

The Paper Room

The opening chapter, free. The full guide is \$29.

THE ONE PDF FILING

The request comes in plain language: submit as a single PDF. You have eleven photos of the lease taken with your phone, two scans from the office copier, and one signed page that arrived by email. That is fourteen separate pieces. The person on the other end — the landlord, the bookkeeper, the paralegal — will open one file. They will not unzip a folder. They will not click through a gallery. They will scroll.

Start by gathering everything into one place on your computer. Make a folder on the desktop called something simple like "lease-filing." Drag the eleven photos from your phone. Save the two scans from the copier's output folder. Download the signed page from the email attachment. Now you have fourteen files in one folder. Look at the names. They are likely a mess: IMG_8472.jpg, scan001.pdf, signed_page.pdf, IMG_8473.jpg. Rename them so they sort in the order the lease reads. Page one of the lease first, page two second, all the way through the exhibits, then the signed page last. Use numbers with two digits: 01_lease_page1.jpg, 02_lease_page2.jpg, 03_lease_page3.jpg, and so on. The signed page becomes 14_signed_page.pdf. When you sort by name, the order is correct.

Open the first photo. It is sideways — the phone was held horizontally when you shot the page. Rotate it ninety degrees clockwise so the text reads upright. Do this for every photo that came out sideways. The two scans are already oriented correctly. The signed page is upright. If you skip this step, the reader will have to tilt their head or rotate the view themselves. That is a small friction, but friction adds up. A filing that reads cleanly signals care. A filing that forces the reader to adjust every other page signals haste.

Now combine them. You do not need special software. The computer you are sitting at already has what you need. On a Mac, open the first file in Preview. Choose View, then Thumbnails so you see the page strip along the side. Drag the second file onto the thumbnail strip. It lands after the first page. Drag the third, the fourth, all the way through the fourteenth. On Windows, open the first file in the Photos app or Microsoft Edge, print to PDF, then use the print dialog's "append" feature, or open the free PDF printer and add files one by one. The result is a single PDF with fourteen pages in the exact order you arranged.

Number the pages. The lease itself may have page numbers at the bottom — 1, 2, 3 — but those are the lease's numbers. The PDF needs its own numbers so the recipient can say "go to page four" and mean the fourth page of the file you sent. In Preview, choose Tools, then Annotate, then Text. Type "1" at the bottom center of the first page. Move to the next page,

The rest of it

This is one chapter. The full **The Paper Room** is \$29 and carries every chapter, every worksheet and every checklist named in it.

<https://still-wildflower-dc6f.akdmediax.workers.dev/packages/>

And if you hand this sample to someone who buys, half of any pass it sells is yours — <https://still-wildflower-dc6f.akdmediax.workers.dev/affiliate/>