

## Combining Multiple Documents into ONE DOCUMENT for Assignment Submissions

If you have artifacts that must be scanned in order to turn them in to Bb or TaskStream, you will want to combine the multiple documents that were scanned in order to submit as a **SINGLE ASSIGNMENT DOCUMENT**.

Scanned documents are either jpg documents (images) or .pdf. You have to use different methods for combining these into a Word Document.

### If your scanned documents are .jpg documents (scanned as an image –text-based or image based where the output is an jpg file).

1. Open a blank Word document – Add a header (**Insert Header**) with your name and class.
2. From the **Insert Menu** choose **Image or Picture**, the browse to the file and insert it. If it needs cropping then from the **Picture Ribbon** choose the **CROP** tool



3. **Right Click** on the picture and choose **Tight for Layout** Or Look for **Text Wrap – Tight**. Then hit **END** on the Keyboard to move the cursor below the first picture.
4. Move to page 2 to insert the second document. Remember to **Layout - Tight or Text Wrap – Tight** and then **CROP** and hit **END**.

### If your scanned documents are .pdf documents (scanned as a pdf – this can either be text-based or an image).

1. Open the scanned document so that you see the entire document on your screen (you may have to play a little with the **View**. It might need to be 75% from the viewing window.
2. Take a **Screen Shot** of the PDF document. – a different Screen Shot for each page.
  - a. This **Screen Shot** can be done on the PC by clicking **prntScn** key on your keyboard (on a laptop this is often on a Function (F) Key), then choose Edit Paste or Control V and an image of your document will appear on the page. You will need to crop the image (see above).
  - b. This **Screen Shot** can be done on a Mac by clicking **Command-Shift-3** all at the same time (you should hear a camera sound). The Screen shots are either saved on your desktop or in my case in a screenshot folder in my dropbox folder.
3. Open a blank Word Document – Add a header (**Insert Header**) with your name and class.
4. From the **Insert Menu** choose **Image or Picture**, the browse to the file and insert it. If it needs cropping then from **the Picture Ribbon** choose the crop tool
5. Right Click on the picture and choose **Layout - Tight** Or look for **Text Wrap – Tight**.
6. From the **Insert Menu** Choose **Picture** and browse to where the file is stored.
7. Crop it so that just the important parts are showing in the Word Document by choosing the Crop tool from the **Picture Ribbon**. Drag in on the corners and it will eliminate the extra image.
8. Move to page 2 to insert the second document. Remember **Layout – Tight or Text Wrap – Tight** and then crop and hit **END**.

