

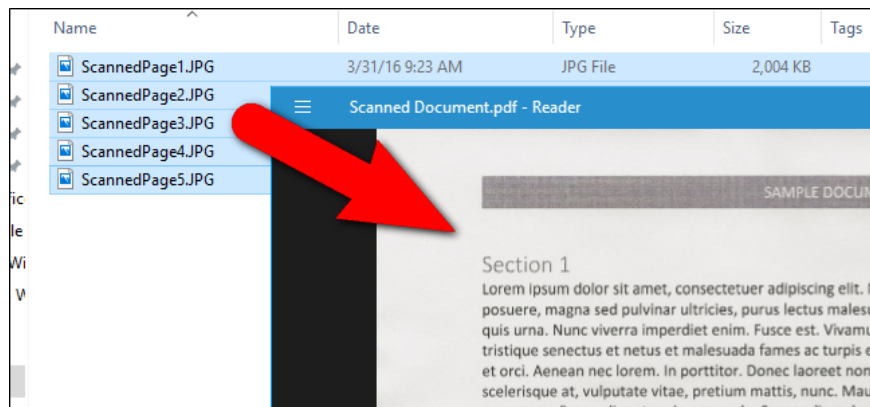
# Instructions for creating a PDF file from multiple image files on Windows

PDFs are designed to support raw text with fonts, images, sound and many other effects. If you have a collection of photos and text documents that you want to scan to your computer in JPEGs format, you can combine these files into one PDF file for easy sharing.

PDFs are designed to support raw text with fonts, images, sound and many other effects. If you have a collection of photos and text documents that you want to scan into your computer in JPEGs format, you can combine these files into one PDF file for easy sharing to friends and relatives.

On Windows 10, there is an additional option to print the original PDF file on File Explorer. You can easily select dozens of image files and print these files directly into a PDF file on File Explorer.

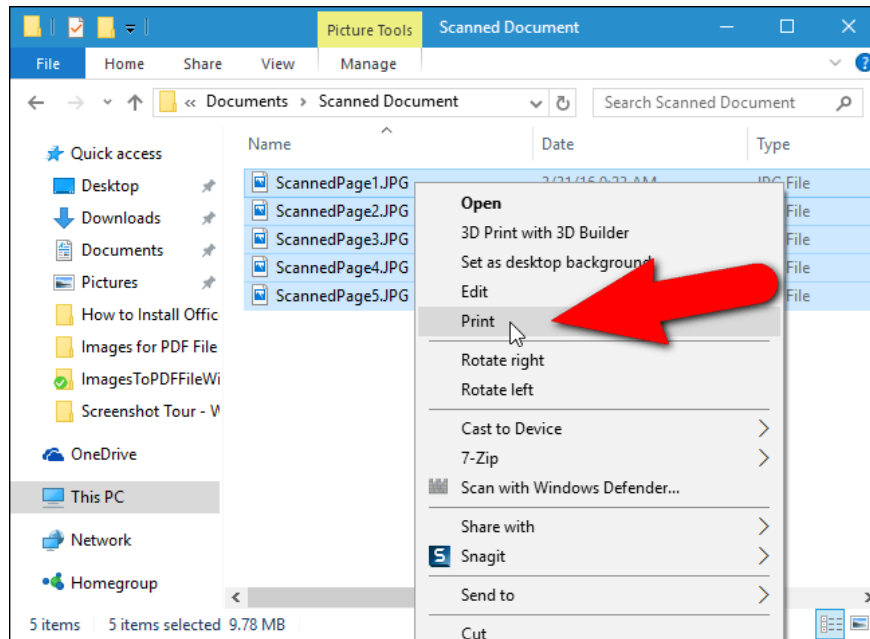
If you use Windows 7 or 8, the process of inserting an image file into a PDF file is the same as on Windows 10. However, you must install and rely on the support of the 3rd application.



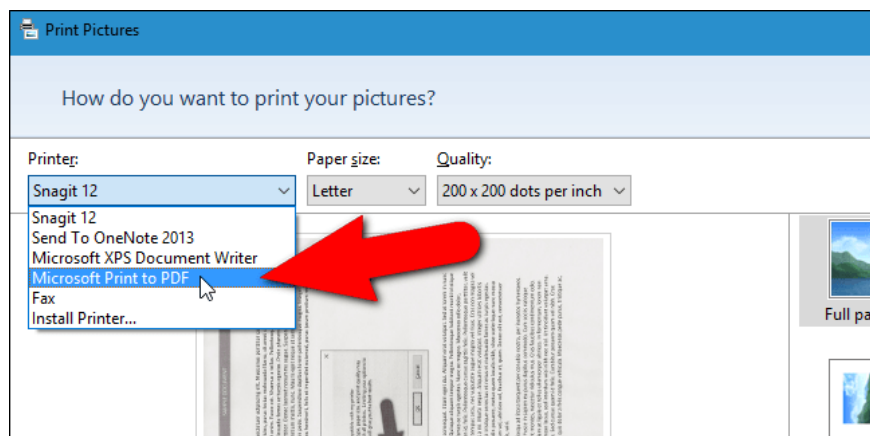
## 1. How to print a PDF file on Windows 10

To insert multiple photos into a PDF file on Windows 10, you first need to make sure that the image files you want to add to the PDF file are listed on File Explorer. You can rename these files to short names if you want.

After you've renamed the image file, select all the files that you want to insert into the PDF file and then right-click and choose **Print** .



