

Electronic Thesis Office 2007

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Goal

The purpose of this handout is to familiarize you with the features of Word 2007 that will help you in writing your thesis/dissertation.

Objectives

By the end of this class, you will be able to:

- Find the ETD website
- Change the zoom in Word
- Use basic formatting in Word
- Create tabs and indenting in Word
- Create page breaks and section breaks in Word
- Work with images in Word
- Work with page numbering in Word
- Create a table of contents in Word
- Convert a Word document to a pdf

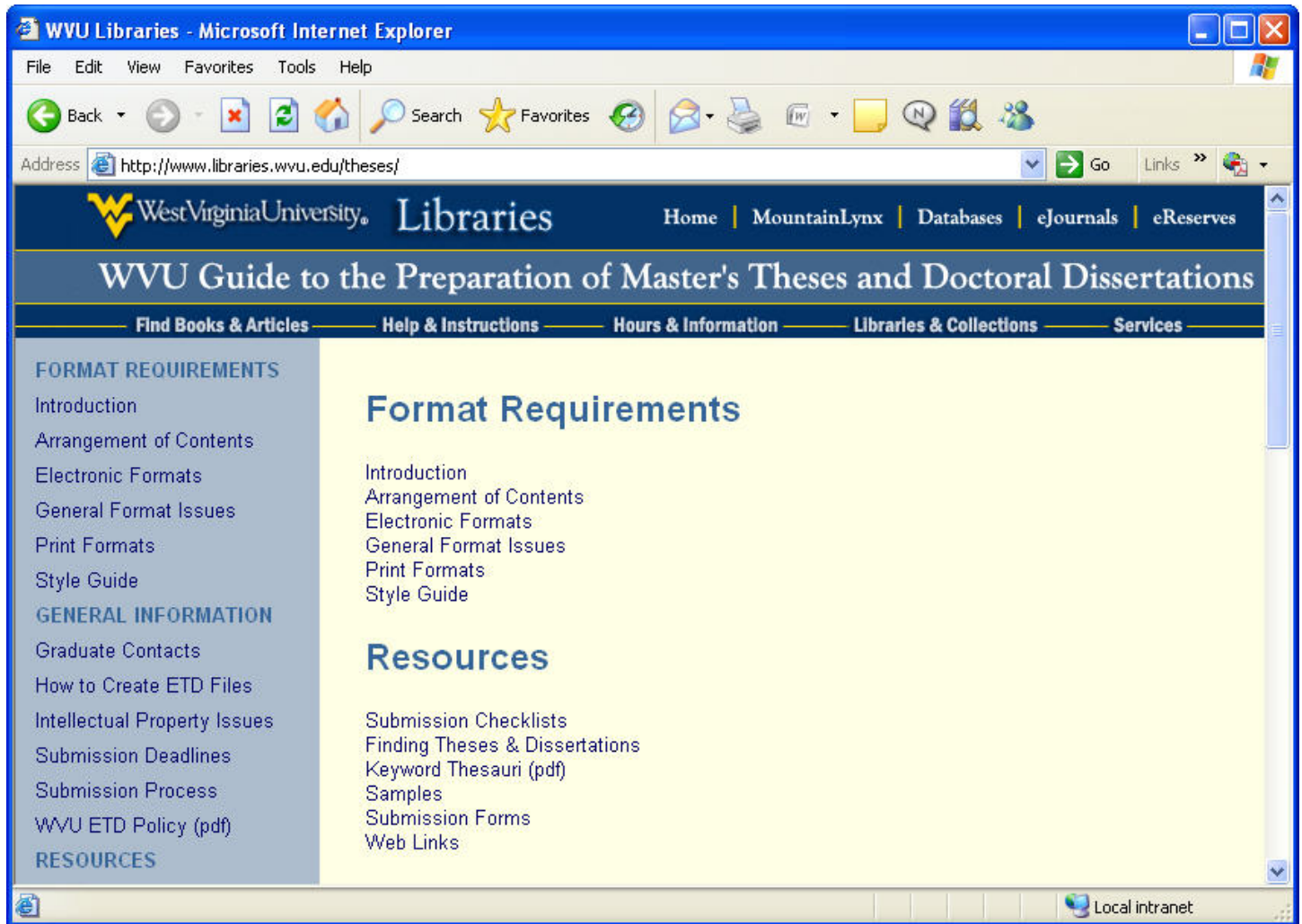
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Robert C. Byrd Health Science Center,
West Virginia University, Morgantown, WV

