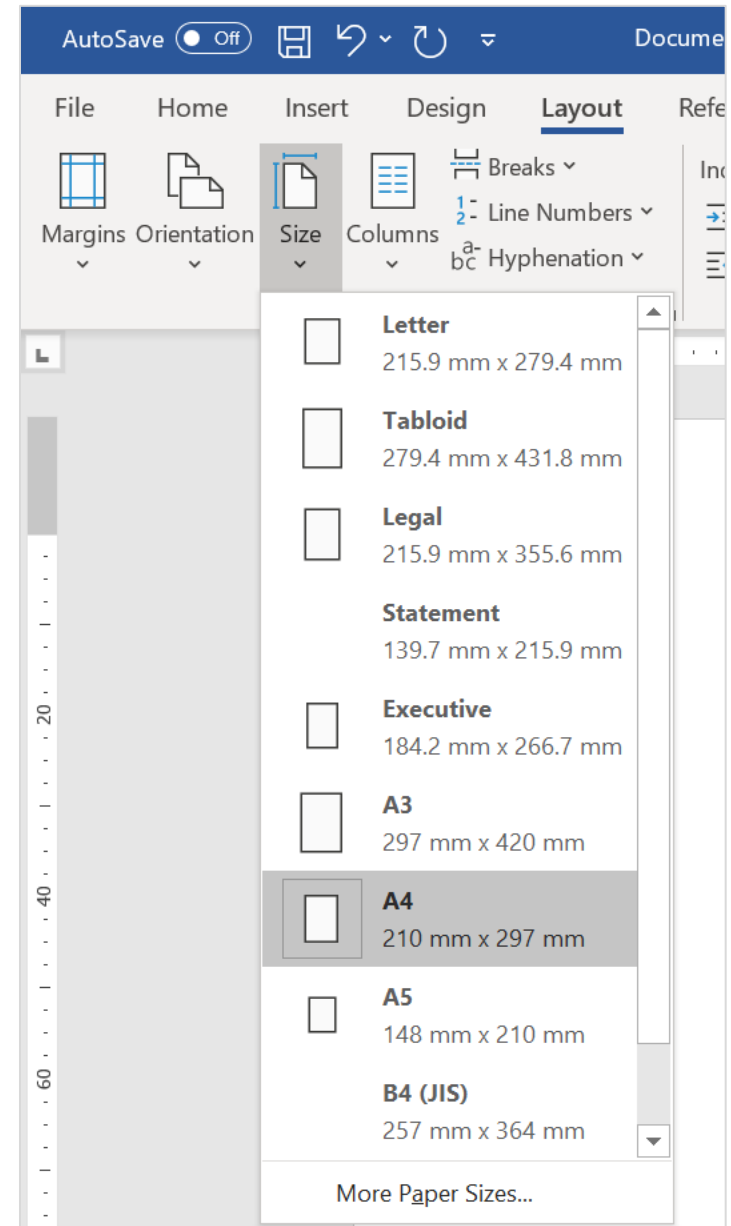
Last updated: 9th April 2020

If you have a set of photos that you wish to transform into a single PDF, the simplest method is to use MS Word.

Open MS Word.

In the **Layout** Tab set:

- **Size to A4 (210 mm 297 mm)**
- **Orientation to Portrait**
- **Margins to Narrow (12.7 mm)**