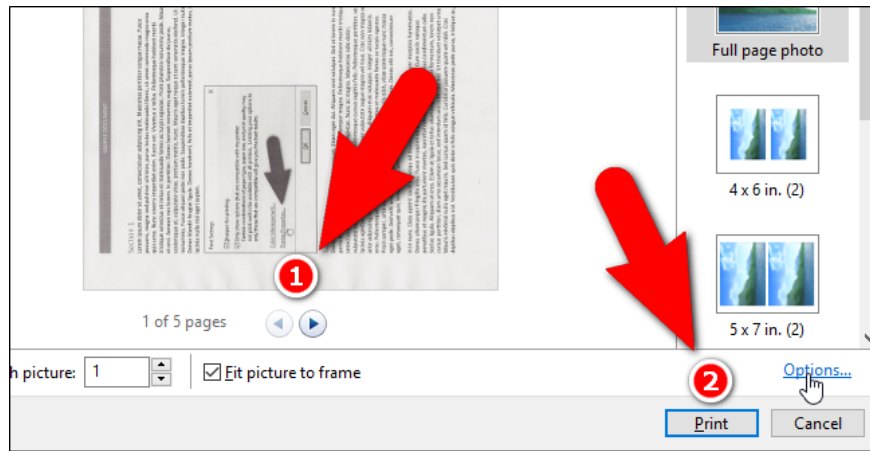
Now the Print Pictures dialog box appears. Here, on the Printer dropdown menu, select **Microsoft Print to PDF**.



If you don't see this option on the list, you must activate the option. The steps to activate the Network Administration option will guide you below.

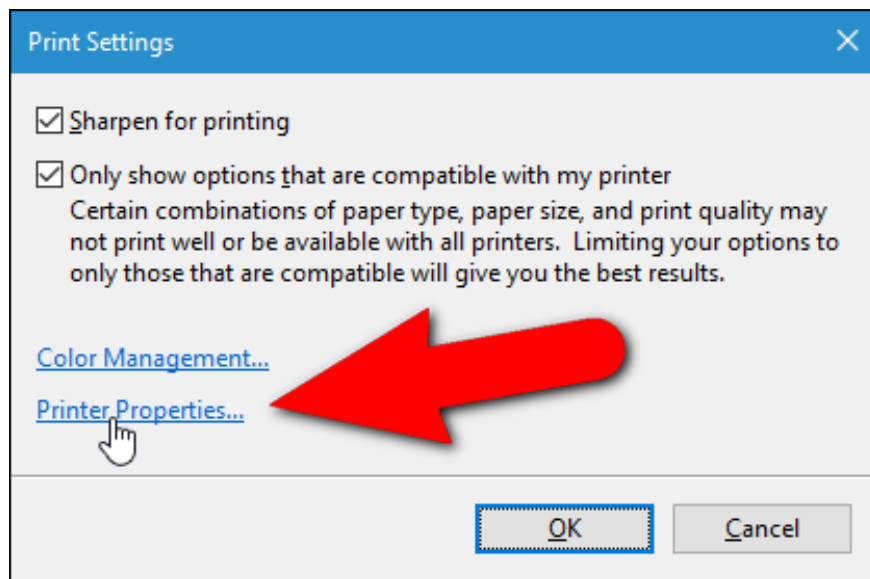
Next use the right and left arrows to scroll down to find the image you want to add to the PDF file.

Click on the **Options** link in the lower right corner of the dialog box to access additional PDF file options.

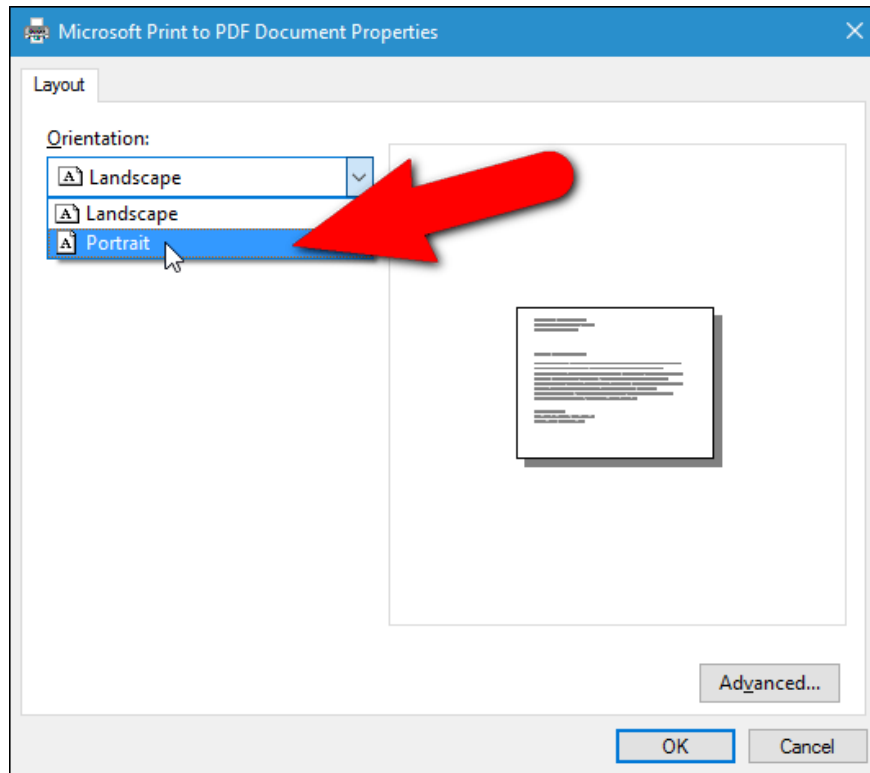


On the Print Settings dialog box, select **2 Sharpen for printing options** if you want to sharpen the image before printing and the **Only options compatible with my printer** option is **compatible with my printer** if you want to print on your personal printer.

