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# Preparing a Manuscript in Microsoft Word 2003

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## Introduction

The goal of this Thesis and Dissertation (TAD) guide is to assist graduate students in preparing a thesis or dissertation and in publishing the document online with less errors and effort. This manual provides assistance in formatting a scholarly document in Microsoft Word 2003 and Adobe Acrobat 7.0/8.0. (Adobe Acrobat 7.0 or 8.0 are available in most computer labs.)

All documents are submitted as Word documents at [etd@ohio.edu](mailto:etd@ohio.edu) for pre-oral defense and final format reviews. Students are requested to convert the final document to PDF and send it to TAD Services along with the final Word document. If the student is off campus or does not have Adobe Acrobat, the student may request TAD Services to convert the final document to PDF.

All documents must meet Library, OhioLINK, University, College, and UMI standards. The Office of Graduate Studies, Thesis and Dissertation (TAD) Services ensures that all submissions comply with the adopted standards. **In some cases, the time required to revise a document may delay graduation, especially if a document requires many formatting changes near a deadline for the quarter. Pre-oral defense reviews can assist students in avoiding last minute format changes.**

This manual can be used to format a new document, to make corrections in a current document, or to troubleshoot existing document issues. To save time, students will want to use the TAD Microsoft Word or LaTeX template files found at [www.ohio.edu/etd](http://www.ohio.edu/etd). These documents contain most TAD formats presented in this handbook.

Use this manual independently or in conjunction with the TAD Graduation Workshops and TAD Word/PDF Trainings held on the Athens campus quarterly. To register for one of these sessions, go to [www.ohio.edu/etd](http://www.ohio.edu/etd).

# Lesson 1: Converting the Word Document to a PDF File

## 1.1 Converting a Microsoft Word Document to an Adobe Acrobat PDF

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While TAD Services prefers to have a Word document for the preliminary and final review, a PDF file is needed once the final document is accepted. If you do not have Acrobat Professional 7.0 or 8.0, you can purchase a copy at [www.ohio.edu/technology](http://www.ohio.edu/technology), use the free service on Acrobat's web site, and if needed TAD Services will convert the final document.

### **Why use the PDF file format?**

Portable Document File (PDF) is a standard for secure, reliable distribution for electronic documents on the Internet. By converting to a PDF file format, the student reduces the file size, preserves the document layout, makes the file fully searchable, and allows the document to be viewed and printed with Adobe Reader software. To convert the document to PDF file, the full version of Adobe Acrobat software is required or in Word 2007 the PDF Add-in will convert documents to PDF. Anyone can view a PDF file with the free Adobe Reader software. The following items answer the majority of questions that students have regarding PDF files.

### **What software do I need to create PDF files?**

To prepare the final PDF file for TAD Services, convert it to Adobe Acrobat PDF and send this along with the final Word file. To access the Adobe Acrobat software go to any computer lab on campus, or purchase it at [www.ohio.edu/software](http://www.ohio.edu/software) for a fee and place it on your computer, or access the free conversion from Adobe at <http://createpdf.adobe.com/?v=AFPAdobe> (see instructions below).

### **How do I convert a file from Word to a Adobe Acrobat PDF file?**

When Acrobat is installed, two new menu items appear to the right of the Help menu (Adobe PDF and Acrobat Comments) in Microsoft Word. Simply select the first menu option Adobe PDF and Convert to Adobe PDF menu options to convert your file or use the Adobe Distiller. (Note: Adding audio or video files to your TAD requires a few more editing steps while your document is still in Word format. If you intend to add a multimedia file to your TAD, see *Adding Multimedia Audio and Video Files* lesson before you convert to a PDF file.)

1. Open your document in Microsoft Word. Make sure the document has been spell checked, the automatic Table of Contents, List of Tables, and List of Figures have been updated if available, and the Table of Contents, List of Tables, and List of Figures have been compared to the document for accuracy.
2. If the file name is not formatted as Last, First 00-00-00 as recommended, use the File/Save As menu options to rename the file.
3. Select the Adobe PDF/Convert to Adobe PDF\* menu options from the menu to the right of your Help menu in Word.

4. Acrobat suggests that you name the file with the same name as the Word file and in the same File Folder, but with the .pdf extension for the Adobe file. Click Save.
5. Most documents convert within three minutes, but some can take up to 20 minutes. Adobe Acrobat will open automatically and displays the converted PDF file.
6. Page through your PDF file to assure that the conversion was successful and to make sure the text, tables, figures, and formatting converted properly. Proof your Table of Contents, List of Tables, and List of Figures against the PDF file. Use the CTRL-Shift-N command to go directly to each page in the document when proofing.

\*Occasionally, Acrobat cannot convert your file using the Adobe PDF menu commands mentioned above. If this occurs, select File/Print menu options. From the *Name:* drop down list select *Create Adobe PDF* as the printer and click OK. Acrobat suggests that you name the file with the same name as the Word file and in the same File Folder, but with the .pdf extension. Click Save and then see item 5 and 6 above.

### **Do I have to do anything differently when writing my thesis/dissertation?**

You simply write your document as you normally would in your word processor. Just remember these few tips to improve the quality of the PDF document:

- Spacing and pagination: Use the Tab key instead of a series of spaces to align text. Insert page breaks (press Ctrl+Enter keys) instead of adding a series of paragraphs breaks (created by pressing the Enter key) to start a new page.
- Use section breaks to change format between pages in the document.
- Use your word processor's tools for creating Tables of Contents and Cross References to ensure that pagination is consistent even if the generation of the PDF file causes the pages to shift slightly.
- Fonts: We recommend using standard fonts such as Times New Roman or Arial. If using unusual fonts, be sure to use embeddable Type 1 or TrueType fonts into the document.

### **How do I get Five Free Conversions from Adobe Acrobat if I don't have the software?**

You can convert your word document to a PDF (Portable Document Format) file online using the free trial up to five times. Here's how it works:

1. Go to the following website <http://createpdf.adobe.com/?v=AFPAdobe>
2. Click on the *5 for free icon* to sign up for a free trial

Try it for Free!



Sign up for a free trial today and create your first 5 Adobe PDF files for free. Also, protect your first 20 Adobe PDF files for free.

3. Select *United States* then click on *Continue*
4. Fill out the form providing the required fields marked with an asterisk (\*). Double check your email address because the converted PDF file will be sent to that address. *Unclick* the boxes below this form if you do not want to receive any additional related to Adobe Acrobat. Then click on *save changes*

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**Create your Adobe ID and password**

You will use your Adobe ID and password to access and modify your registration and account information.

<p>* E-mail address (this will be your Adobe ID)</p> <input type="text"/>	<p>* Password (6-12 characters)</p> <input type="text"/>	<p>Password hint</p> <input type="text"/>
<p>* Confirm e-mail address</p> <input type="text"/>	<p>* Confirm password</p> <input type="text"/>	<p>The password hint is optional. If you forget your password we will display it to remind you. Your hint should be obvious to you, but not to others who might see it. It should not contain your password.</p>
<p><input type="checkbox"/> Remember my login on this computer</p>		

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<p>* First name</p> <input type="text"/>	<p>* Last name</p> <input type="text"/>
<p><b>Country or region:</b> UNITED STATES</p>	

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**Uses of my information**

5. Click on *Convert a File*



**Convert a File**

Select a file from your hard drive, and we'll create an Adobe® PDF file for you. We can also do optical character recognition (OCR) on image files.

6. Select the *Accept the Adobe Acrobat* option then click on *Submit*.
7. Click on *Convert a File* again
8. *Browse* your word document (just like you would do an attachment) then click on *Continue*

9. Fill out the *Conversion Settings* form (1: *Web and Acrobat 5.0*; 2: *No Security*; 3: *No-email*) and click on Create PDF.

**Conversion Settings**

① **Filename:** blablabla.doc ( 24 KB )

**Optimization Settings:**

Web

**PDF Compatibility:**

Acrobat 5.0(PDF 1.4)

Convert pages from: to:

② **Password Security Options:**

Add [Adobe@ Acrobat@ Password Security](#) to your file.

No Security

③ **Delivery Method:**

No e-mail, download from Conversion History

Cancel Create PDF!

10. A confirmation message will pop up giving you details about your document conversion (Document ID, Delivery Method and how long the software will take to do the conversion). Usually, this states that the converted document will be ready in 72 hours; however, often times it only takes a few minutes.
11. Via email, you should be receiving an email confirmation message, a thank you note and the PDF file.

## Lesson 2: Document Settings

### 2.1 How to Use and Update the Word Template

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Microsoft Word 2003 and 2007 templates have been developed for each College and can be found at [www.ohio.edu/etd](http://www.ohio.edu/etd). These templates already include most campus-wide requirements for formatting a thesis or dissertation that are mentioned in this manual. The instructions for how to use the template can be found in a yellow box at the start of each template document and in the body of the template document.

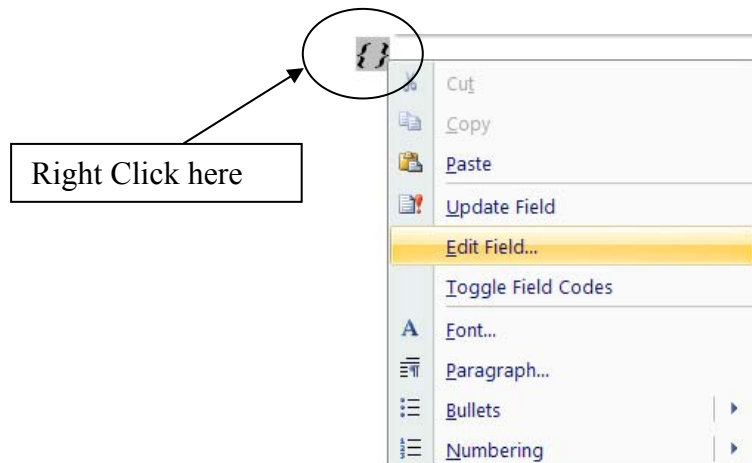
The template documents contain fields that need to be completed by the student. For this reason, the document is in protected mode when opened. Students need to tab through the fields and answer specific questions or select options from the drop down list provided. Once this is completed, the document protection must be turned off, allowing students to either choose to copy parts of the document into their present document or to add their document into this new document.

The Graduate Studies Guidelines require that the total number of pages in the document appear after the title on the Abstract page. The page number should appear in this format “(100 pp.)”. In the Word Templates found at [www.ohio.edu/etd](http://www.ohio.edu/etd) and under the link called “Template Document for each College”, the total number of pages in the document has already been coded with the *NumPages* field. This allows the student to automatically update the total number of pages in the document on the abstract page by simply clicking in the *NumPages* field and pressing F9.

