If you need to upload more than one picture (such as photos of documents), combine them into ONE file before you submit: a PDF (recommended) or a ZIP file.

Step 1 — Choose PDF or ZIP

- Choose PDF (recommended): best for documents that should be read in order.
- Choose ZIP: best for keeping separate files together without turning them into pages.
- When in doubt, choose PDF.

Option A: Make ONE PDF (by device)

iPhone / iPad (Notes app)

1. Open Notes and create a new note.
2. Tap the camera icon, then choose Scan Documents.
3. Scan each page. Tap Add (+) to scan more pages, then tap Save/Done.
4. To save as one PDF file: Share → Print → (Share again) → Save to Files.

Android (Google Drive app)

1. Open the Google Drive app.
2. Tap Camera (scan) and capture the first page.
3. Tap Add (+) to scan more pages.
4. Tap Done, choose .pdf, name the file, then tap Save.

Windows (File Explorer → Print to PDF)

1. Put all images in one folder and make sure they are in the order you want.
2. Select the images, right-click, then choose Print.
3. In the printer list, choose Microsoft Print to PDF.
4. Click Print and save the PDF with a clear name.

Mac (Finder → Quick Actions)

1. In Finder, select the images you want in the PDF.
2. Control-click the selection, then choose Quick Actions → Create PDF.
3. A PDF is created automatically (named after the first file you selected).

Option B: Make ONE ZIP (keeps your photos as separate files)

Windows

1. Select the photos/files.
2. Right-click → Send to → Compressed (zipped) folder.
3. Rename the ZIP file so it's easy to recognize.

Mac

1. Select the photos/files.
2. Control-click → Compress.
3. Rename the ZIP file so it's easy to recognize.

Quick Success Checklist (before you upload)

- All pages/photos are included (nothing missing).
- Text is readable (good lighting helps).
- Pages are in the correct order (for PDFs).
- You ended with ONE file to upload (a PDF or ZIP).