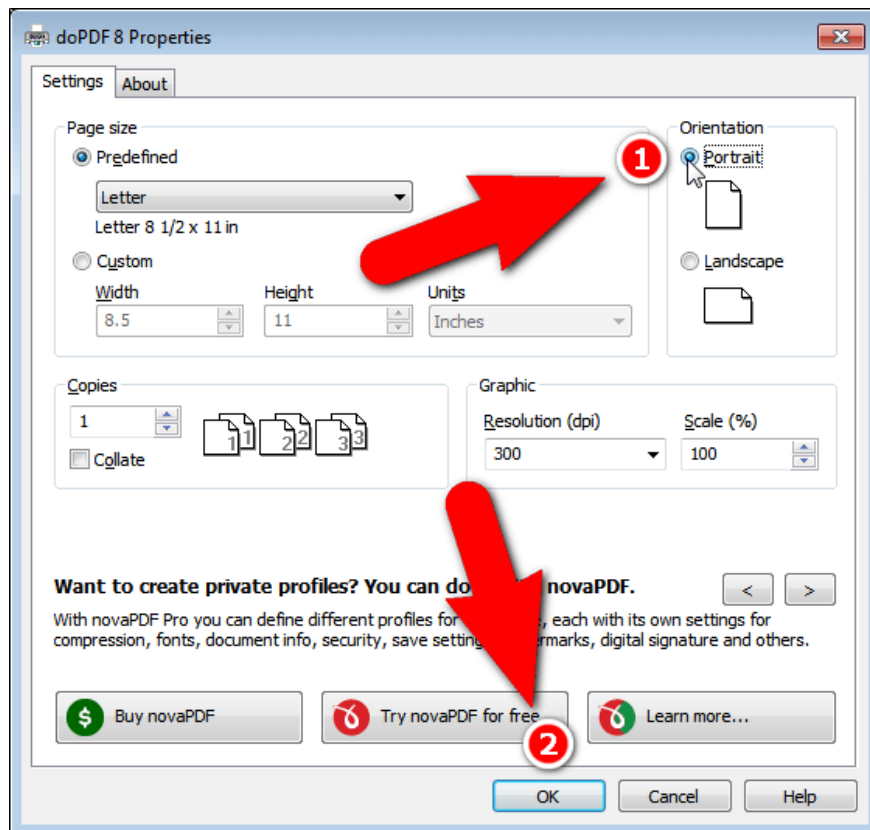
Click on the **Printer Properties** link to access the computer properties.



Next on the Microsoft dialog window Print to PDF Document Properties you can select the documents you want - **Landscape** or **Portrait** from the dropdown menu **Orientation**.



Click **OK** to accept the change.



**Note** : If you use Windows 7, clicking the Printer Properties link opens the **doPDF Properties** dialog box. This dialog also allows you to change the Orientation page (and some other settings). Finally, click **OK** to save the changes.

Now you will be back to the Print Pictures dialog box. If you notice, the image when you inserted it is cut off a bit. Click the **Fit** check box **to picture to frame** to remove the check box. Now you will see the whole image.

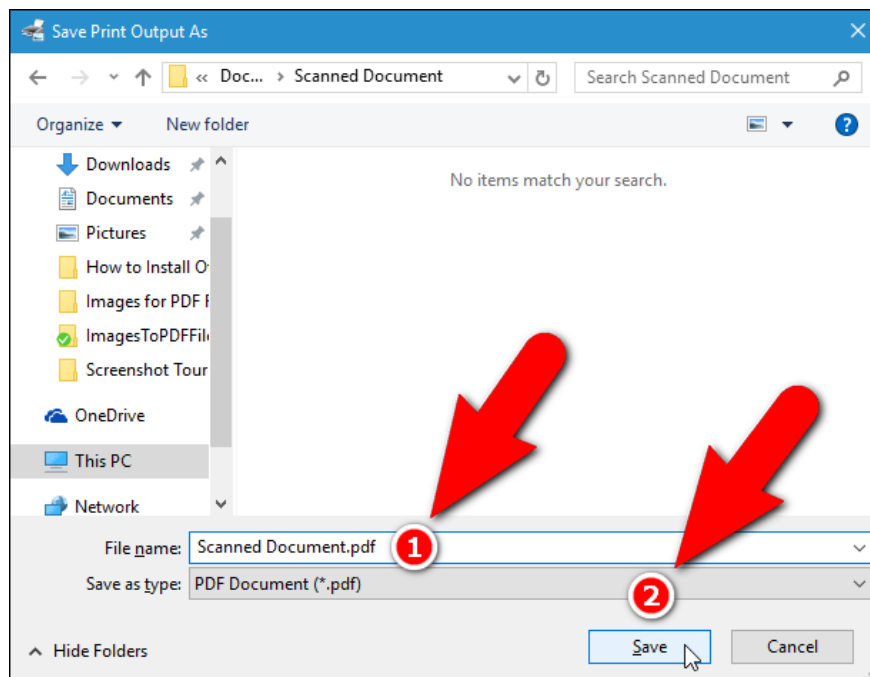


Also you can enable or disable the **Fit picture to frame option** on all images you add to the PDF file.

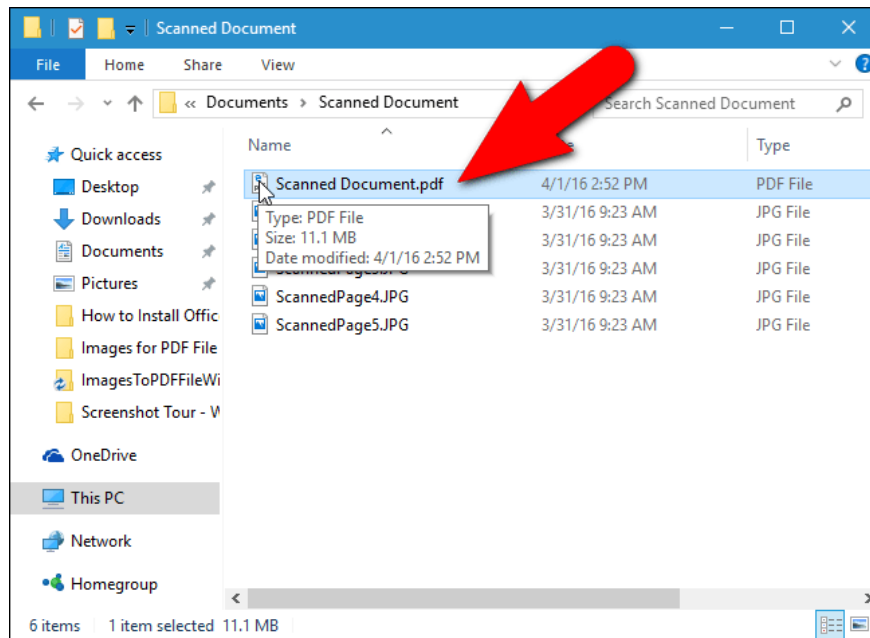
Next, click **Print** to create your PDF file.