#### **How to create a *NumPages* field to hold the total number of pages on the Abstract page:**

This has already been programmed into the “Word Templates for each College” that can be found on the web site at [www.ohio.edu/etd](http://www.ohio.edu/etd). The steps to program this into a document are:

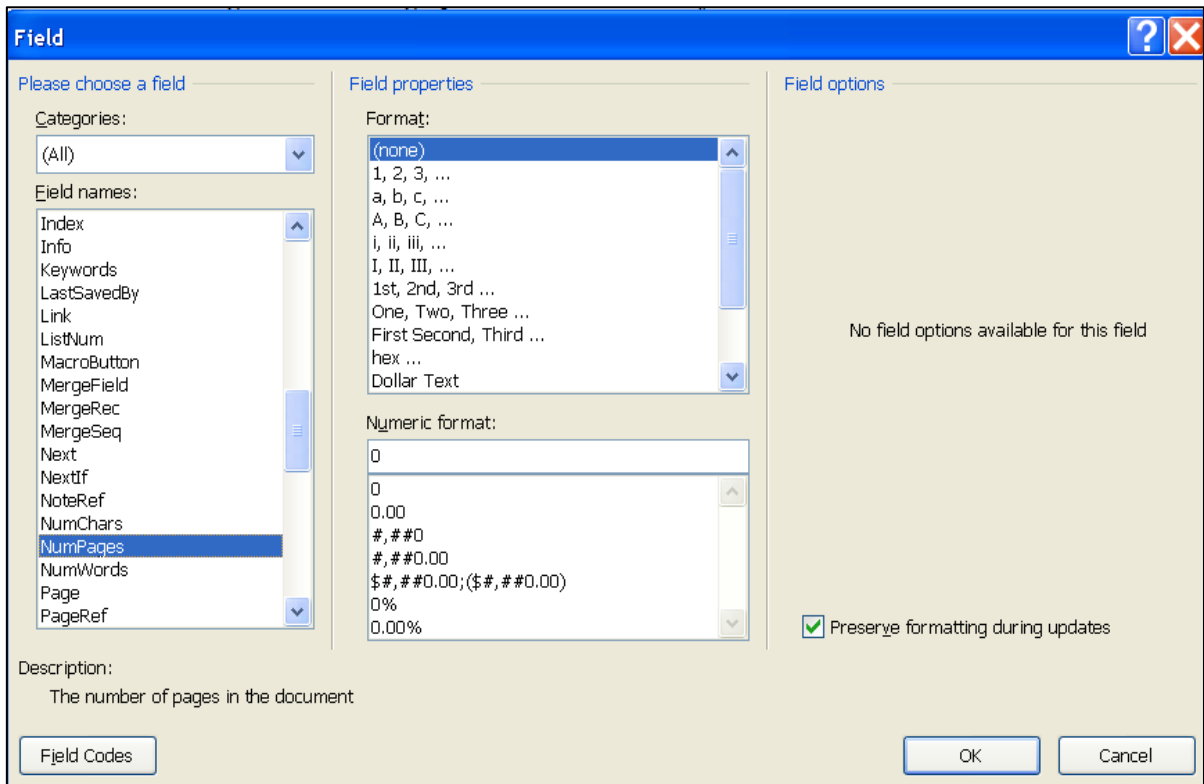
1. Place the cursor at the location where you want *NumPages* field to be inserted.
2. Press CTRL+F9
3. Right click on the grey box and click on *Edit field* as shown in the figure.



4. In the *Field* dialogue box select the following:

Under *Please choose a field*: select  
Categories: *Document Information*  
Field Names: *NumPages*

Under *Field Properties* select the following:  
Format: *None*  
Numeric format: *0*



5. Click *Ok*

**To update the total number of pages in a *NumPages* field in the document:**

1. Click in the *NumPages* field on the Abstract page. (The field will become gray once you click in it.)
2. Press F9 to update. (This will check for the total number of pages in your document and places this number in the *NumPages* field.)

## 2.2 Setting Global Margins and Headers

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The margins settings for the document should be 1.5 inches for the left margin and 1 inch for the top, right, and bottom margins. When you select the “whole document” option in the Page Setup dialog box, your margins are set globally on the whole document regardless of the section breaks placed in the document, though you may change the margins within a section if needed by creating a section break and changing the margins within that section.

### Setting Global Margins and Headers

1. Select the *File/Page Setup* menu options

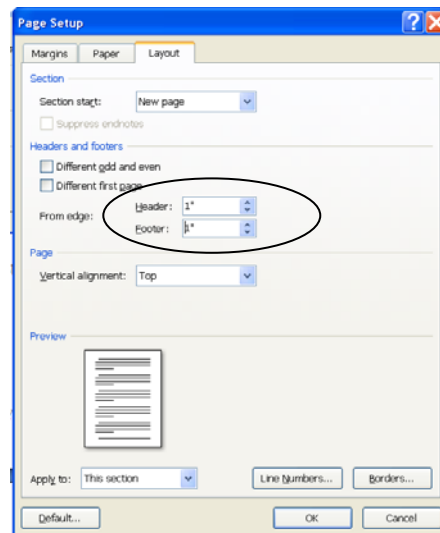
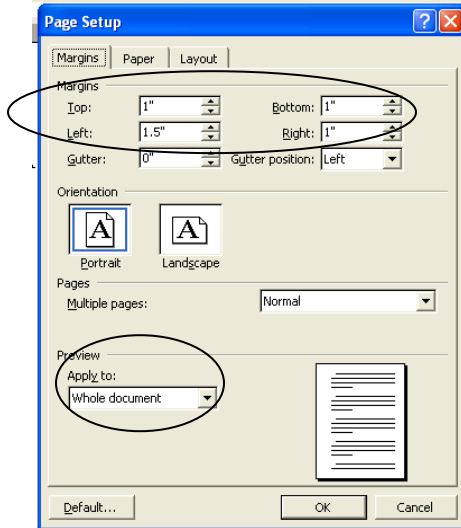
#### To set global margins

2. Click on the *Margins* tab
3. Set the *Apply to:* Whole Document
4. Set the Top to 1 inch, Bottom to 1 inch, Left to 1.5 inch (gutter), and Right to 1 inch

#### To set global headers

5. While in the *Page Setup* dialog box, click the *Layout* tab (upper right)
6. Set the *Apply to:* Whole Document (make this selection first)
7. Set the *Header* and *Footer:* to 1 inch and click OK.

Setting the header to one inch keeps your page numbers out of your margins.

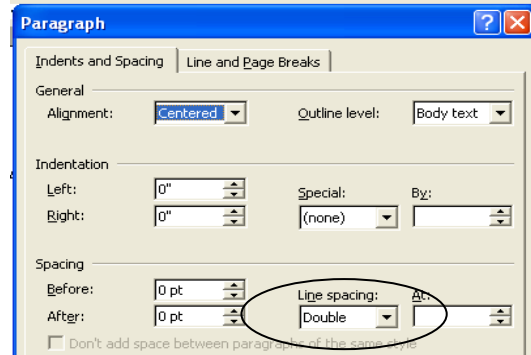


## 2.3 Double Spacing

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The spacing in all manuscripts should be double (or 1.5) spaced. Single spacing may be used for long quotations, footnotes, table captions, tables, figure captions, figures, Table of Contents, List of Figures, List of Tables, dedication page, and appendices.

1. Select the *Format/Paragraph* menu options
2. Select the *Indents and Spacing* tab
3. Set the *Line Spacing*: Double



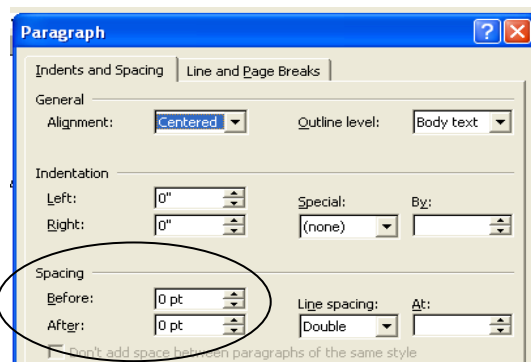
## 2.4 Correcting Line Spacing Before and After a Title or Line of Text

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As you format your document in Microsoft Word, sometimes Word will automatically add small incremental line spaces before or after a heading or line of text in your document. Students may also introduce unusual line spacing into their documents when copying and pasting text from other documents. This causes a line or two of your document to appear to have greater line spacing than other areas, yet when you check the line spacing for that area it appears to be correct. To keep the spacing consistent throughout your document, you may need to modify the *Spacing Before* and *Spacing After* titles or other lines of text.

### To modify incorrect line spacing

1. Click in the line above or below the incorrect line spacing in your document or select all lines.
2. Select *Format/Paragraph* menu options
3. Select the *Indents and Spacing* tab
4. Look at the *Spacing Before*: and *Spacing After*: textboxes to see if additional line spacing before or after the paragraph has been added. Change either or both to zero if needed as shown in the figure.



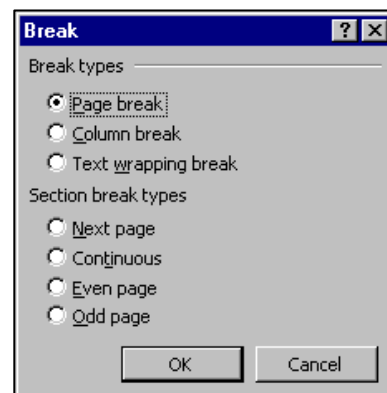
## 2.5 Page Breaks

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Placing page breaks in your document assures proper conversion into Acrobat PDF for web publishing and reduces the number of codes in your document, making the file smaller. Page Breaks should be placed in your document at the end of any page where the text does not naturally wrap to the following page. For example, a page break should be used before each chapter and at the bottom of the Title, Approval, Dedication, Abstract, Table of Contents, List of Tables, and List of Figures pages. Always press the Enter key once at the bottom of a page before placing a Page Break in your document to assure proper formatting in the Headings on the following page (Microsoft Word formats headings between paragraph codes in your document.)

### To apply a Hard Page Break

1. Position the cursor after the last paragraph symbol on the page, press the Enter Key first to end the paragraph (for pages that do not wrapping naturally to the next page)
2. Press *CTRL-Enter* to begin a new page
3. You may also use the menu commands, *Insert/Break/Page Break*



## 2.6 Section Breaks

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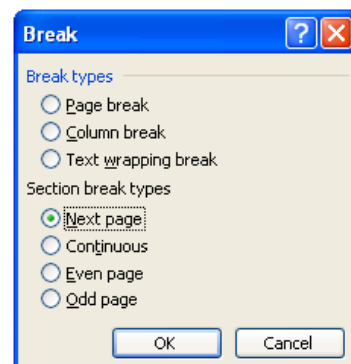
You will use a section break any time you need to vary the layout or format of a document on certain pages only. You will use this command to change the layout of a page to landscape (see *Creating a Landscape Page* lesson to shorten this formatting process) and possibly to set footnotes if required by your department. Without Section Breaks, Microsoft Word formats the entire document when you execute formatting commands.

### How do I know what section I am in?

Look at your Status Bar bottom left corner, see Page # on left side followed by the Sec #. Once you execute a Section Break command, the new section number will appear in the status bar. If you are unsure what section you are in, just arrow up and down while looking at the status bar to determine which section you are in.

### Steps to create a Section Break

1. Position the cursor after the last paragraph symbol on the page before you want a Section Break.
2. Click *Insert/Break/Next Page* menu options and click OK.
3. See *Sec #* in Status Bar to verify the new section was created successfully. (You may need to place another




section break after this one if you want to control the formats on specific pages. For example, a landscaped page requires two section breaks, though it is much easier to allow Word to format these for you [see *Creating a Landscape Page* below].

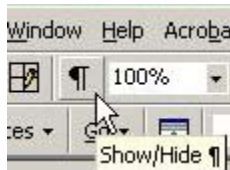
## 2.7 Page Numbers

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Page numbers first appear *on page two* in the upper right corner below the 1.0 inch top margin and to the left of the 1.0 inch right margin. The title page (first page) is assigned a number, but no page number appears. Make sure you have set your global margins and headers before completing this step (see *Setting Global Margins and Headers*) to control the placement of your page numbers.

### To format your page numbers to begin on page two

1. If you have already set page numbers in your document, delete them before beginning this process.
2. Click the *Show/Hide* Icon  on the right hand side of the Formatting Toolbar as shown in the figure.



3. Select *View/Header and Footer* menu options. The Header/Footer Toolbar will appear.
4. While the cursor is in the Header box, if you did not format a 1 inch header in your document, press the *Enter* key once to assure your page number does not print in your margins.
5. Press the Tab key twice to right align the page number.
6. To insert the page number, click the first icon on the left hand side of the Header/Footer Toolbar (the bubble “Insert Page Number” should appear when you point to this icon) as illustrated in the figure below.
7. Now the cursor is located after the page number. Press the Enter key once to add a blank line after the page number. This assures document text does not print too close to the page number in the document.



8. The page number on page two should match the page number in your *Word Status Bar* at the bottom of your screen.
9. Select *File/Page Setup/Layout Tab/check Different first page*.
10. Click the Close button on the Header and Footer Toolbar to return to your document.

