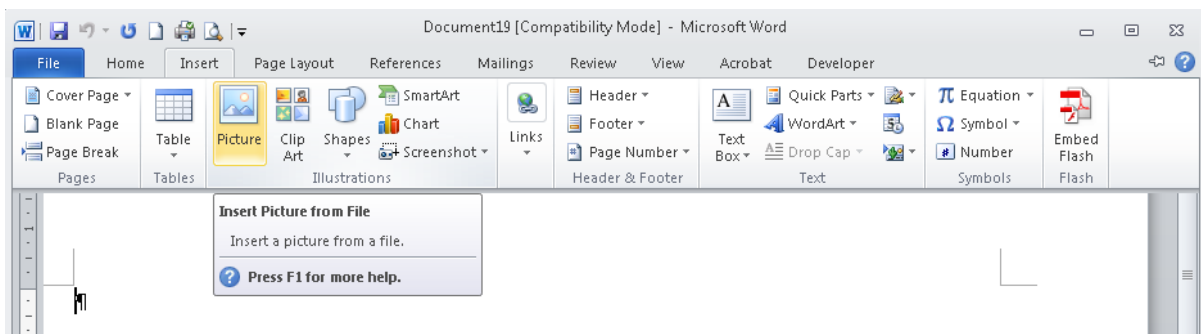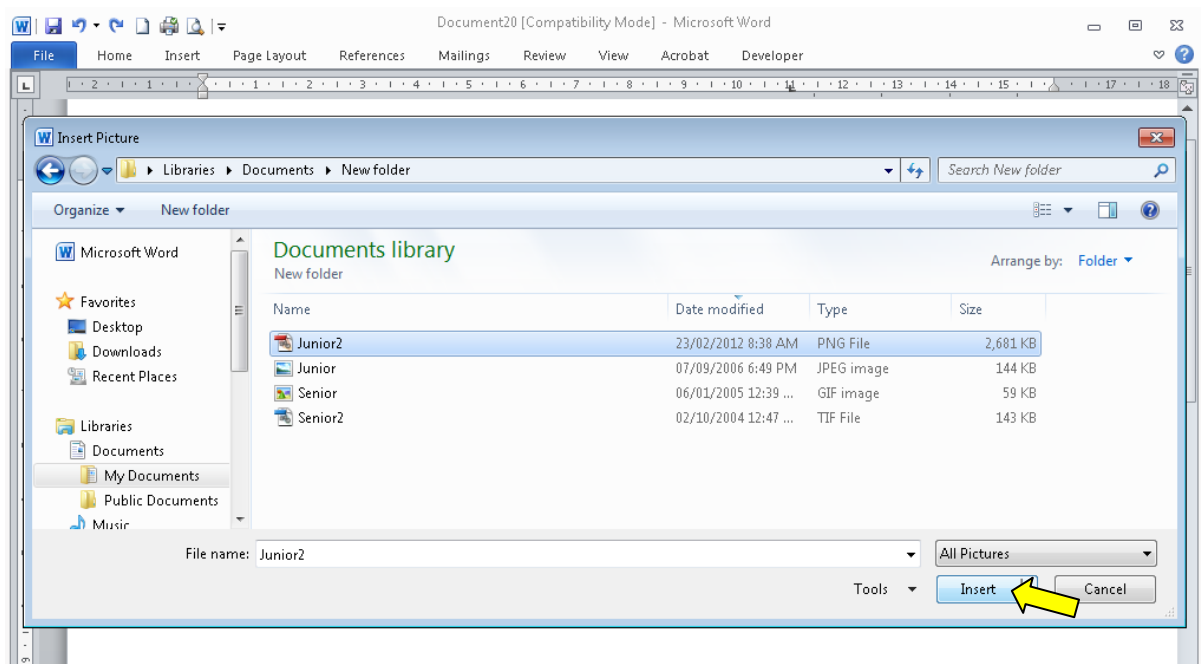# Instructions on How to Combine Multiple Images Files Into a Single PDF or Microsoft Word Format using Microsoft Office Word
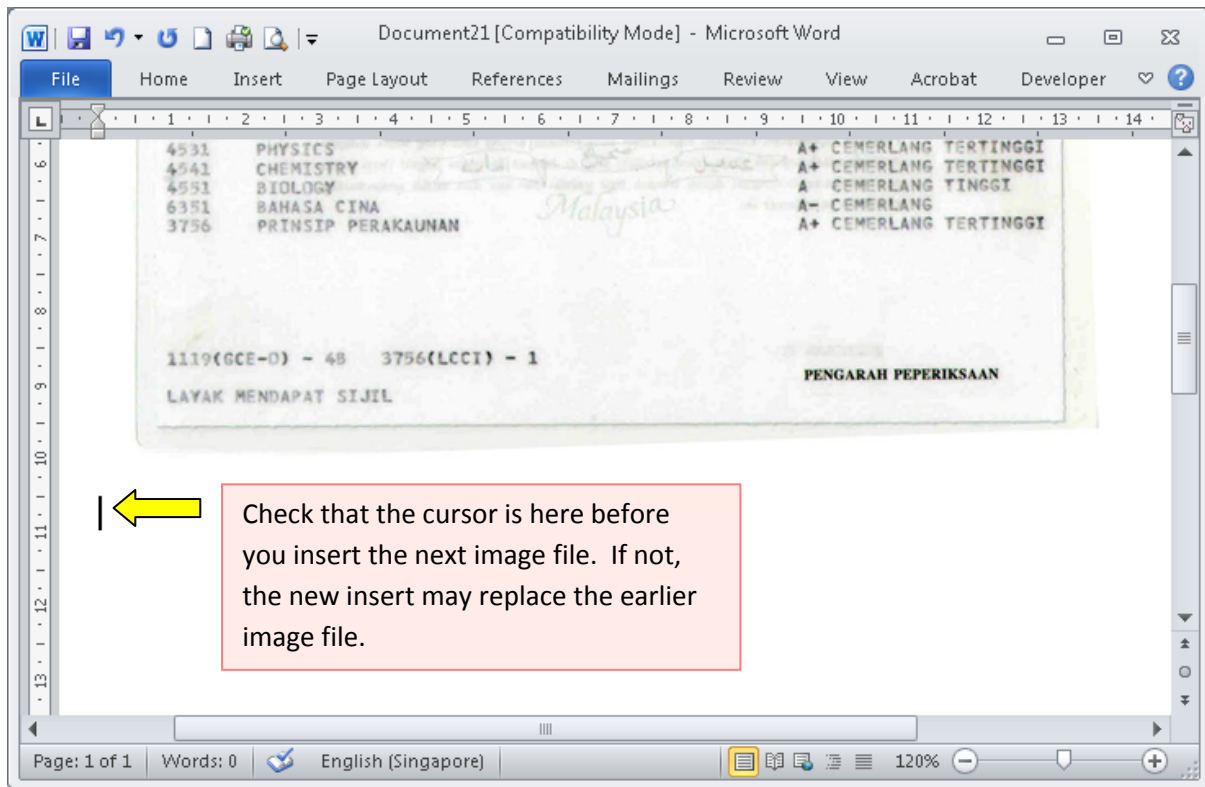
1. Start MS Word by clicking "Start"-"All Programs"- "Microsoft Office"- "Microsoft Office Word." Word will automatically open a new document window.

2. Click 'Insert' →'Insert Picture from File' in the document window.

3. Look for the first image file in the browser window, select the file and click 'Insert'. The image will appear in the Word document.

4. Click anywhere outside the inserted image, press the 'Enter' key in your keyboard and repeat the steps to insert all the other images.

Check that the cursor is here before you insert the next image file. If not, the new insert may replace the earlier image file.

5. After inserting the last image file, click 'File' → 'Save as' to save the file. It will ask you for the file name and location you want to save the file in. Give a file name and select 'PDF' (to save file in PDF (.pdf) format) or 'Word Document' (to save file in Microsoft Word (.doc, .docx) format) under 'Save as type'. A file with all the images will be generated.