On the Save Print Output As dialog box, navigate to the location where you want to save the PDF file. You can choose to save at the location where you save the image file or any other location.

Enter the PDF file name in the File name frame and then click **Save** .



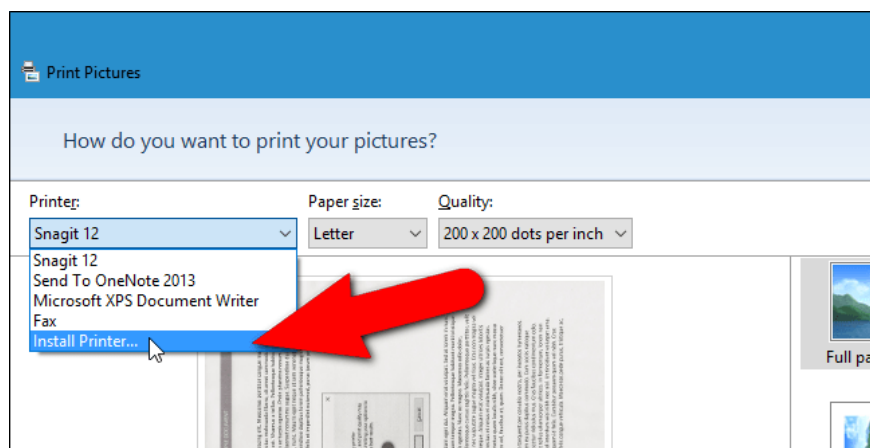
Once completed, your PDF file has been created. You can open the PDF file with the default PDF viewer on Windows or any PDF reader that you have installed on your computer.



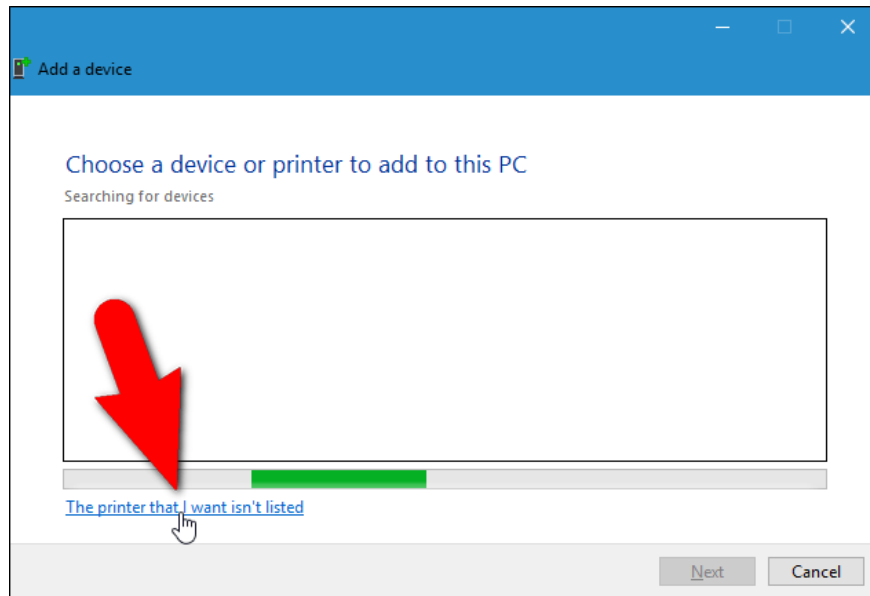
## 2. Instructions to enable Microsoft Print to PDF option on Windows 10

If the Microsoft Print to PDF option is not available in the Printer Dropdown menu item on the Print Pictures dialog box, you will have to proceed with this option.

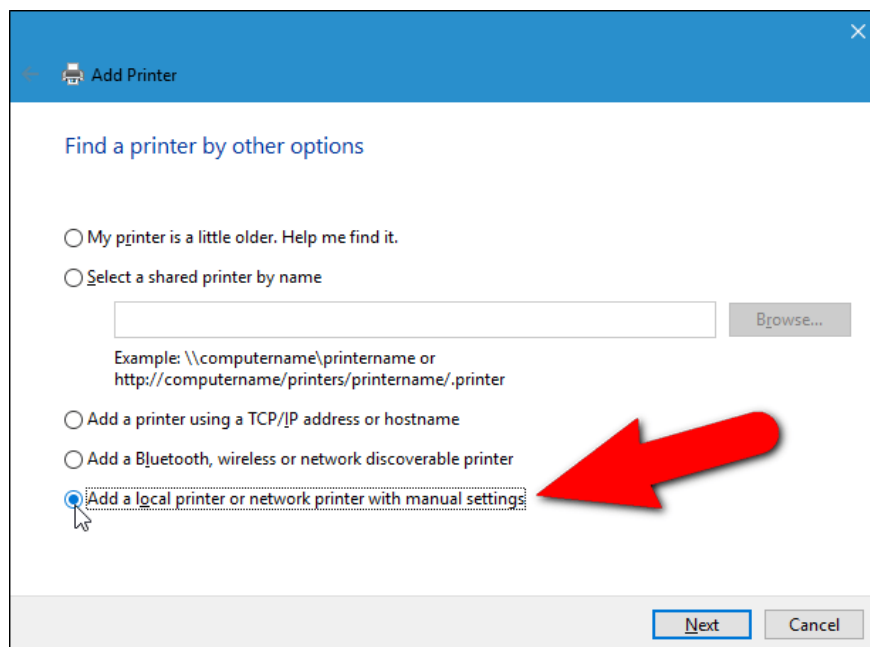
To install the Microsoft Print to printer driver, first open the Print Pictures dialog box and then select the Printer dropdown menu item and select **Install Printer**.