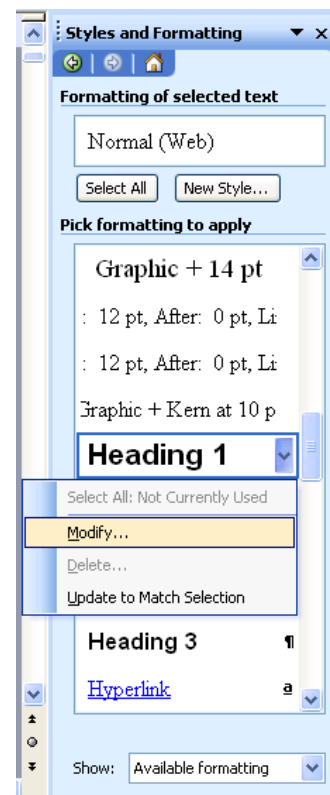
## 2.8 Creating an Automated Table of Contents

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Using the automatic Table of Contents feature in Microsoft Word is a faster and simpler way to create a Table of Contents for long documents. The first step is to mark all your headings in your document as Heading 1 level, Heading 2 level, etc., and then use the *Insert/Reference/Index and Tables* menu options to automatically create your Table of Contents. All colleges at Ohio University adopted the first five heading levels of APA style as an acceptable format for heading levels for theses and dissertations. These heading levels are not required. (See adopted heading levels below after this exercise.) If you are using one of the TAD Templates, these heading levels have already been formatted in the template.

### Marking your Heading Levels for the Table of Contents

1. Click the *Style* icon (*AA icon*) on the far left side of the Formatting toolbar (or click on *Format/Style and Formatting from the Toolbar*) then the *Styles and Formatting* Task Pane will appear on the right hand side of your screen.
2. Select the first title that you want to define as a heading level. (Heading 1 level includes the Abstract, Acknowledgements, Chapter titles, References and Appendix page headings.)
3. Let's use the Abstract title as an example. Move to and click in the Abstract title. In the Task Pane, scroll to Heading 1 (see right) and click on Heading 1.
4. If you are using one of the college templates found at [www.ohio.edu/etd](http://www.ohio.edu/etd), you will not need to format these headings in your document.
5. To create or change a heading level, click the drop down the arrow to the right of the Heading and select *Modify...*
6. In the Dialog box, select the correct font, size, etc., to meet your writing style guidelines and click OK. From this point forward in this document, when you select a heading and click the Heading 1 level, you will receive the styles you selected for this heading level.
7. Formatting the balance of your Heading 1 titles in your document is easy. Just select click in the heading you want to format and click the Heading 1 in the *Styles and Formatting* Task Pane (or select the Heading 1 style from the *Style* list on the left hand side of the *Formatting Toolbar*).
8. To mark all Heading 2 levels in your document, use the same steps mentioned above using Heading 2.



9. Remember: If you want your Abstract, Acknowledgments, List of Tables, and List of Figures to appear in your Table of Contents, References, and Appendices, you must define each of these titles as a Heading 1 level too. DO NOT FORMAT THE TABLE OF CONTENTS TO APPEAR IN YOUR TABL OF CONTENTS. Now you are ready to create the Table of Contents.

### **Generating the Table of Contents**

1. Move to the Table of Contents page.
2. Type the Table of Contents title and press the enter key once in double space mode (or twice if in single space mode).
3. Press the enter key once in double space mode (or twice if in single space mode) and you are ready to generate your Table of Contents (see sample below).
4. Select the *Insert/Reference/Index and Tables* menu options.
5. Click the *Table of Contents* tab.
  - The following will appear as default settings. Normally, you would just accept these default settings.
    - *Show page numbers* is checked.
    - *Right align page numbers* is checked.
    - *Tab Leader* to dots “.....” is selected.
    - Accept the default setting to show three heading levels or modify this to meet your needs.
6. Click *OK* to generate your Table of Contents in your document.
7. TAD Guidelines recommend that you manually place a blank line between each Level 1 headings to enhance appearance (see Sample Front of Document link and scroll to Table of Contents page at [ww.ohio.edu/etc](http://ww.ohio.edu/etc)).
8. If you make changes to your document, you must re-generate your Table of Contents to display the correct page numbers.
9. To update the Table of Contents, right click on any gray area of the current Table of Contents and select *Update Field* and *Update Entire Table* menu options.
10. Click *OK*.

### **Sample of the first few lines of the Table of Contents page:**

Table of Contents	
Abstract.....	3
Acknowledgement .....	4
List of Tables.....	6
List of Figures.....	7
Chapter 1 .....	8
Firs Topic in Chapter 1.....	9

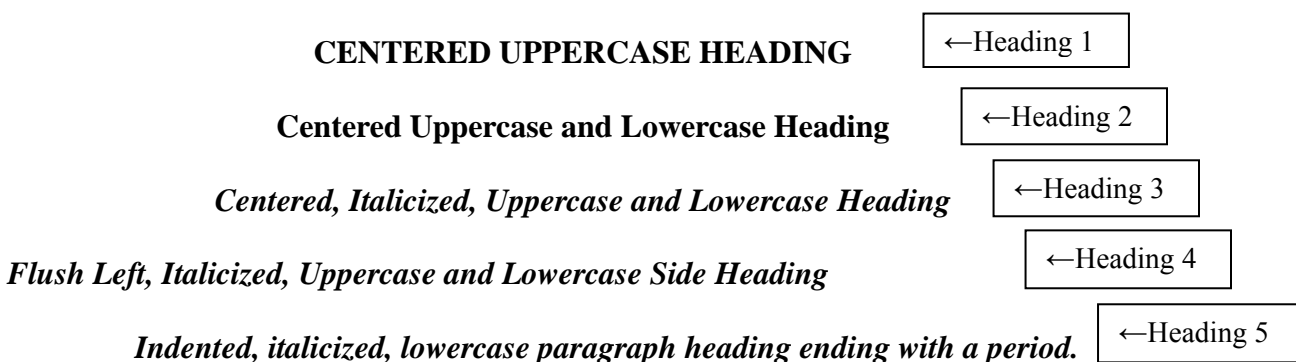
### **Troubleshooting an automated Table of Contents:**

Sometimes after you generate an automatic Table of Contents you find items in the list that should not be there. This may occur when you first create or when you recreate a Table of Contents. These are misplaced codes in your document and they occur naturally as you move and edit text in your document. It is easy to correct misplaced codes.

1. Move to the area in your document where text is appearing in your Table of Contents in error.
2. Select the text that should not be in your Table of Contents.
3. Click the drop down arrow on the *Styles* menu (on the left hand side of the *Formatting Toolbar*) and scroll to and click the *Normal* style (you can also press the “n” key after clicking the drop down arrow to move to the Ns in the list immediately). This will return your text to the *Normal* style in your document, so it will not be included in your Table of Contents in the future.
4. Regenerate your Table of Contents by right clicking in any gray area of the previously created Table of Contents and select *Update Table/Entire Table*.
5. To reformat a title that appears at the wrong heading level in your Table of Contents. Simply move to the page where the title resides, select the title, click the drop down arrow on the *Styles* menu, scroll to locate and click the correct heading level in the list (you can also press the “h” key after clicking the drop down arrow to move to the Hs in the list immediately).
6. Once you reformat any heading in your document, you must regenerate your Table of Contents to update it as discussed in Step 4 above.
7. If your Dot Leaders do not appear when you generate or regenerate your Table of Contents, use the menu options *Insert/Reference/Index and Tables...* On the *Table of Contents* tab, under *Formats*: select another style with dot leaders (for example *Formal*). If you do not like this layout style you can sometimes regenerate by going through the menu and selecting the *Template* style and still retain the Dot Leaders. Either style is acceptable for your online document.
8. If a heading appears in your Table of Contents twice or on the wrong page, remember that Word formats headings between paragraph marks. The Enter key (paragraph mark) sometimes needs to be pressed once or twice at the bottom of a page before a heading, so Word knows the text above should be normal and the text after the paragraph mark should be Heading 1 level.

## Heading Levels Adopted for Theses and Dissertations

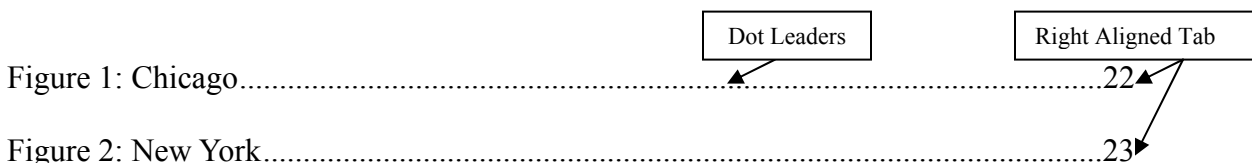
The following heading levels were adopted as the standard style for all colleges at Ohio University Summer 2007 to make formatting thesis and dissertation documents easier. These heading styles are not required. Other heading styles may be used. These heading styles have already been programmed into the template documents on the web site at [www.ohio.edu/etd](http://www.ohio.edu/etd). The heading levels should appear in this order, except for the Chicago Style Template used by Scripps College of Communication and for those using the LaTeX Template. Other heading styles may be used, as long as their use is consistent.



### 2.9 Creating a List of Tables or List of Figures

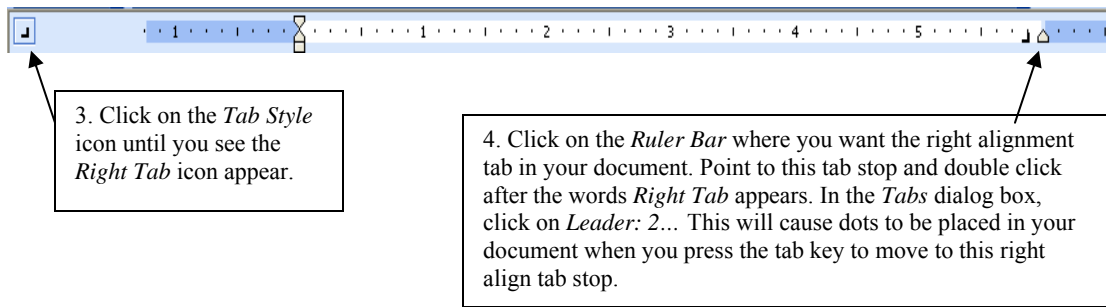
---

You may create a Table of Contents, List of Tables, and List of Figures, using the automate table formatting features or you may manually place these in your document. If you manually place any of these in your document, you will need to know how to use the Right Tab and Dot Leader features on the Ruler Bar.



#### To right align a number with dot leaders

1. Position your cursor on the line of text that requires a number right aligned with dot leaders. You may also select multiple lines.
2. Click on the *Tab Style* icon on the left hand side of the *Ruler Bar* until you see the *Right Tab Icon* appear. (If the *Ruler Bar* does not appear on your screen, select the *View/Ruler* menu options.)



**Troubleshooting right aligned tab stops with dot leaders:**

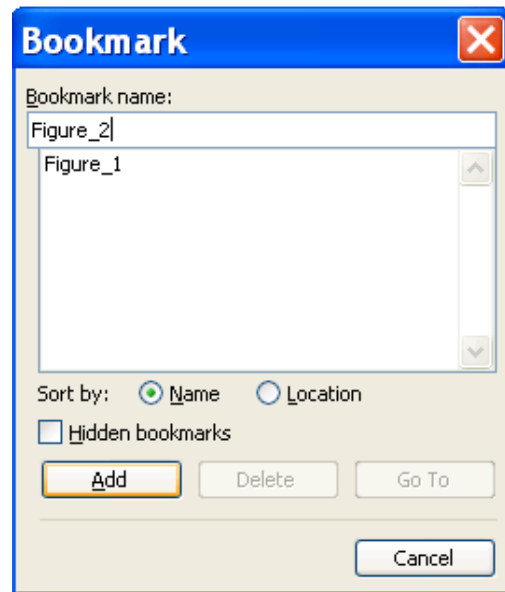
In Word sometimes these right align tabs stops quit functions properly, even if you used the automatic Table of Contents feature. To correct, select all the lines of text that need the right aligned tab corrected, on the *Ruler Bar* drag the right aligned tab stop to see if you can line up all numbers first in your Table of Contents. If this does not work, drag off any (grayed out) right align tabs that show on the Ruler Bar and then repeat the steps above.

**To add an automate page number after your dot leaders (mentioned above), you will need to create Bookmarks and Cross References:**

To have the List of Tables or List of Figures page numbers update automatically, you will use the Bookmark and Cross Reference features. This is highly useful for automating the page number for items in a List of Tables or List of Figures as you add or remove pages in the document. This is done by first selecting each table title and table and giving it a Bookmark name. Then the Cross Reference feature is used to point to the page the Bookmark is found.