This document was created to help you properly format your Word document for conversion to a PDF for electronic submissions as an ETD. It is WVU policy that all master's theses and doctoral dissertations are to be submitted electronically as a PDF to the library.

Accessing ETD Information

For information on submitting and ETD at WVU, please go to the library website at <http://www.libraries.wvu.edu/theses>.



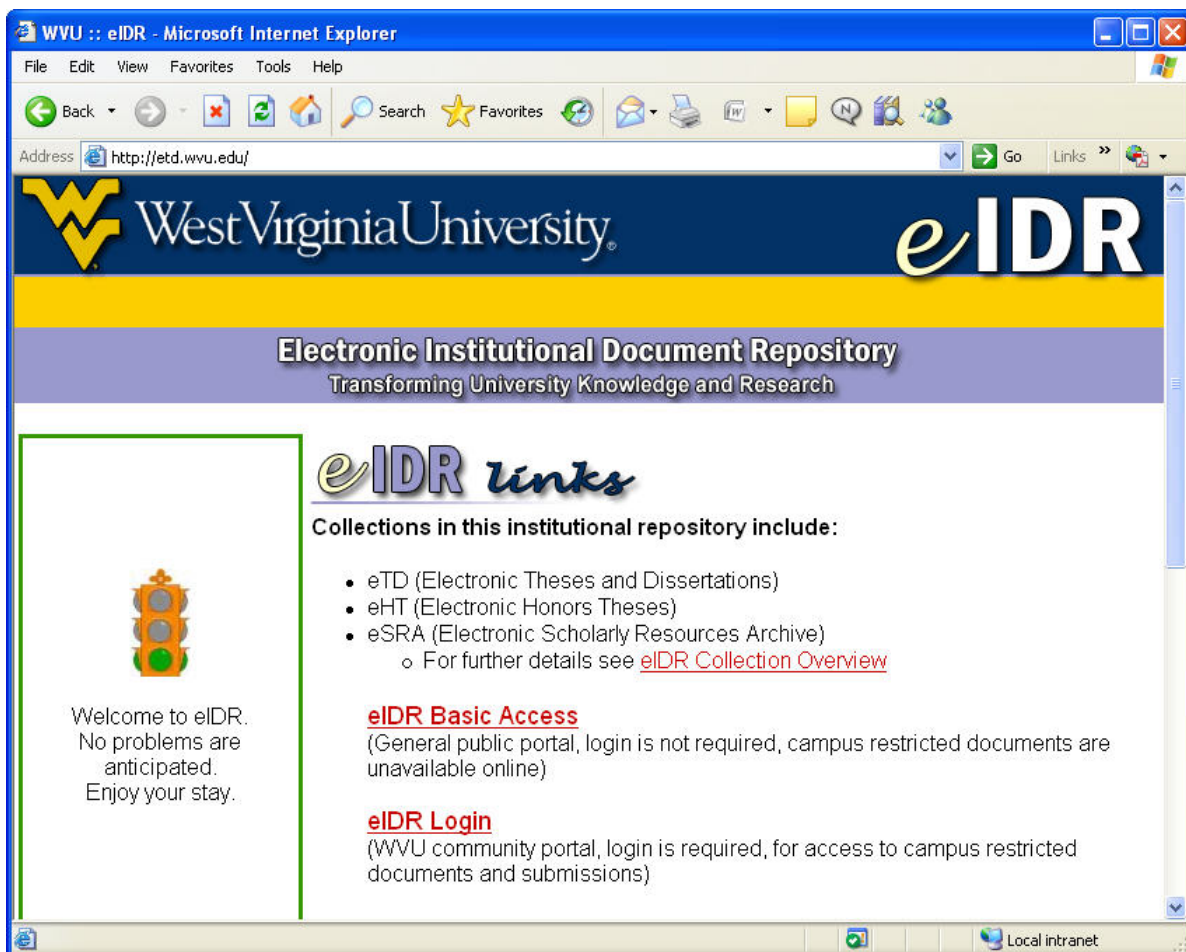
This website provides information on the formatting requirements for theses and dissertations, as well as general information on what you will need to do to convert your file to a pdf, and how to submit your ETD.