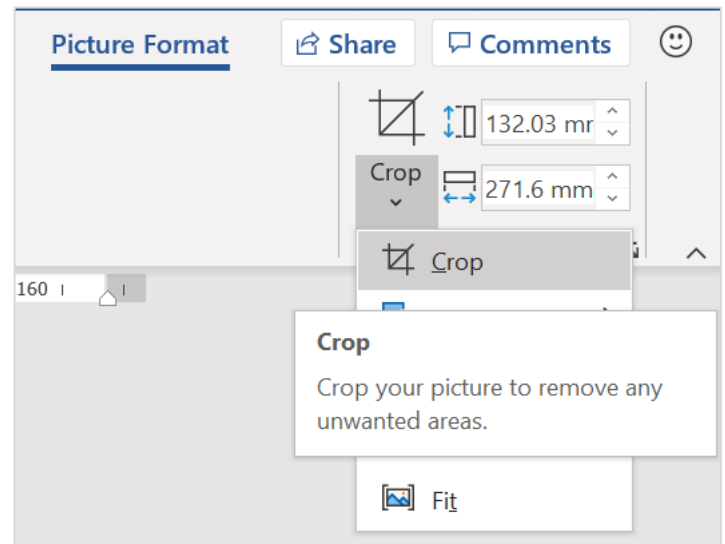
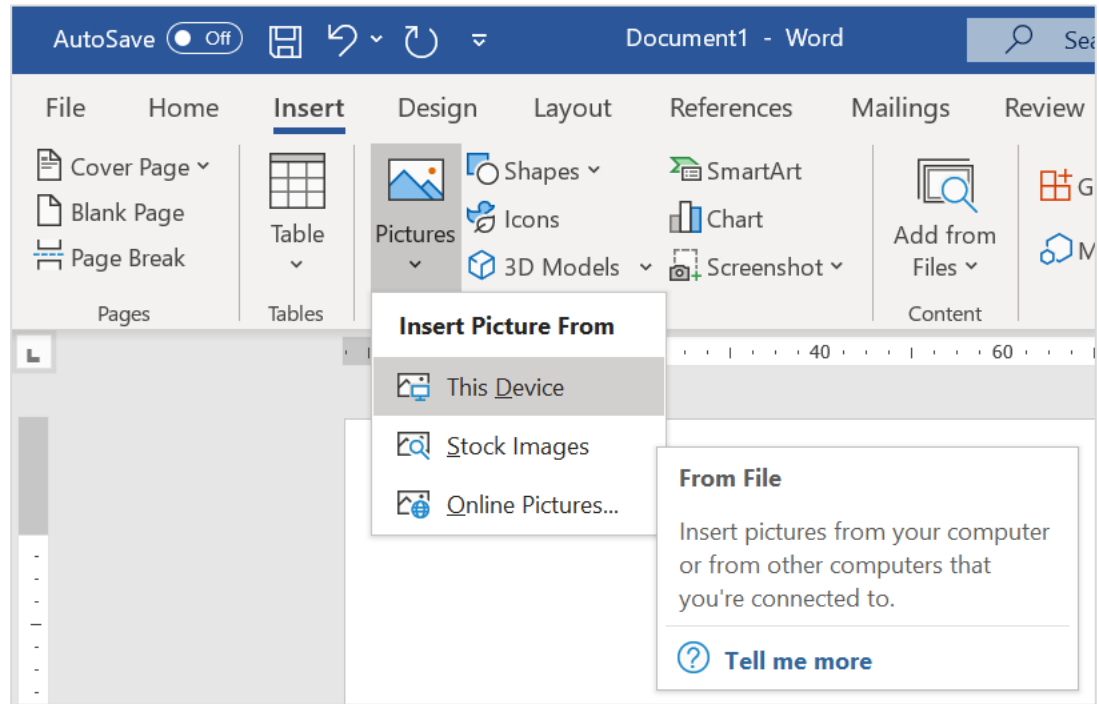
In the Insert tab, select Pictures.