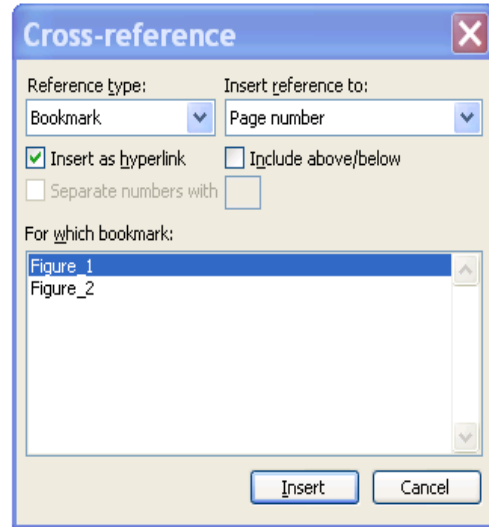
**To add a Bookmark:**

1. Select the table title and table where you want to assign a Bookmark. (For a figure, you would select the figure and the caption below.)
2. Select *Insert/ Bookmark*.
3. Under *Bookmark Name:* type the name. (The name must begin with a letter, can contain numbers, but no spaces are allowed. To separate words in the name, use an underscore).
4. Click *Add*.



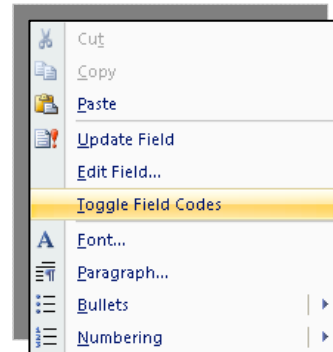
### How to add the Cross Reference to the Bookmark:

1. Click where you want page numbers to appear (click to the right of the end of the dot leader for a particular table title in your List of Tables where you want the page number for the table to be Cross Referenced).
2. Select *Insert/ Reference/ Cross Reference*.
3. In the *Reference type* drop down list, select *Bookmark*.
4. In the *Insert reference to* drop down list, select *Page Number*.
5. In the *For which numbered item* box, select the Bookmark created for the table to which you want to refer.
6. Uncheck the *Insert as hyperlink* and click *Insert*.



### To have the Cross Referenced code “jump to the Bookmark”:

You can have the page number jump to the Bookmarked table when clicked by right clicking on the Cross Referenced page number in the List of Tables (or List of Figures) and selecting the *Toggle the Field Codes* option from the menu. The page number now becomes a link that will link immediately to the defined Bookmarked table when clicked.



## 2.10 Creating a Landscape Page and Changing Page Size

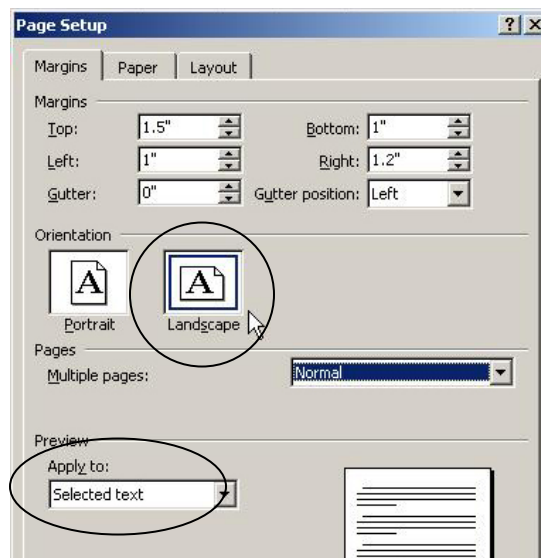
---

### Creating a Landscape Page

To display wide tables or figures within the margins, you may need to change the page orientation from the default setting of portrait (8.5”x11”) to landscape (11”x8.5”). After you change the page orientation to landscape, the top margin will be 1.5 inch and the left, top and bottom will be 1 inch. Also, the page number location will move. There is no need to change the margins or the page number settings unless required by your advisor.

### To format a page from Portrait to landscape

1. You can let Word insert your Section Breaks and landscape your page for you.
2. Select the table and caption that you want to landscape on a page
3. Select *File/Page Setup*
4. Click the *Margins* tab
5. Select the *Orientation: Landscape* button
6. Select *Apply to: Selected text*. (This tells Word that you want a Section Break inserted before the table and another Section Break inserted after the table automatically for you.)
7. Changing the orientation of a page is easily accomplished directly in a PDF file too by using the “Rotate Pages” command (see the PDF exercise).

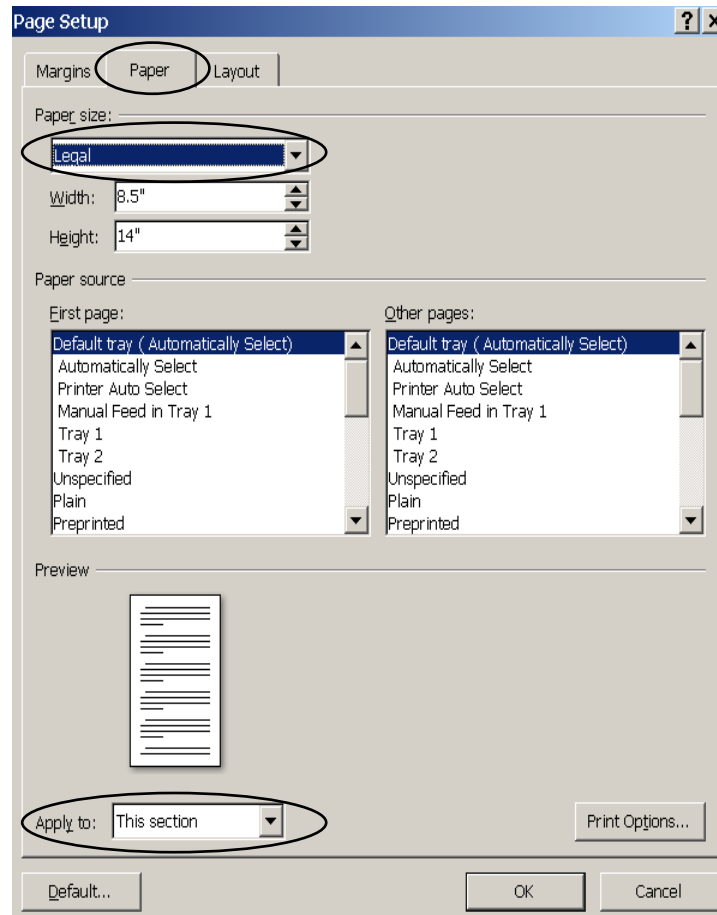


## Changing the Page Size

Some tables or figures are too large to fit within the margins. One common practice is to change the page orientation to landscape as mentioned above, but you may also reduce text or figure size, and/or change the page size to legal size (8.5"x14" or 14"x11") for additional page area.

### To change the page size to legal

1. Select the table and title (or figure and caption) that you want to display on a legal size page.
2. Select *File/Page Setup*
3. A dialogue box as shown in the figure pops up. Click on *Paper* tab
4. Under *Paper size* drop down list, select *Legal*.
5. Select *Apply to: This section*. (This tells Word that you want a *Section Break* inserted before the table and another *Section Break* inserted after the table automatically for you.)
6. Click *OK*



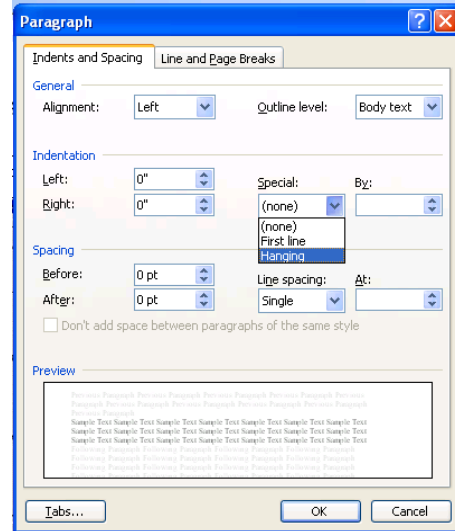
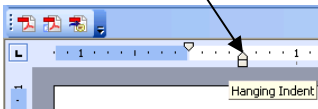
## Lesson 3: Formatting Text

### 3.1 Hanging Indents for Bibliography Formatting

Hanging Indents are used on paragraphs to indent all but the first line. This feature is typically used in many bibliography styles. For example:

Denscombe, M. (2002). *Ground rules for good research*. Philadelphia, PA: Open University Press.

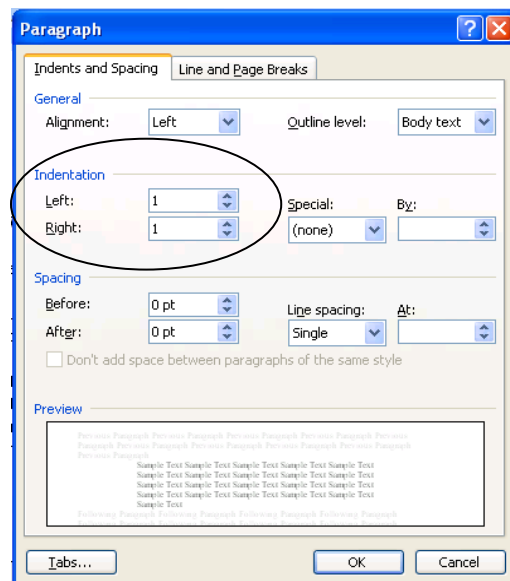
1. Click in the paragraph (or select multiple paragraphs) where you want a Hanging Indent.
2. Select *Format/Paragraph* menu options. Click the *Special* drop down arrow.
3. Select *Hanging* from the list and click OK.
4. You can also place your cursor in the paragraph (or select a group of paragraphs), point to the top of the Hanging Indent icon on the Ruler Bar and drag the Hanging Indent icon in five spaces.



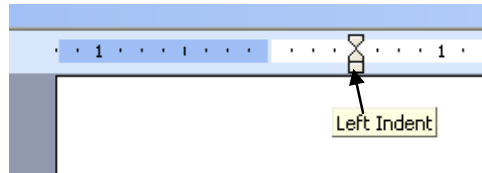
### 3.2 Creating a Block Quotation for Long Quotation

Materials directly quoted from another author's work, from one's own previously published work, or from verbatim instructions that contain 40 words or less should be enclosed in "double quotation marks and cited according to your departmental style" (Rossiter, 2007).

Quotations with 40 words *or more* should be displayed in a block quote. To create a block quote, start the quotation on a new line, omit the quotation marks, indent the block of text ½ inch from the left margin, and the entire quotation should be double or single spaced. Your departmental style (MLA, Chicago, etc.) may vary. Some block quotes are single-spaced for practical reasons too.



1. Click in the paragraph or quotation you wish to block
2. Select *Format/Paragraph* menu options
3. Under *Indentation*, set the *Left* to .5 inch and click OK. This will set the indent ½ inch from the left margin.
4. To use the shortcut method, point to the Left Indent icon until you see the words “Left Indent” on the Ruler Bar as shown, then drag the icon in to the ½ inch mark:



Block Quote sample:

This is a sample of a block quote. Notice all lines in this paragraph are indented ½ inch (or .5) from the left margin. There are no quotes at the beginning or end of this paragraph. Also, note that you will find a citation to this direct quote either in the paragraph introducing this quotation or at the end of the block quote (Smith, 2007).

### 3.3 Take Control of Widows and Orphans

---

A widow is the last line of a paragraph printed by itself at the top of a page. An orphan is the first line of a paragraph printed by itself at the bottom of a page. While this feature should be automatically turned on for most documents, you may need to check this option as needed to have Microsoft Word properly format your widows and orphans.

1. Select the *Format/Paragraph* menu options and click the *Line and Page Breaks* tab.
2. Select the *Widow/Orphan* control check box to control Widows and Orphans in the whole document.

To keep paragraphs and titles together on a page

1. Select the title and paragraph.
2. Select *Format/Paragraph* and click the *Line and Page Breaks* tab.
3. Select the *Keep with next* check box.