The Add a device dialog window appears and starts searching for the device. You do not need to wait until the search process ends. Click on the **Printer** link **that I want isn't listed** near the bottom of the dialog box.



On the Add Printer dialog window, click **Add a local printer or network printer with manual settings** , then click **Next**.

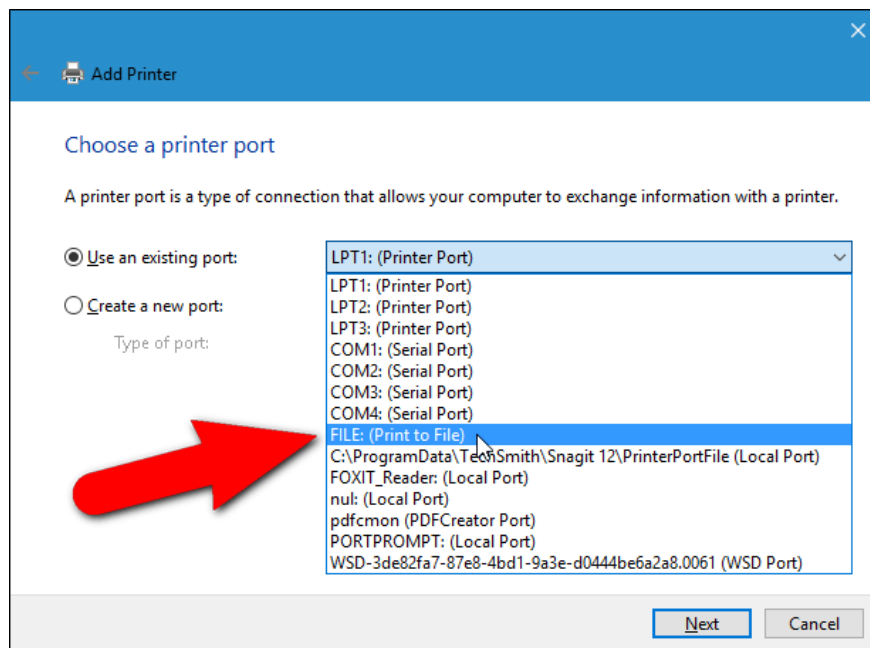


**Note:**

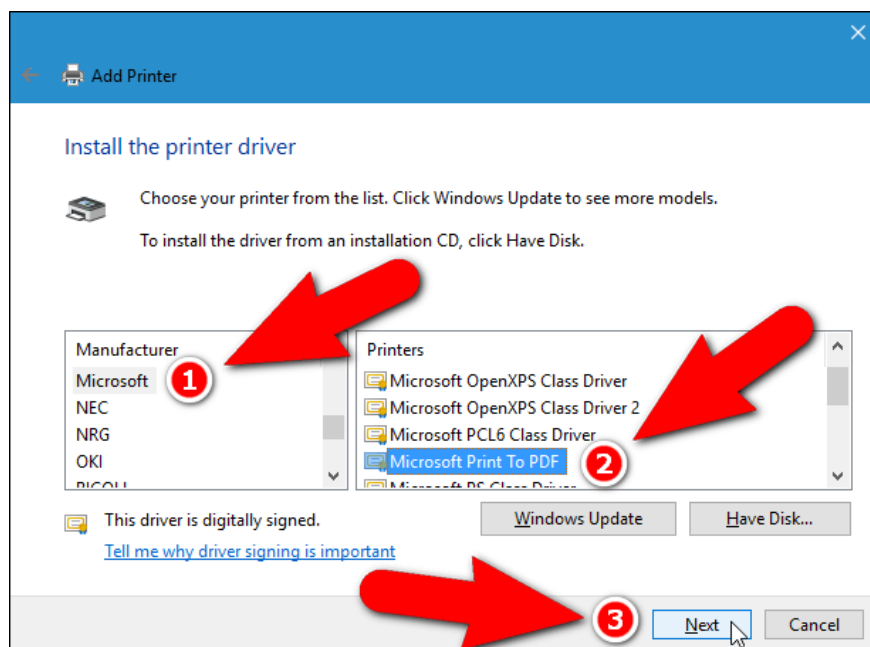
Alternatively, you can access the dialog box by opening PC Settings then clicking **Devices => Printers & Scanners => Add a printer or scanner**.

Next click on **The printer link that I want isn't listed** so that Windows tries to find devices.

Then select the option **Use an existing port** . Select **FILE: (Print to file)** on the Menu in the right pane and click **Next** .

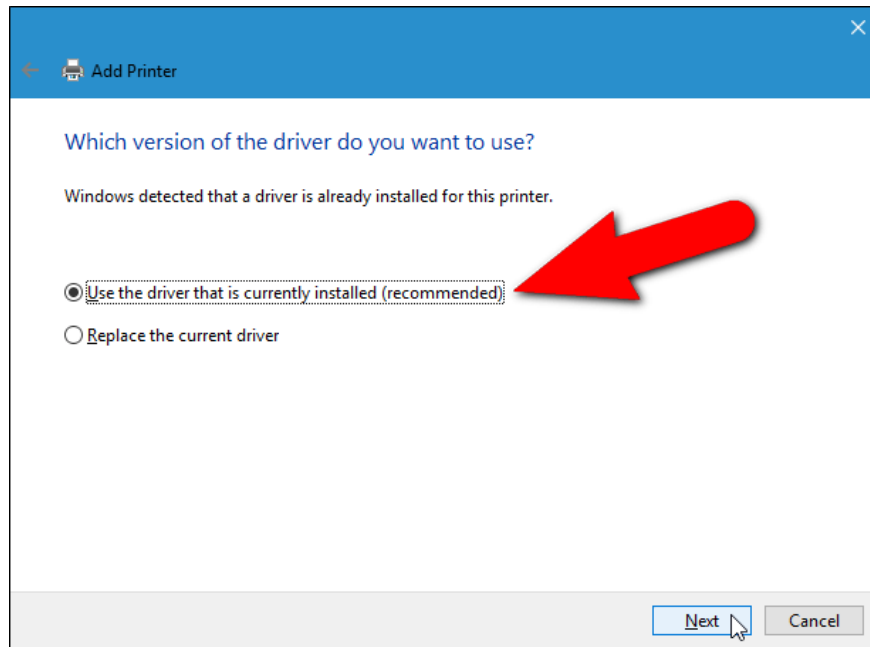


To select the PDF printer driver, on the options list in the left pane select **Microsoft** , then select **Microsoft Print to PDF** in the right pane list and click **Next** .



