Converting Pictures to PDF on Any Device

The NH DOE requires that you upload a picture/scan of your driver's license when you apply for a criminal records check clearance. The first catch is that it has to be in PDF form. (The second catch is that, in the CRCC application, once you choose the file you want to upload, you have to click "add file" or the file won't actually upload.

If possible, use your phone camera's scan feature which should allow you to export the photo as a pdf. Genius Scan is a great scanning app (but there may be a cost to use the "export as pdf" feature). Several sites recommend Adobe's free Convert JPG to PDF tool (<u>https://www.adobe.com/acrobat/online/jpg-to-pdf.html</u>).

Below are instructions for converting picture to PDF on Android, iPhone or iPad, Windows, and Mac followed by instructions for converting a screenshot into a PDF. From *Android Authority*: "How to Convert a JPG to PDF on Any Device" *By* Curtis Joe, August 17, 2023, visited August 31, 2023 <u>https://www.androidauthority.com/convert-jpg-pdf-3243700/</u>

1 How to turn a picture into a PDF on Android

Converting a JPG to PDF is still possible on mobile. On Android, it's best to visit Adobe's JPG to PDF website.

- 1. In a mobile browser, go to adobe.com/acrobat/online/jpg-to-pdf.html.
- 2. Tap Select a file.
- 3. Find the JPG you want to convert and select it.
- 4. Wait for the file conversion to finish. When it's ready, tap **Download**.



2 How to convert a JPG to PDF on an iPhone or iPad

- 1. On the iPhone or iPad, open the image in Photos and open the Share menu. Tap Print.
- 2. Within Print Options, tap the second Share menu at the top to bypass the printer.
- 3. This converts the image into a PDF file. You can export to another app, or save it straight to Files.



3 How to convert a JPG to PDF on Windows

Converting a JPG image file to a PDF is incredibly easy — and it doesn't require you to use one of the sketchy websites that automatically convert file types.

Start by opening File Explorer and locating the JPG file you want to turn into a PDF. Right-click it, then select Print.

Next, set your printer to Microsoft Print to PDF within the Print dialog box. Click Print.

Print Pictures			
How do you want to	o print your pict	ures?	
Printer:	Paper size:	Quality:	
Microsoft Print to PDF	✓ Letter ✓	600 x 600 🗸 🗸	
Microsoft Print to PDF MF632C/634C M220 Printer Fax Install Printer	\$		Full page photo 13 x 18 cm. (2) 20 x 25 cm. (1)
Copies of each 1	Fit picture t	o fram	<u>Options.</u>
			Print Cancel

After clicking Print, the File Explorer will open once more. Choose where you want to save your new file, give it a name, and your computer will save your JPG as a PDF.



4 How to convert a JPG to PDF on a Mac

On a Mac, open the JPG image in Finder, then go to File > Export as PDF.

Screen Shot to PDF

https://www.adobe.com/acrobat/hub/save-screenshot-as-a-pdf.html

How to turn a screenshot into a PDF on iPhone.

- 1. Open your iPhone Photos app.
- 2. Select the phone you want to convert to PDF.
- 3. Click the Share icon.
- 4. Choose Print and zoom in on the image to open it in a PDF viewer.
- 5. From there, you can save it to your iPhone files as a PDF.

Learn more about how to convert a picture to a PDF on an iPhone.

How to turn a screenshot into a PDF on Android.

- 1. Save your screenshot in your Google Photos app.
- 2. Open the app and click on the three vertical dots at the top-right corner of your image.
- 3. Choose Print. This will show a preview of your PDF.
- 4. Select your paper size, which, for this purpose, will be your image's saved size.
- 5. Select Save as PDF once you've got your sizing right.

Learn more about how to convert a picture to a PDF on an Android.

How to turn a screenshot into a PDF on Mac.

- 1. Open your image with the Preview app.
- 2. In the top left, click File.
- 3. Click Export as PDF.

How to turn a screenshot into a PDF on Windows.

- 1. Right-click your image.
- 2. Hover over the Open With option and select photos.
- 3. Select the Print icon.
- 4. In the printer dropdown menu, select Microsoft Print to PDF.