See sample of Widow and Orphan on the following next page:

*Demo: Take control of page breaks in your Word document.* Retrieved May 8, 2006, from <http://office.microsoft.com/en-us/assistance/HA101091461033.aspx>

### **Widow Example**

**last line (widow).**

New paragraph text starts here and just the last line of the paragraph before is left at the top of the page. This is called a widow.

### **Orphan Example**

See the bottom of this page that a new paragraph begins at the bottom, but only the first line of text appears. This is called an orphan.

**First line (orphan)**

## **Lesson 4: Working with Images, Hyperlinks, and Multimedia Files**

### **4.1 Working with Images (Figures and Tables)**

---

All thesis and dissertation documents should have images (figures and tables) consistently placed in the same location in the document, either centered between the margins or left aligned. No text should appear to the left or right of an image.

#### **Placement of Titles/Captions on images:**

- ❖ A brief and explanatory title should appear at the top of all tables. All titles should appear in the List of Tables with similar wording and the same capitalization as they appear in the body of the document. The placement of titles on tables should be placed in a consistent location for all tables throughout the document.
- ❖ Concise explanation (called a caption) should appear below all figures. All captions should appear in the List of Figures with similar wording and the same capitalization as they appear in the body of the document. The placement of captions on figures should be placed in a consistent location for all figures throughout the document.
- ❖ Titles and captions should have a consistent font, numbering, and capitalization. Conventions for capitalization of words and punctuation in titles and captions vary from discipline to discipline. Whatever style is chosen must be consistent throughout the document.
- ❖ Spacing between the title/caption and the image should be formatted consistently for all images.

#### **Spacing before and after images:**

- ❖ All images should be separated from the text by three blank lines (two double spaces) before and after.

The case style of the text (Format/Change Case) in captions should be consistently formatted throughout your document. For example, if Title Case is selected for the

caption on Table 1.1, then all table captions should be formatted in Title Case with the same spacing between the caption and the table.

### **To insert an image in your document**

1. Position the cursor where you would like to insert the image
2. From the *Insert* menu, select *Picture*, and click *From File*
3. Browse to the location of the image and click *Insert*

### **To move an image on the page**

1. Once an image is inserted in your document, right click the picture, select *Format Picture*, select the *Layout* Tab, and select *Square*
2. To move the image in small increments, hold the *Alt* key down while dragging the image into position

### **To retain the proportion of an image while resizing**

1. Hold the CTRL key down while resizing
2. This feature is especially important when working with photos to avoid distorting the image

### **To copy an image from another document or web page**

First try to right-click the image, select copy (CTRL-C), move your cursor to a position in your document, and select paste (CTRL-V). Follow the steps in the *To move an image on the page* above after inserting the image. (If this method does not work, see below to make a copy of a page and crop out the image you need.)

### **To obtain an image from a screen shot**

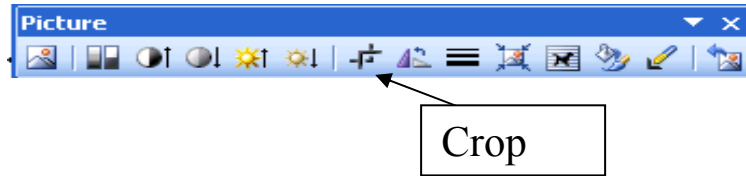
Sometimes one must make a copy of a screen shot to obtain the image needed. The student is responsible for selecting legal images and to cite them properly in their manuscript. To obtain a picture from a web page, one must make a copy of the page, and then crop the image to obtain the part needed. In this case, move to the screen that contains the image needed, press the Print Screen button in the upper right hand corner of your keyboard, move the cursor to the position in your document where you want the image, and select paste. Now, crop this image as needed.

### **To crop and group images**

To crop an image in Word, click once on the image to open the *Picture Toolbar*, click the *Crop* icon in the middle of the toolbar, point to one of the resizing handles around the edge of the image and drag inward to crop smaller. Hold the *ALT* key to fine tune the size of the image. Repeat this step on all sides until you have resized to the proper size.

The toolbar below was obtained using this method. Three additional steps were also taken to format this image. While pointing at the image, the right mouse button was selected, and the *Format Picture/Layout Tab/Square* options were selected to format the image for free movement on the page. An arrow was selected and drawn (from the Drawing Toolbar). The shift key was then held down while selecting the *image* and the *arrow* together, then while pointing at either the right mouse button was clicked, and the *Grouping/Group* menu options were selected to Group these two images. Grouping

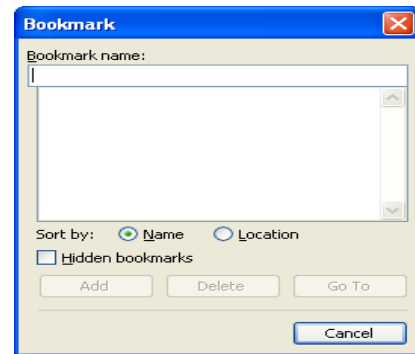
multiple images keeps the images together as text is added and deleted from the document to object remain in the same relative position.



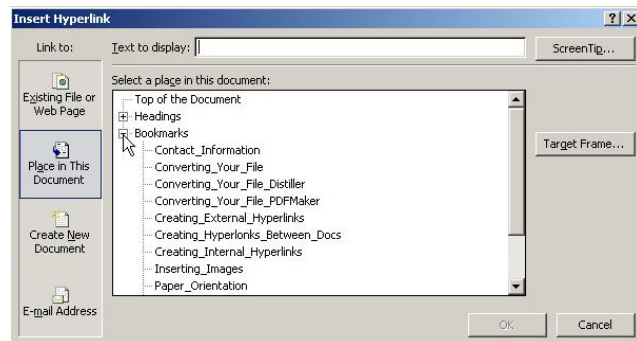
## 4.2 Creating Internal Hyperlinks in Microsoft Word

Hyperlinks allow you to link or move to another area in your document. First you Bookmark (or name) the item you want to move to and then you place a Hyperlink in your document that links to the Bookmarked area.

Sometimes hyperlinks do not convert to Adobe PDF. Usually, the reason is that you must refresh all links before converting to PDF. The easiest way to do this is to close your Word document and reopen it to refresh all links before converting to PDF.



1. While in the Microsoft Word document, select the text, chart or location that you want to Hyperlink to.
2. Select *Insert/Bookmark* menu options.
3. Type in a name with no spaces in the *Bookmark name:* text box and click Add.
4. Now, select the text you wish to Hyperlink from.
5. Select *Insert/Hyperlink* menu option.
6. Click the “Place in This Document” icon on the left hand side of the screen.
7. In the Bookmarks list (click the + if needed to expand the Bookmark list), select the Bookmark that you want to Hyperlink to.
8. Click on the bookmark you created in Step 3 and click *OK*.
9. To test a hyperlink, hold down the Ctrl key on your keyboard and then click the left mouse button over the link.

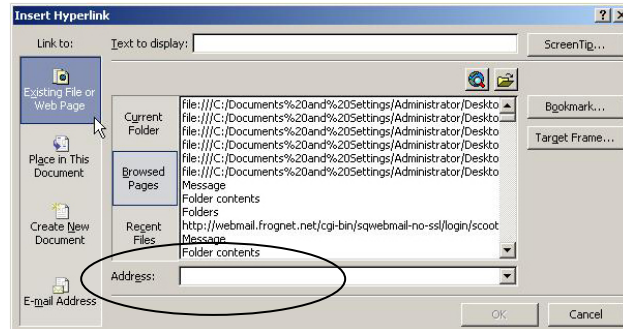


## 4.3 Creating External Hyperlinks in Microsoft Word

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External Hyperlinks allow you to link from your document to the World Wide Web. TAD guidelines do not recommend using external hyperlinks unless you are sure the web address will be there in the future. Sometimes hyperlinks do not convert to Adobe PDF; usually, the reason is that you must refresh all links before converting to PDF. The easiest way to do this is to close your Word document and reopen it to refresh all links before converting to PDF. Some multimedia hyperlinks need to be created in the Acrobat PDF file to function properly.

1. In Word, select the text you wish to Hyperlink from.
2. Select *Insert/Hyperlink* menu option.
3. Click the *Existing File or Web Page* icon on the left hand side of the screen.
4. Type the full web address into the *Address* text box and click OK.



## 4.4 Adding Multimedia Audio and Video Files

---


This lesson will show you how to add audio and video files using Apple's QuickTime. QuickTime is pre-installed on most computers and available for free download at <http://www.apple.com/QuickTime/download>. Because it is easily accessible and works on both Macintosh and Microsoft Windows Computers, QuickTime is the ideal multimedia software to play sound and video files within your ETD.

### What is QuickTime?

QuickTime software allows Mac and Windows users to play back audio and video on their computers. Many file formats are supported by QuickTime. When you place a hyperlink to a media file in your TAD document, you must designate the software that will open it. Keep in mind that anyone who views/downloads your TAD must have the software capable of opening your file(s) in order to view it. If they do not, then the link will not work and the file will not be accessible. Also note OhioLINK does not accept executable (.exe) files. To set a multimedia link, you will select, underline, and change the link to the color blue in the Word document, convert to PDF and then follow the steps in *Preparing Audio and Video Files* in this manual.

### Preparing the Multimedia Links in Microsoft Word

1. Open your Word document, select the text you want to make into a link for sound and/or video files.
2. Underline the text by clicking the U icon in the toolbar or by using CTRL + U.

- Click on the down-arrow to the right of Font Color in the toolbar and select the color Blue. 
- After you convert your file to PDF, your file will be ready for the addition of your audio and video files.

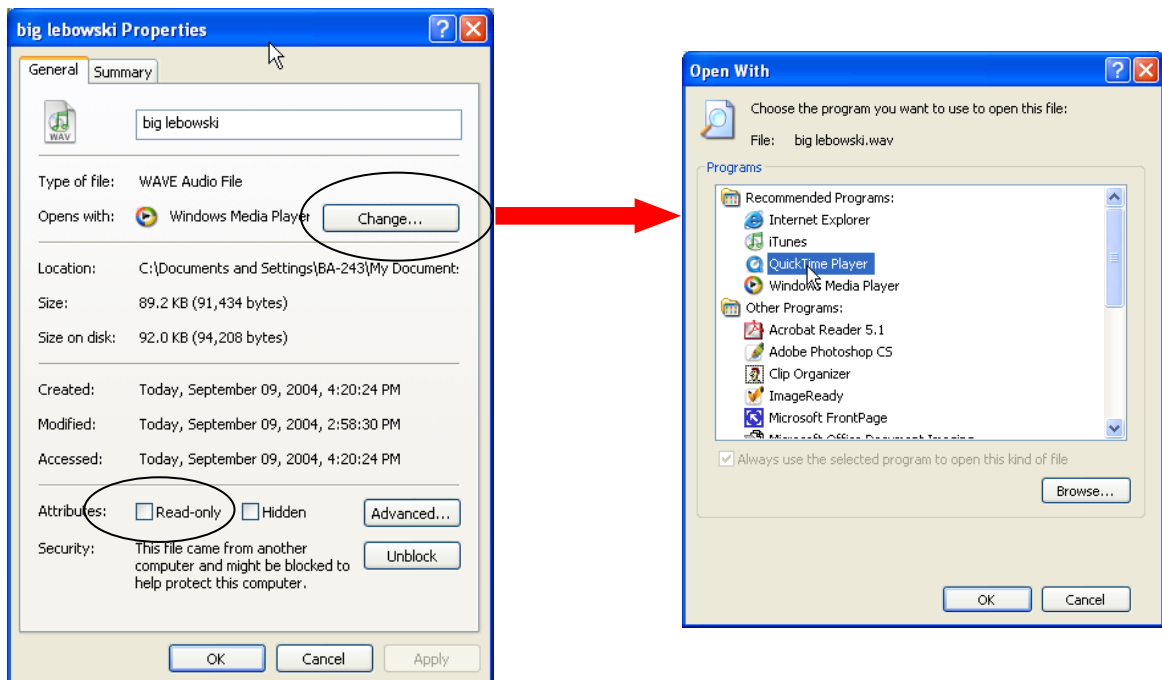
## 4.5 Preparing Audio and Video Files

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Your multimedia files must be submitted with your final document to the TAD office. Since you will be using QuickTime, your sound and video files must be in a file format that QuickTime can support (see file formats for QuickTime).