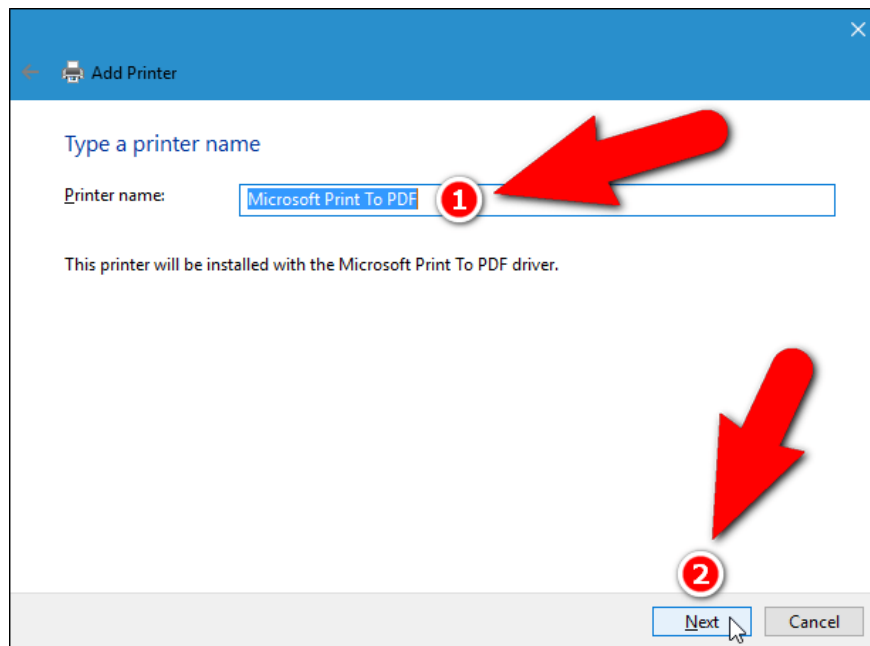
In other cases you may have installed the printer driver. In this case, the Add Printer dialog box will ask you to choose the driver version you want to use.

**Note** : Select the **Use the driver that is currently installed** option then click **Next** .

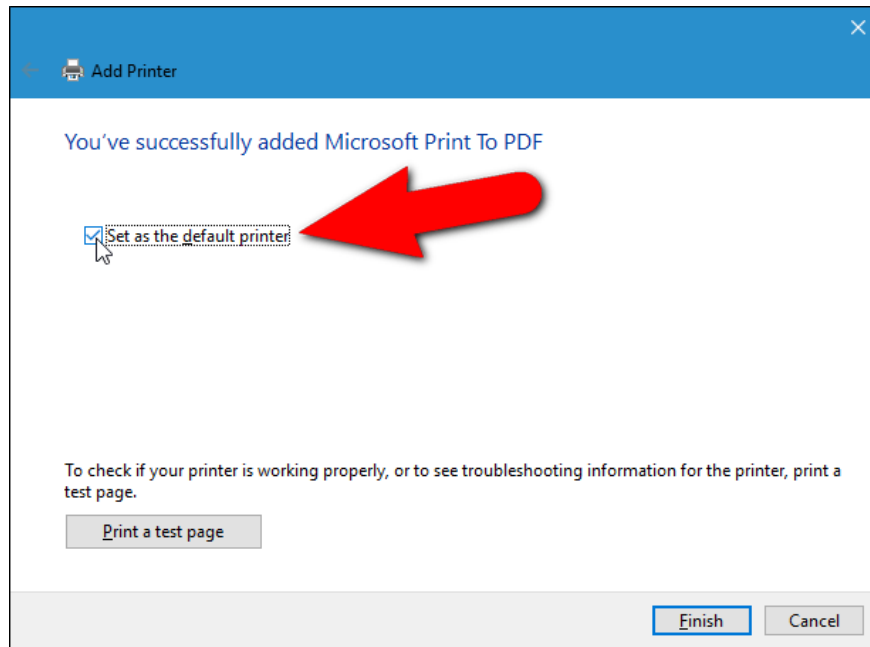


By default, the printer driver is named Microsoft Print To PDF. This name is displayed on the Printer dropdown menu item on the **Print Pictures** dialog box or any other location on Windows .

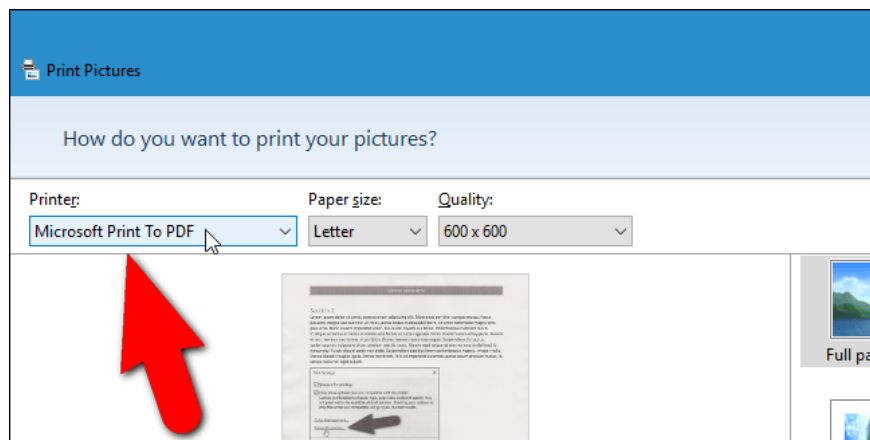
However, you can change this driver name by entering a new name in the **Printer name** frame and then clicking **Next** .