Choose This Device

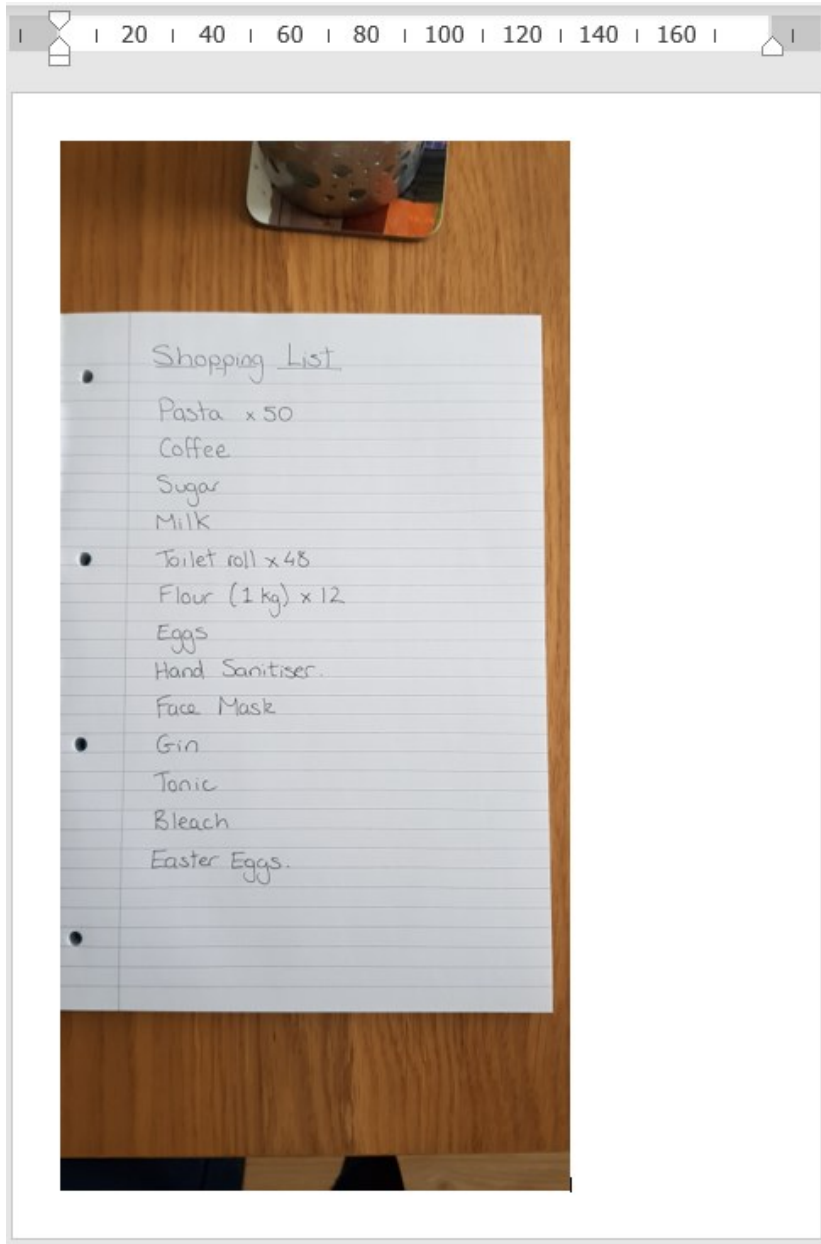
A window will now open for you to select the image you wish to insert.

At this point, with the picture selected, in the Picture Format tab, you may wish to Crop the image to a suitable size.

You can then resize the image to make it fit the page.
See next page for example.



Uncropped



Cropped and resized to fit the page



Repeat the process of adding images, cropping and resizing them. It may be sensible to zoom out to see the whole page or multiple pages at once e.g.

The screenshot displays the Microsoft Word interface with a document titled "Document1 - Word". The ribbon includes tabs for Insert, Design, Layout, References, Mailings, Review, View, Help, and Nitro Pro. The ribbon is currently set to "Home", showing Font, Paragraph, Styles, and Editing groups. The document content consists of three images:

- Image 1 (Left):** A handwritten shopping list on lined paper. The list includes:
 - Pasta x 50
 - Coffee
 - Sugar
 - Milk
 - Toilet roll x 48
 - Flour (1 kg) x 12
 - Eggs
 - Hand Sanitiser.
 - Face Mask
 - Gin
 - Tonic
 - Bleach
 - Easter Eggs.
- Image 2 (Middle):** A photograph of a roll of white toilet paper with a subtle embossed pattern.
- Image 3 (Right):** A page of handwritten chemistry notes on lined paper, containing four numbered reactions:
 - i) Friedel-Crafts alkylation of benzene: c1ccccc1 + C(=O)OC(=O)C >> c1ccccc1C(=O)C + AcOH (catalyzed by Fe and H^+)
 - ii) Hydrogenation of benzene: c1ccccc1 + H2 >> C1=CC=CC=C1 (catalyzed)
 - iii) NMR spectra of phosphorus compounds: OP(=O)(F)F showing peaks for H_F and P .
 - iv) Reaction of a substituted benzene with Mg , Et_2O , Se , and air to form a selenide: c1ccc(cc1)C(C)C + Se >> c1ccc(cc1)C(C)C[Se] (where $\text{R} = \text{Pr}$)

Once you have all the images, go to **Save As**, choose **PDF (*.pdf)** from the drop-down menu and give the file a suitable name.

You can now upload this newly created PDF directly to MMS