The following steps show you how to manually set the properties of an audio or video file so that it is opened automatically by QuickTime (Note: the user will still have to push “play” once the file is open).

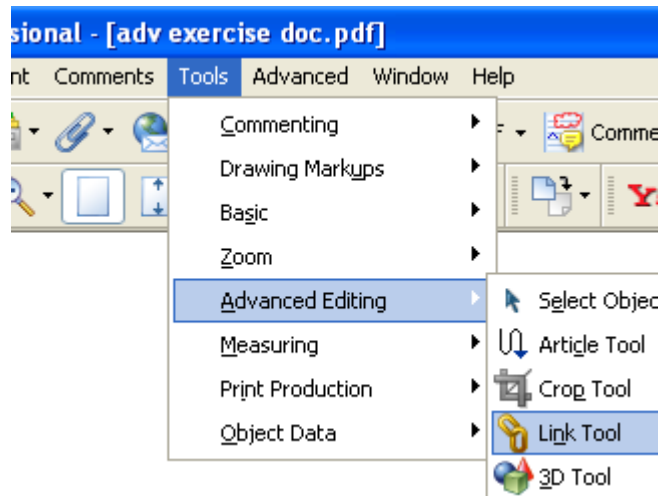
- Save your media file(s) on the same disk as your TAD (PDF) document.
- Then place your cursor on the desired media file and right-click.
- Select the *Properties* menu option.
- When the file *Properties* box appears, check the *Attributes: Read-only* checkbox. Checking the Read-only checkbox will prevent those who download your file from altering it.
- Click the *Change...* button (upper right hand corner).



- When the *Open With* dialog box appears, scroll down the list of programs and click on *QuickTime Player* and click OK. (Use the Browse button to search for QuickTime on your computer if it does not automatically appear on this list.)

7. Click OK to close the *Properties* dialog box.
8. Double-click on the changed file to test it.
9. Click the *Play* button on the *QuickTime Player* to test.
10. Close the *QuickTime Player*.

11. Make sure you have saved a copy of your TAD (the converted PDF version) onto the disk you will be submitting to Graduate studies, TAD Office.

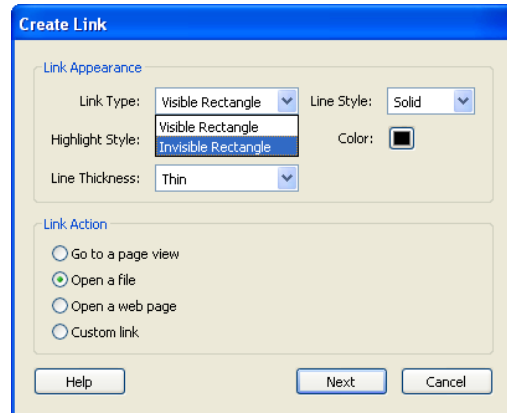


12. Open the saved TAD Acrobat PDF file from the disk (not from your computer's hard drive). The same disk should also contain all your multimedia files.

13. When *Acrobat* opens, select *Tools/Advanced Editing/Link Tool* menu options.

14. Drag a box over the desired text you want to make into a hyperlink. A rectangle will appear around the text and the *Create Link* dialogue box will open.

15. In the *Create Link* dialogue box, choose the Invisible Rectangle Link Type. This makes the link box invisible that Adobe created around the hyperlink.



16. Click on the *Open a file* option for *Link Action* and click *Next*.

17. Locate the multimedia files on your disk. Select the file you want to link to. This creates a link to this file.

18. Click on the *Hand* tool on the left hand side of the Adobe Acrobat toolbar. The cross hair will turn into a hand.



19. Click on the hyperlink you just created to test it. The file will open (Adobe Acrobat may ask you if you are sure you want to open the file. If so, click yes).

20. *Save* your file and click close. Both your TAD and the files you created links should be on the same disk.

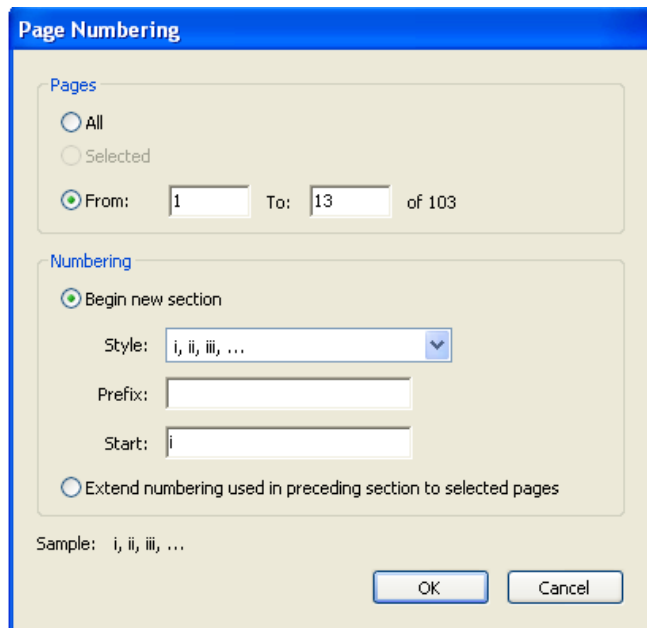
## Lesson 5: Editing the Acrobat PDF File using Acrobat Pro 7.0

Adobe Acrobat offers a variety of tools that will allow you to correct minor errors directly in the PDF file. These errors may be contained in your original Word file or they may be created during the conversion process. The following lessons are designed to teach basic editing skills.

### 5.1 Formatting Page Numbers with Roman Numerals in Adobe Acrobat

You will only need this feature if you are in the Scripps College of Communication and are required to format Roman numeral page numbers into your document. If you are using Roman numerals (i, ii, iii) at the beginning of your Word document and beginning with Chapter 1 using the Arabic numbers (1, 2, 3) format, see *Page Numbers* first to format your page numbers in Word. After you convert to PDF, you need to format the Adobe Acrobat PDF file to recognize your preferred page numbering system. By completing the steps below, your page number display and the GoTo command will work properly in your online PDF file. This allows for easier navigation of your document.

1. While in your PDF document, move to the page just before Chapter 1.
2. Look at your *Status Bar* at the bottom of the screen to determine what physical page you are on in the document.
3. Select the *Pages* tab on the left hand side of the Adobe Acrobat screen, click the *Options* button in the top right of the dialog box, and select *Number Pages* from the menu.
4. In the *Page Numbering* dialog box, enter “1” in the *From:* textbox and in the *To:* textbox enter the page number just before Chapter 1 (as described above). In this example, the *To:* textbox has page 13).
5. Under *Numbering Style:* select the i, ii, iii... style (as shown below). All of these pages 1 through 13 (in this example) will be assigned a Roman numeral. Then beginning with Chapter 1 an Arabic number (1, 2, 3...) will be assigned automatically to the end of the document.
6. Click *OK*.

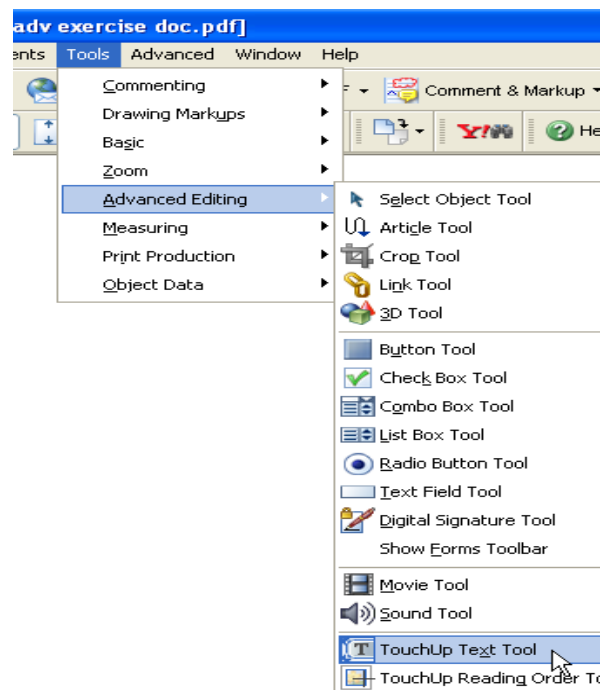


Now, the GoTo command in Adobe Acrobat is used along with a Roman or Arabic number in Adobe Acrobat, the GoTo command will now go to the page number you assigned to the page instead of the physical count page in the document. For example, when the GoTo command is used with the Roman numeral iii, the GoTo command will send you to the Roman numbered page iii at the beginning of the document (physical page 3). If the GoTo command is used with the Arabic number 1, the GoTo command will send you to Chapter 1, because this page has been assigned the page number 1 (even though the physical count page may be 14).

## 5.2 Touch Up Text Tool

The TouchUp Text Tool allows you to perform simple text editing tasks such as correcting basic punctuation and spelling mistakes.

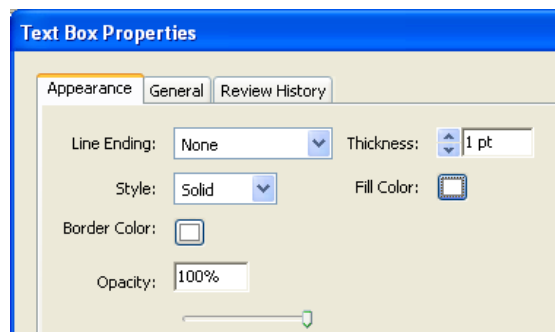
1. Select *Tools/AdvancedTools/ TouchUp Text Tool* menu options
2. Click on the text you need to edit in the document and modify the text.



## 5.3 Text Box Tool

The Text Box Tool functions much like the insertion of a text box in Microsoft Word. It allows you to perform editing tasks directly in the PDF file that cannot be accomplished by the Touch Up Text tool alone. PLEASE NOTE: edits made using the text box tool will not appear in a printed file.

1. Select the *Tools/Drawing Markups/Text Box Tool* menu options
2. Click and drag to create a text box in the desired location

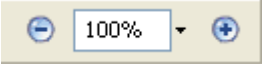


3. Open a new page in Word. Type in replacement text making sure that the font and alignment is set to your document text style. Highlight and copy text to the clipboard.
4. Return to your PDF document. Double click within the Text Box and paste the replacement text.
5. Click outside the new text box and right click on mouse. Select *Properties* from the menu.
6. Click on the *Border Color* button and choose white from the color palette. Repeat process with *Fill Color* button. Colors the Text Box border and fill color white, thus making them invisible on white paper.
7. To adjust the position of the text, grab and move the text box until the text is in the correct location.

## 5.4 Line Tool

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This tool will enable you to create and to edit lines and underlines directly into your PDF file. The other drawing tools in the Drawing Markups menu may also be potentially useful when a figure or drawing needs adjusting after the conversion from Word to PDF.

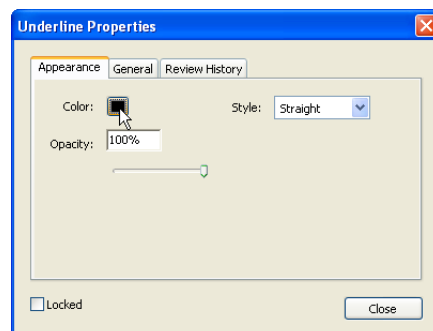
1. Use the Zoom buttons  on the tool bar to enlarge the page. This will make the insertion of lines and other drawing tasks easier and more accurate.
2. Select the *Tools/Drawing Markups/Line Tool* menu options.
3. Position the cursor where you want the line to begin. Drag a line, making sure to keep it straight.
4. Click and drag the line to the correct location.
5. The line can be deleted by right clicking on it and selecting the delete option.

## 5.5 Underline Text Tool

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Use the underline Text Tool to underline items in your PDF file.


1. Select *Tools/Commenting. Locate/Underline Text Tool* menu options.
2. The cursor will change to .
3. Position the cursor where you want the underline to begin. Left click and scroll over the text to be underlined. Release mouse button.
4. Right click on the line and choose *Properties* from the menu.
5. This opens the Underline Properties dialogue box (see below).
6. Click on Color button and choose black from the palette and click Close.