At this point you will receive a message to install the printer driver successfully. If you want to print a PDF file, you can set the option to print a PDF file **as the default** option by **checking the Set as the default printer option** , then clicking **Finish**.

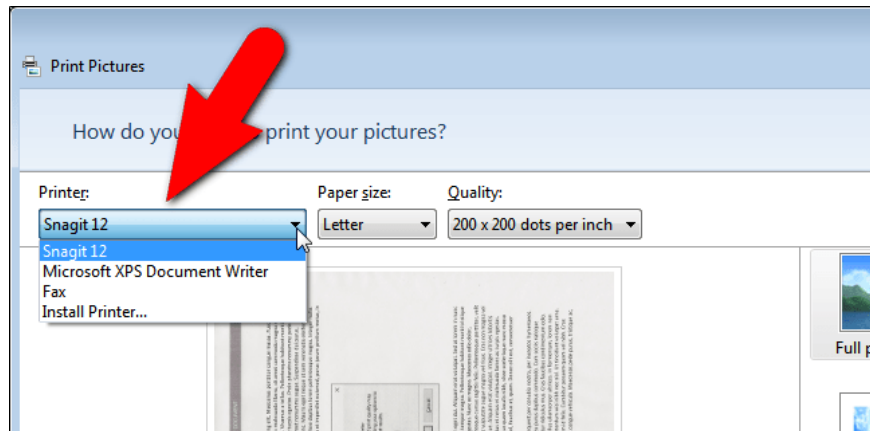


Go back to the Print Pictures dialog box where you installed the Microsoft Print To PDF printer. Now you can continue to take steps to create PDF from the selected image.



### 3. How to print PDF files on Windows 7 and Windows 8

The process of creating PDF files from image files on Windows 7 and Windows 8 is similar to Windows 10, except for one step. When you right-click on the image file, select Print to access the Print Pictures dialog box and you will see the Microsoft Print To PDF option appear in the Printer Dropdown menu.



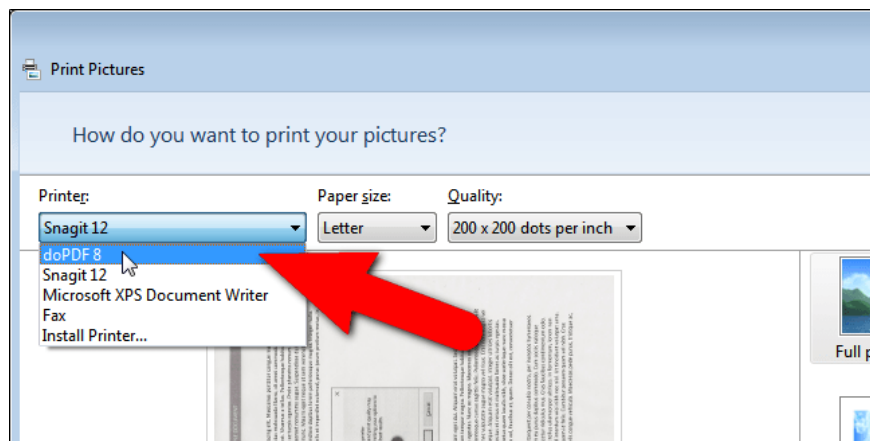
There are many PDF tools available that you can use to add PDF printer drivers.

The Network Administrator will guide you how to install and use the doPDF tool to create PDF files from various image files.

First download doPDF to your device and install it.

Download doPDF to your device and install it here.

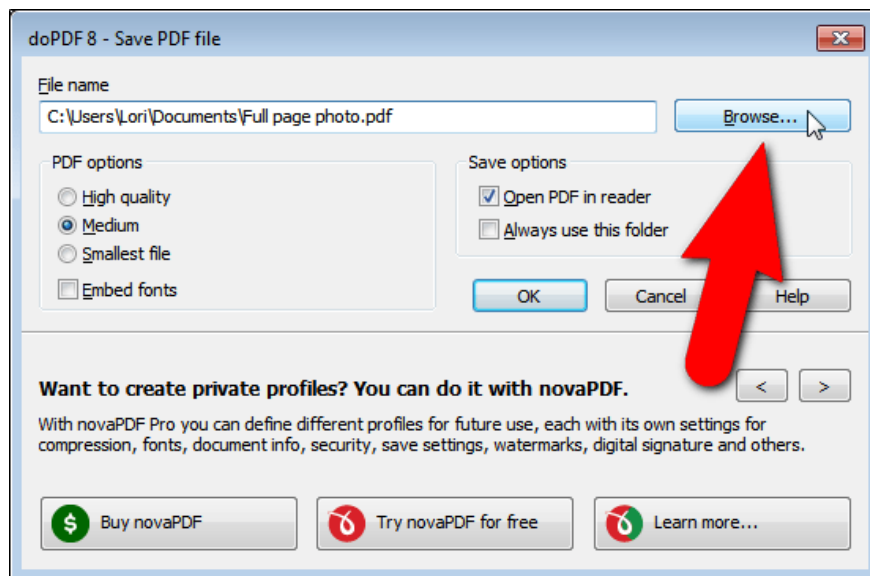
Next open the Print Pictures dialog box and you will see the **doPDF 8** option appear in the Printer dropdown menu list. Your task is to select this option.



Follow the same steps as described above in the Windows 10 tutorial until you click on Print to create a PDF file.

