

## Methods for Creating a Single PDF from a Multi-Page Document

**1. Use a scanner at one of the Rutgers Computing Centers.** The staff at the computing center can show you how to use a scanner to create a PDF.

**2. Use an iPhone or iPad.** On the iPhone or iPad, the following apps can create a PDF:

- The **Dropbox** app lets you scan multiple pages into a single PDF. You will need to sign up for a Dropbox account to use this method.
  - Download: <https://apps.apple.com/us/app/dropbox/id327630330>.
  - Instructions: <https://help.dropbox.com/installs-integrations/mobile/document-scanning>
- The **Camscanner** app also lets you scan multiple pages into a single PDF. You do not need a separate account to use CamScanner.
  - Download: <https://apps.apple.com/us/app/camscanner-scanner-to-scan-pdf/id388627783>
  - There are many internet documents and videos on how to use CamScanner to create a PDF; Google “cams scanner PDF”. The following video demonstrates the process: <https://youtu.be/EU5nnwRDeLw>

**3. Use an Android Phone.** On an Android phone, the following apps can create a PDF:

- The **Google Drive** app lets you scan multiple pages into a single PDF. (This only works on Android. The iOS version of the Google Drive app does not have this capability.) If you do not already have a Google account, you will need to sign up for one to use this method.
  - Download: <https://play.google.com/store/apps/details?id=com.google.android.apps.docs>
  - Instructions: <https://support.google.com/drive/answer/3145835?co=GENIE.Platform%3DAndroid&hl=en&oco=0>
- The **Dropbox** app lets you scan multiple pages into a single PDF. You will need to sign up for a Dropbox account to use this method.
  - Download: <https://play.google.com/store/apps/details?id=com.dropbox.android>
  - Instructions: <https://help.dropbox.com/installs-integrations/mobile/document-scanning>
- The **Camscanner** app also lets you scan multiple pages into a single PDF. You do not need a separate account to use CamScanner.
  - You can download the CamScanner app for Android here: <https://play.google.com/store/apps/details?id=com.intsig.cams scanner>
  - There are many internet documents and videos on how to use CamScanner to create a PDF; Google “cams scanner PDF”. The following video demonstrates the process: <https://youtu.be/EU5nnwRDeLw>

**4. On Windows Surface (or other Windows tablet).**

- **OneNote**
  - Write your work directly into the OneNote app using a stylus, and then use the File->Export option to export your work directly as a PDF
  - Instructions: <https://support.office.com/en-us/article/export-notes-from-onenote-as-a-pdf-13d173b5-7f4c-45a8-94eb-9354d63af5cd>
- **Microsoft Word, OpenOffice, other word processors.** If you type your work into a word processor, you can create a PDF directly from the word processor:
  - Go to File->Save As, select PDF as the file type, and save your file.