## 5.6 Touch Up Object Tool

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The Touch Up Object Tool allows you to edit, move and delete objects and lines on the page.

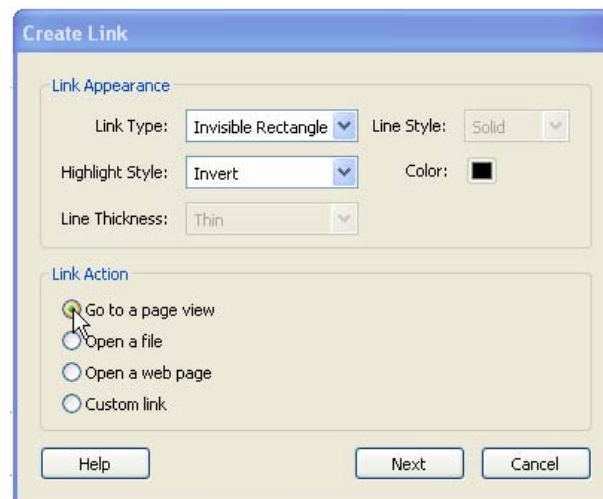
1. Select the *Tools/Advanced Tools/Touch Up Object Tool* menu options.
2. Cursor changes to 
3. Position the cursor next to the object on the page. Drag a box over the object.
4. Left click on the box and reposition it on the page using the cursor.
5. The object can be deleted by right clicking on it and selecting the delete option.

## 5.7 Link Tool

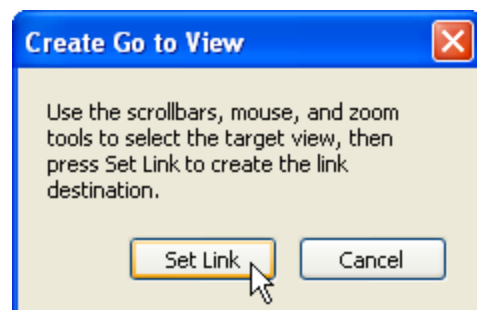
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This tool will enable you to create and edit internal and external hyperlinks in your PDF file. This tool should also be used for linking to multimedia files.

1. Select the *Tools/Advanced Tools/Link Tool* menu options.
2. The cursor changes to a cross-hair.
3. Drag a box over the desired text you want to make a hyperlink.
4. In the *Create Link* dialogue box, choose the *Invisible Rectangle Link Type*. This makes the link box that Adobe created around the hyperlink invisible.
5. To create an internal hyperlink, click on the *Go to a page view* option. Click *Next*



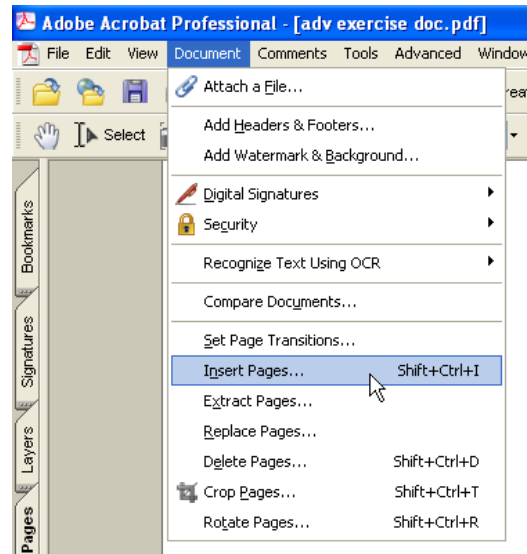
6. Scroll down to the target location within your document and click *Set Link*. This creates an internal hyperlink to the set target.
7. Click on the Hand tool in the Adobe Acrobat toolbar. The cross-hair will turn into a hand.
8. Click on the hyperlink you just created to test it. The link should take you to the set target.



## 5.8 Page Adjustment Tools

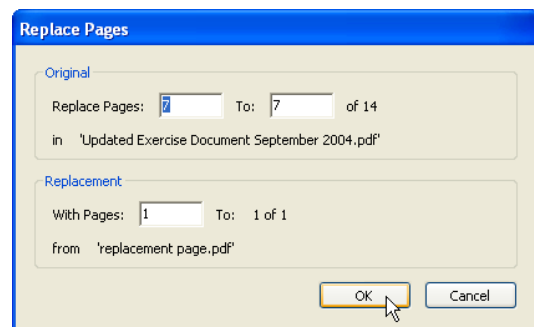
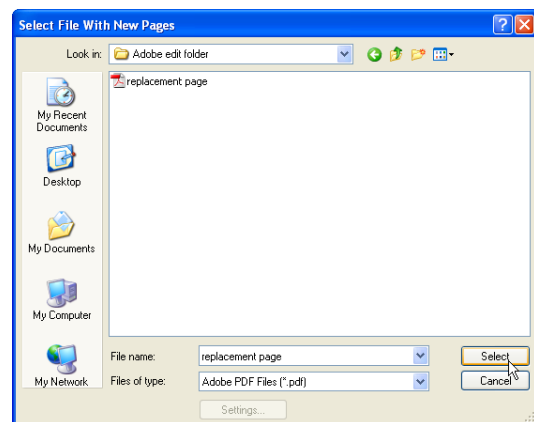
This area contains tools for inserting, extracting, replacing, deleting and rotating pages. These functions come in handy when an individual page needs to be replaced or adjusted in some way.

1. Select the Document menu option, see a variety of Page Adjustment Tools (insert, extract, replace, delete, crop or rotate pages ]



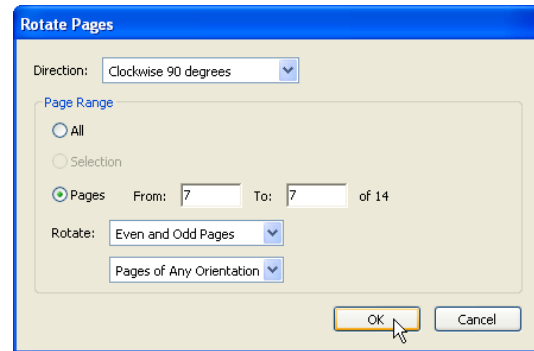
### To replace a page

1. First prepare and save a replacement page in PDF format.
2. Select the Document/Replace Pages menu options.
3. Locate and select your replacement file.
4. Opens the Replace Pages dialogue box [see below].
5. Set the page number of the page to be replaced in the *Replace Pages* window. Identifies which page in the original document is to be replaced.
6. Insert the page number of the replacement page in the *With Pages* window. Click OK. Adobe will ask you to verify that you want to replace the specified page. Click Yes and the original page will be replaced by the new page.



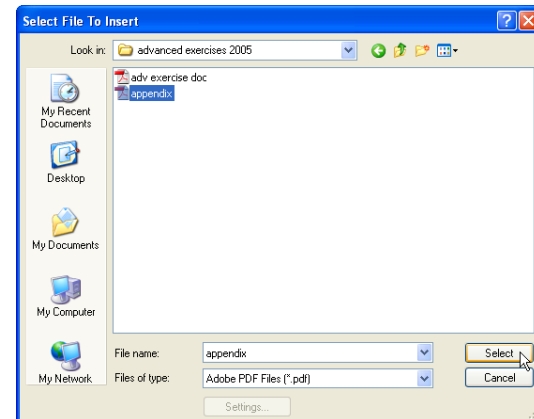
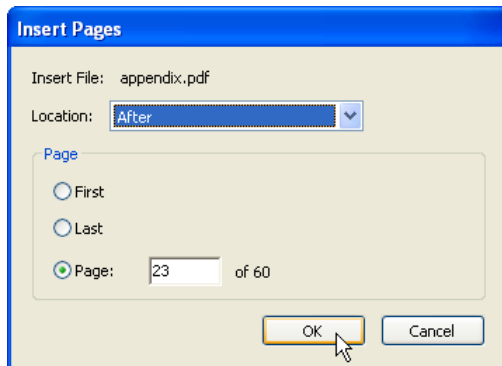
### To Rotate Pages

1. Select the Document/Rotate Pages menu options.
2. Specify the desired *Direction* and degree of rotation.
3. In the *Page Range* section, enter the page number(s) of the page(s) you want to rotate and click OK.



### To Insert a Page

1. Select the *Document/Insert Pages* menu options.
2. Locate and select the page to be inserted. (Multiple pages can be replaced or inserted at the same time.)
3. Specify the location where the new page is to be inserted and click OK.



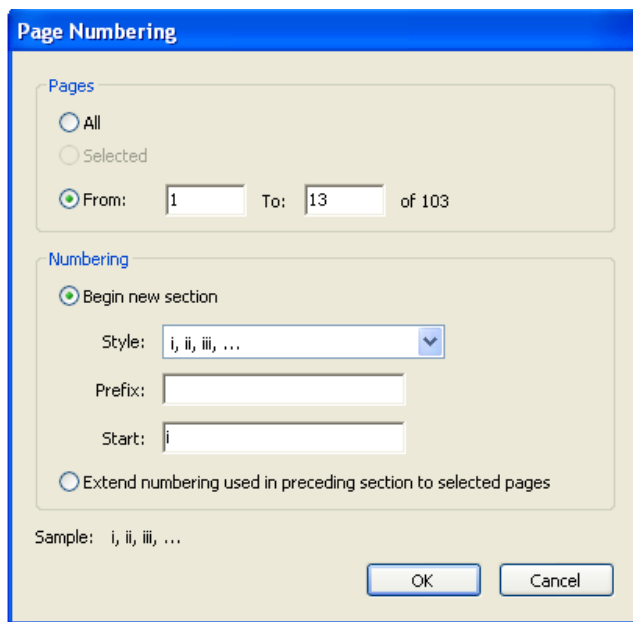
## Lesson 6: Editing the Acrobat PDF File using Acrobat Pro 8.0

### 6.1 Formatting Page Numbers with Roman Numerals in Acrobat Pro 8.0

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You will only need this feature if you are in the Scripps College of Communication and are required to format Roman numeral page numbers into your document. If you are using Roman numerals (i, ii, iii) at the beginning of your Word document and beginning with Chapter 1 using the Arabic numbers (1, 2, 3) format, see *Page Numbers* first to format your page numbers in Word. After you convert to PDF, you need to format the Adobe Acrobat PDF file to recognize your preferred page numbering system. By completing the steps below, your page number display and the GoTo command will work properly in your online PDF file. This allows for easier navigation of your document.

1. While in your PDF document, move to the page just before Chapter 1.
2. Look at your *Status Bar* at the bottom of the screen to determine what physical page you are on in the document.
3. Select the *Pages* tab on the left hand side of the Adobe Acrobat screen, click the *Options* button in the top right of the dialog box, and select *Number Pages* from the menu.
4. In the *Page Numbering* dialog box, enter “1” in the *From:* textbox and in the *To:* textbox enter the page number just before Chapter 1 (as described above). In this example, the *To:* textbox has page 13).
5. Under *Numbering Style:* select the i, ii, iii... style (as shown below). All of these pages 1 through 13 (in this example) will be assigned a Roman numeral. Then beginning with Chapter 1 an Arabic number (1, 2, 3...) will be assigned automatically to the end of the document.
6. Click *OK*.



Now, the GoTo command in Adobe Acrobat is used along with a Roman or Arabic number in Adobe Acrobat, the GoTo command will now go to the page number you assigned to the page instead of the physical count page in the document. For example, when the GoTo command is used with the Roman numeral iii, the GoTo command will send you to the Roman numbered page iii at the beginning of the document (physical page 3). If the GoTo command is used with the Arabic number 1, the GoTo command will send you to Chapter 1, because this page has been assigned the page number 1 (even though the physical count page may be 14).