ETD Website

The ETD website located at <http://etd.wvu.edu/>, allows visitors to browse, search, and submit theses and dissertations.

Access to the ETD website is limited to WVU faculty, staff, and students with a WVU Central ID. Go to the website <http://centralid.wvu.edu/> to activate your Central ID.

The ETD website allows you to browse the ETD collection at WVU. If you are unsure of the specific requirements for your thesis or dissertation, browsing the ETDs of recent graduates of your department may help to give you a better idea of your department requirements.



Submissions Support

For technical problems, please contact the OIT help desk at (304) 293-4444.

For questions regarding the submission process, please contact the library at (304) 293-4040 ext 4025.

Bibliographies and References

It is strongly recommended that you use a reference management program such as EndNote or Reference Manager to organize the reference in your paper, to insert references into your paper, and to create your bibliography.

Please see the Learning Center schedule at <http://www.hsc.wvu.edu/its/LC/Workshops> for the dates and times when the EndNote class is offered.

Using Word

Most people use Microsoft Word to create their thesis or dissertation. This document provides tips to make that process easier, and to help you create a document that will readily convert into a PDF.

Show/Hide Codes

The Show/Hide Codes button toggles whether formatting marks are visible on the screen. These marks represent spaces, tabs, hard returns, and other formatting. Viewing these codes allows you to see the precise layout of your document.

When Show/Hide Codes is turned on, spaces are represented by dots between the words.
→ Tabs are represented by arrows.
Hard returns are represented by a paragraph mark.
Page breaks (and other breaks) are also shown.
.....Page Break.....

These codes are turned off and on with the Show/Hide Codes button on the Home tab of the Ribbon.

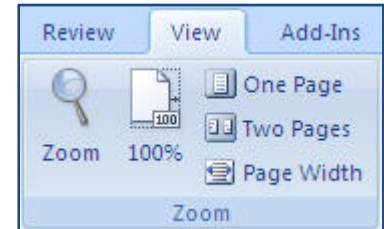


Zoom

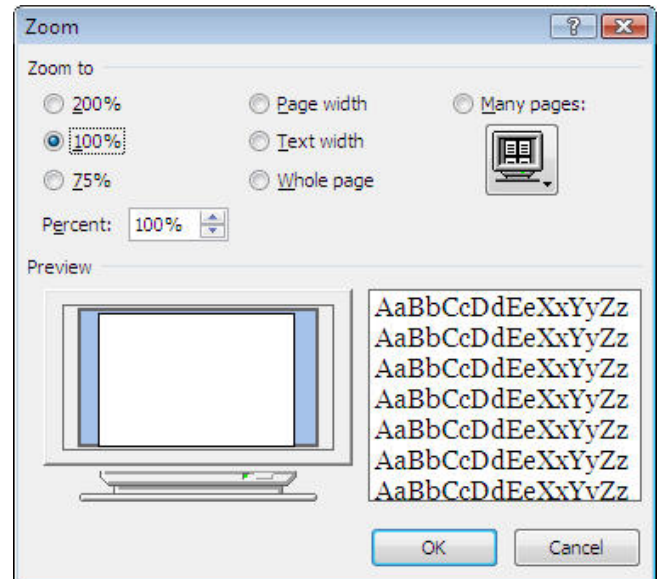
Word provides a zoom option to change how the document appears in the window. To see how the entire page appears, reduce the zoom. To make the text larger on the screen, increase the zoom.