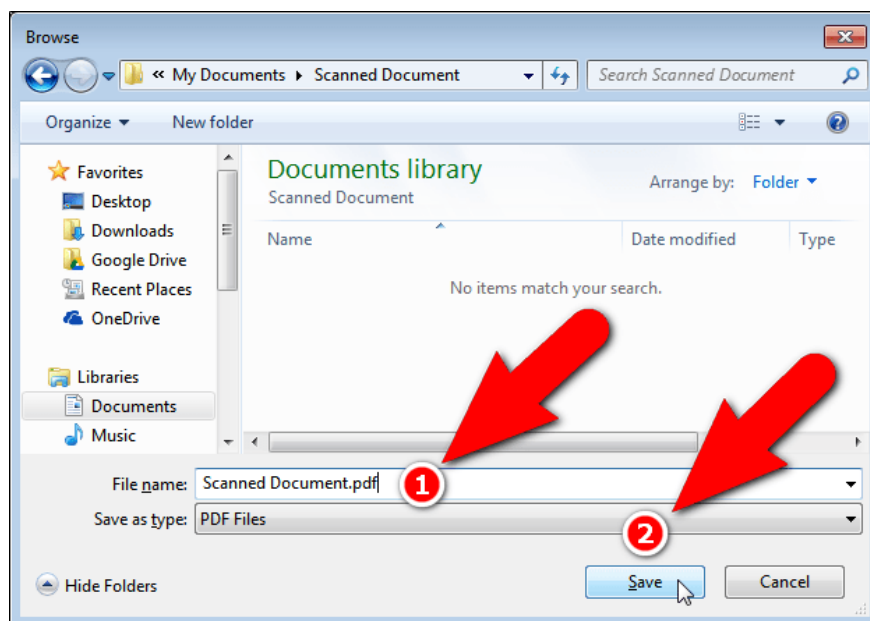
Once done, select doPDF 8 from the Printer dropdown menu. The **doPDF 8** dialog box is now displayed on the screen - **Save PDF**.

The file name and the default file location are displayed in the **File name** section. You can change the file by clicking **Browse** .



Now the Browse dialog box appears, navigate to the location where you want to save the PDF file. By default, the location for saving PDF files is the location where you store the image file, but you can change the save to another location.

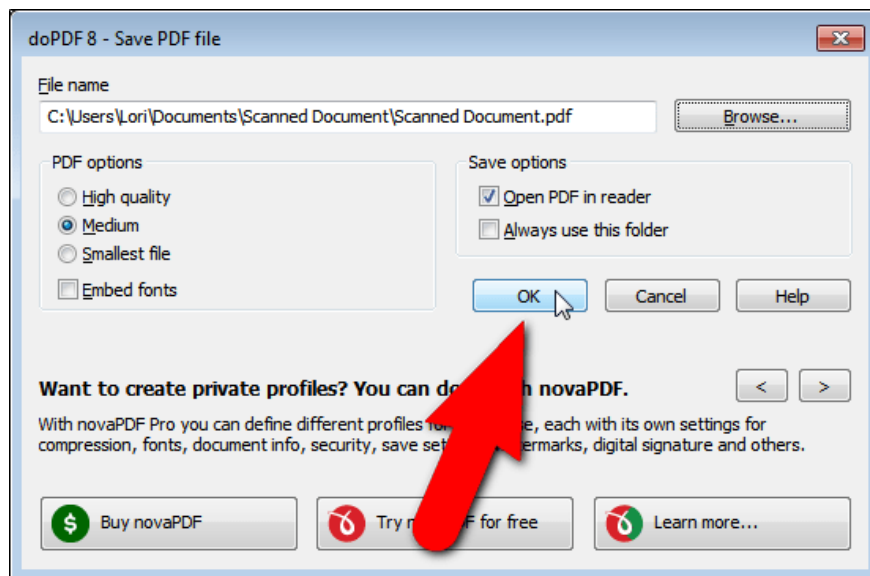
Enter the name of the PDF file in the **File name** frame then click **Save** .



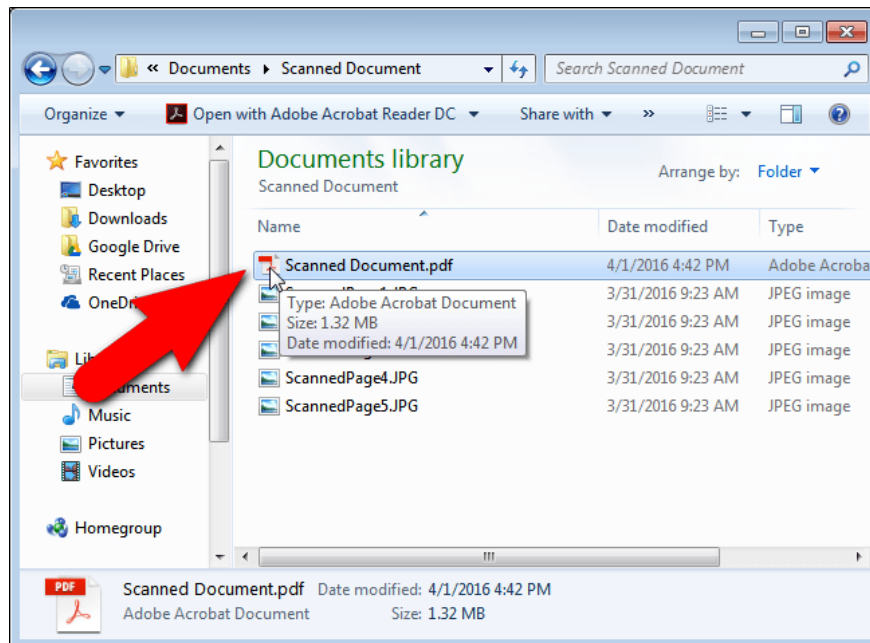
Go back to the doPDF dialog 8 - Save PDF file. Here you can choose PDF quality and file size and embed the font under the PDF option.

Also, if you want to use the folder you just selected to make the folder to save PDF files automatically for later times, click **Always use this folder** .

To open PDF files with the default PDF reader program on your computer, select Open PDF in reader. Then click **OK** to start creating the PDF file.



PDF files are created and added to the folder you specified. You can open the PDF file with the default PDF reader.



### Refer to some of the following articles:

1. You want to print text, data in Microsoft Excel. Not as simple as Word or PDF! Read the following article!
1. Simple way to convert PDF files to Word
1. Instructions for transferring PDF files to Word are free of Vietnamese errors

**Good luck!**

You finished reading the article "**Instructions for creating a PDF file from multiple image files on Windows**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.

---