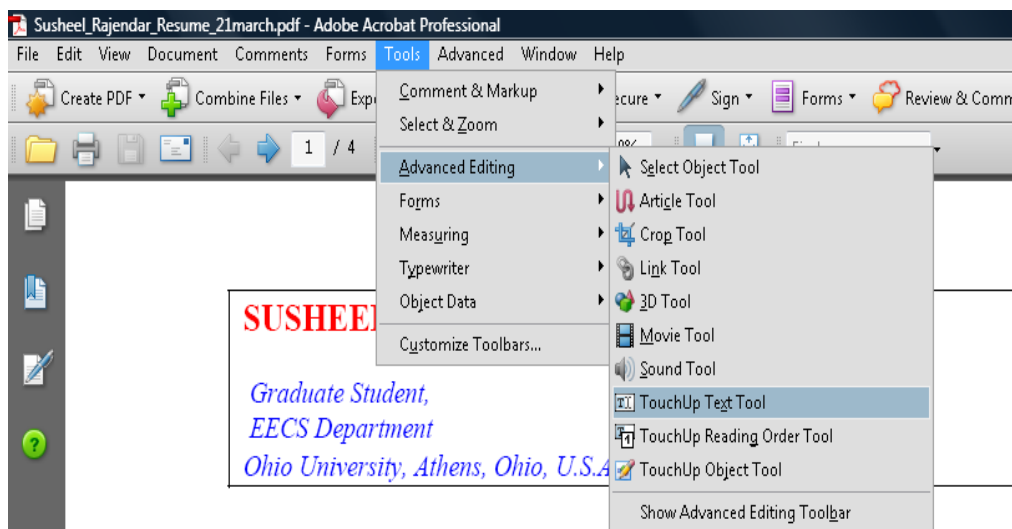
Adobe Acrobat offers a variety of tools that will allow you to correct minor errors directly in the PDF file. These errors may be contained in your original Word file or they may be created during the conversion process. The following lessons are designed to teach basic editing skills.

## 6.2 Touch Up Text Tool in Acrobat Pro 8.0

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The TouchUp Text Tool allows you to perform simple text editing tasks such as correcting basic punctuation and spelling mistakes.

1. Select *Tools/Advanced Editing/TouchUp Text Tool* menu options



2. Click on the text you need to edit in the document and modify the text.

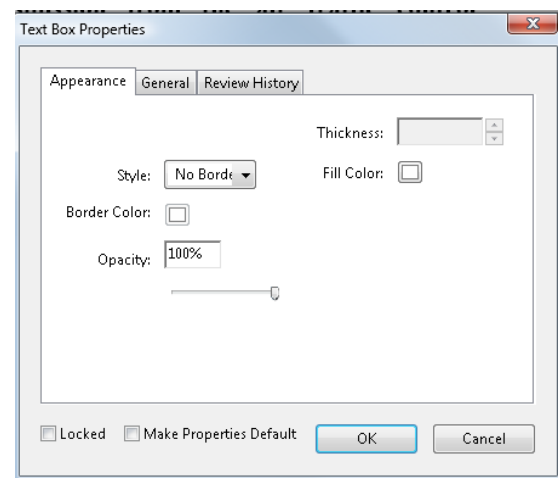
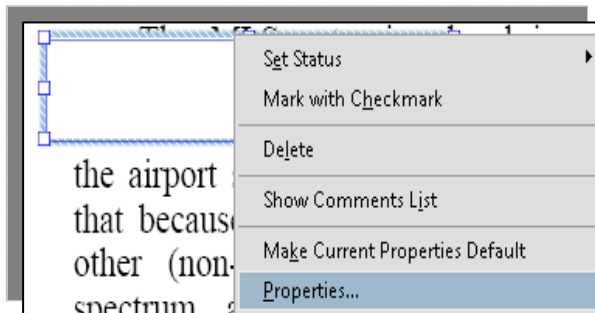
## 6.3 Text Box Tool in Acrobat Pro 8.0

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The Text Box Tool functions much like the insertion of a text box in Microsoft Word. It allows you to perform editing tasks directly in the PDF file that cannot be accomplished

by the Touch Up Text tool alone. PLEASE NOTE: edits made using the text box tool will not appear in a printed file.

1. Select the *Tools/Comment & Markup/Text Box Tool* menu options
2. Click and drag to create a text box in the desired location
3. Open a new page in Word. Type in replacement text making sure that the font and alignment is set to your document text style. Highlight and copy text to the clipboard.
4. Return to your PDF document. Double click within the Text Box and paste the replacement text.
5. Click outside the new text box and right click on mouse. Select *Properties* from the menu as shown in the figure below.
6. Click on the *Style* and select *No Border*. Click on *Fill Color* and choose white from the color palette, thus making them invisible on white paper.

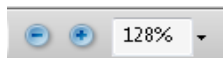


8. To adjust the position of the text, grab and move the text box until the text is in the correct location.

## 6.4 Line Tool in Acrobat Pro 8.0

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This tool will enable you to create and to edit lines and underlines directly into your PDF file. The other drawing tools in the Drawing Markups menu may also be potentially useful when a figure or drawing needs adjusting after the conversion from Word to PDF.




1. Use the Zoom buttons on the tool bar to enlarge the page. This will make the insertion of lines and other drawing tasks easier and more accurate.
2. Select the *Tools/Comment & Markup/Line Tool* menu options.
3. Position the cursor where you want the line to begin. Drag a line, making sure to keep it straight.

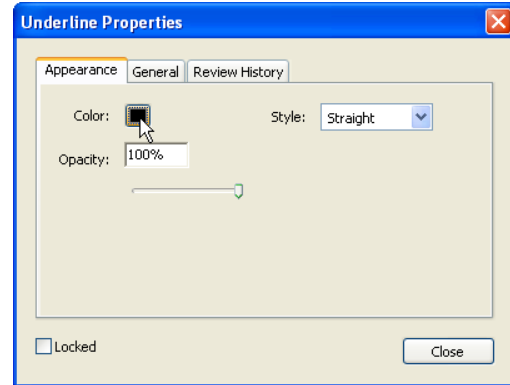
4. Click and drag the line to the correct location.
5. The line can be deleted by right clicking on it and selecting the delete option.

## 6.5 Underline Text Tool

---

Use the underline Text Tool to underline items in your PDF file.


1. Select *Tools/Comment & Markup/Underline Text Tool* menu options.
2. The cursor will change to .
3. Position the cursor where you want the underline to begin. Left click and scroll over the text to be underlined. Release mouse button.
4. Right click on the line and choose *Properties* from the menu.
5. This opens the Underline Properties dialogue box as shown in the figure.
6. Click on Color button and choose black from the palette and click Close.



## 6.6 Touch Up Object Tool in Acrobat Pro 8.0

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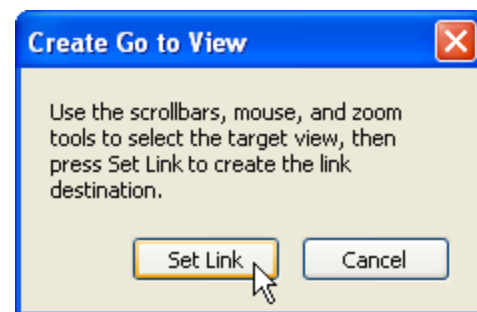
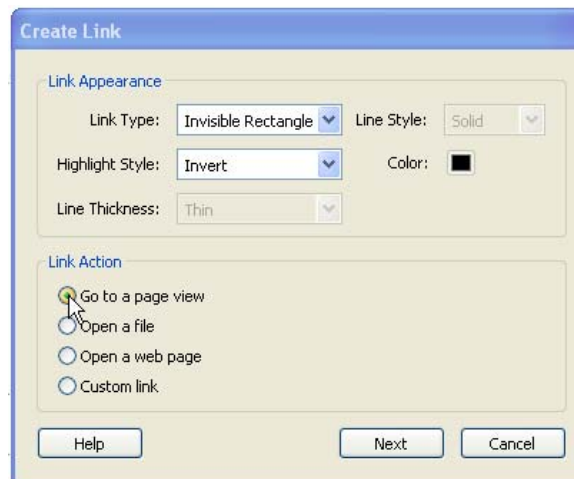
The Touch Up Object Tool allows you to edit, move and delete objects and lines on the page.

1. Select the *Tools/Advanced Editing/Touch Up Object Tool* menu options.
2. Cursor changes to .
3. Position the cursor next to the object on the page. Drag a box over the object.
4. Left click on the box and reposition it on the page using the cursor.
5. The object can be deleted by right clicking on it and selecting the delete option.

## 6.7 Link Tool in Acrobat Pro 8.0

This tool will enable you to create and edit internal and external hyperlinks in your PDF file. This tool should also be used for linking to multimedia files.

1. Select the *Tools/Advanced Editing/Link Tool* menu options.
2. The cursor changes to a cross-hair.
3. Drag a box over the desired text you want to make a hyperlink.
4. In the *Create Link* dialogue box, choose the *Invisible Rectangle Link Type*. This makes the link box that Adobe created around the hyperlink invisible.
5. To create an internal hyperlink, click on the *Goto a page view* option. Click *Next*.
6. Scroll down to the target location within your document and click *Set Link*. This creates an internal hyperlink to the set target.
7. Click on the Hand tool in the Adobe Acrobat toolbar. The cross-hair will turn into a hand.
8. Click on the hyperlink you just created to test it. The link should take you to the set target.

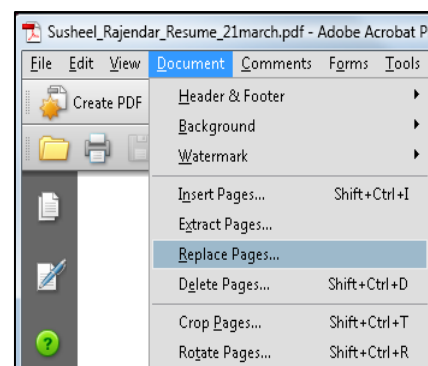


## 6.8 Page Adjustment Tools in Acrobat Pro 8.0

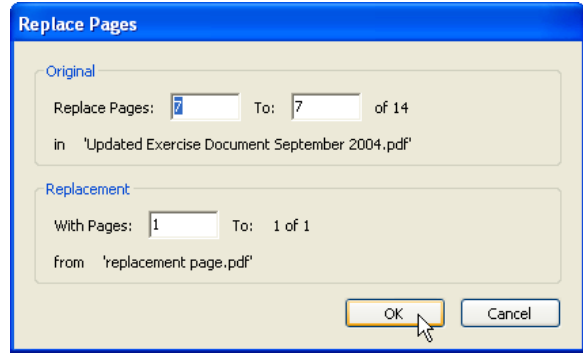
This area contains tools for inserting, extracting, replacing, deleting and rotating pages. These functions come in handy when an individual page needs to be replaced or adjusted in some way. Select the Document menu option, see a variety of Page Adjustment Tools (insert, extract, replace, delete, crop or rotate pages).

### To replace a page

1. First prepare and save a replacement page in PDF format.
2. Select the *Document/Replace Pages* menu options as shown in the figure.
3. Locate and select your replacement file.
4. Opens the Replace Pages dialogue box [see right].
5. Set the page number of the page to be replaced in the *Replace Pages* window. Identifies which page in the original document is to be replaced.

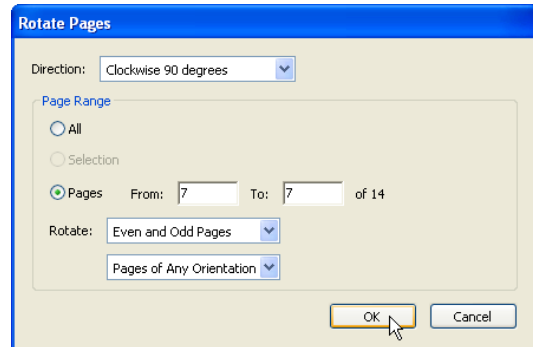


6. Insert the page number of the replacement page in the *With Pages* window. Click OK. Adobe will ask you to verify that you want to replace the specified page. Click Yes and the original page will be replaced by the new page.



### To Rotate Pages

1. Select the *Document/Rotate Pages* menu options.
2. Specify the desired *Direction* and degree of rotation.
3. In the *Page Range* section, enter the page number(s) of the page(s) you want to rotate and click OK.



### To Insert a Page

1. Select the *Document/Insert Pages* menu options.
2. Locate and select the page to be inserted (multiple pages can be replaced or inserted at the same time too).
3. Specify the location where the new page is to be inserted and click OK.

