Directions for Making a SINGLE PDF Document

If using medical documentation, letters of support or other paper-based items for which you do not have the capability of scanning to your computer:

In Microsoft WORD:

- Use your phone to take a clear, well-lit, and legible picture of the documents.
- Email the document to yourself.
- Download the picture(s) to your WORD-accessible technology (tablet, PC or laptop).
- Open a new document in WORD.
- Set the margins of the document to NARROW.
- Insert all of the picture(s) you downloaded in the desired order. Be sure to crop, expand, or otherwise edit the SIZE of the document for legibility. DO NOT EDIT the photo contents.
- Save the document with a name that is identifiably yours.
- NOW, save the document again, using the "Save as Adobe PDF" option.

In Google DOCS:

- Use your phone to take a clear, well-lit, and legible picture of the documents.
- Upload the pictures to your Google Drive.
- Go to https://docs.google.com/document/u/0/ and start a new blank document by clicking the "+".
- Be sure to title your document so it is identifiably yours.
- Under File → Page Setup, set the margins of the document to 0.5 inches for each side.
- Insert all of the picture(s) you downloaded in the desired order. Be sure to crop, expand, or otherwise edit the SIZE of the document for legibility. DO NOT EDIT the photo contents.
- Once the file is finalized, go to File → Download → PDF Document.
  - The file will automatically download and will be accessible in your Downloads folder.