To Change the Zoom from the Ribbon

1. In the Ribbon select the **View** tab.
2. In the Zoom section, select one of the zoom options, or click the **Zoom** button.



3. In the Zoom dialog box, select the desired option.
4. Click **OK**.



To Change the Zoom in the Zoom Slider

1. In the Zoom slider, press the + button to increase the zoom, or press the – button to decrease the zoom.
--OR--
Click and drag the slider to increase or decrease the zoom.



Copying and Pasting

Word allows you to select and/or copy text and objects, and then paste that text (or object) elsewhere. The copied text remains, and the duplicate text can be added elsewhere in the same document or in a different document.

Copied text and objects are stored in the clipboard and can be pasted multiple times. Once you have copied text or an object in Word, you can paste that text or object again and again—even if you've typed and manipulated text in between.

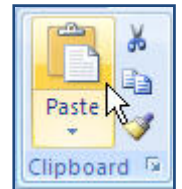
As with most commands, Word provides multiple ways to copy and paste. Each method can be used with any other method—if you copy something using the Ribbon, you can paste it using the Ribbon, the keyboard, or by right clicking.

Copy and Paste Using the Ribbon

1. Select the text or object to be copied.
2. On the Ribbon, select the **Home** tab and then click the **Copy** button.



3. Position the cursor where the copied text will appear.
4. Click on the **Paste** button on the Ribbon.



Copy and Paste Using the Keyboard

1. Select the text or object to be copied.
2. Hold down the **Ctrl** key and press the **C** key.
3. Position the cursor where the copied text will appear.
4. Hold down the **Ctrl** key and press the **V** key.

Copy and Paste Using the Right Click Menu

1. Select the text or object to be copied.
2. Right click anywhere in the highlighted area.
3. From the menu that appears, select **Copy**.
4. Position the cursor where the copied text will appear.
5. Right click and select **Paste**.

Headings

Word provides built-in headings that can be applied to the text. Headings allow you to make sure that the same formatting is applied throughout the document. These headings are used when Word builds a table of contents, so you must format all text belonging in the table of contents as heading 1, 2, or 3.

To Apply Headings

1. Select the text to be formatted.
2. In the Ribbon choose the **Home** tab.
3. In the Styles section choose one of the visible headings, or click the arrow for more styles.

--OR--



Use the keyboard commands:

Heading 1	Alt + Ctrl + 1
Heading 2	Alt + Ctrl + 2
Heading 3	Alt + Ctrl + 3
Normal	Ctrl + Shift + N

Formatting Headings

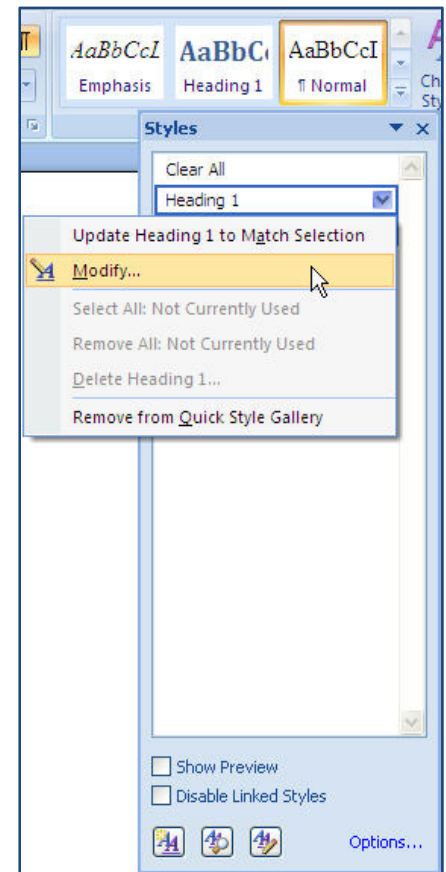
Word allows you to format your heading styles to match the requirements of your department, committee, journal guidelines, or personal preferences.

To Format Headings

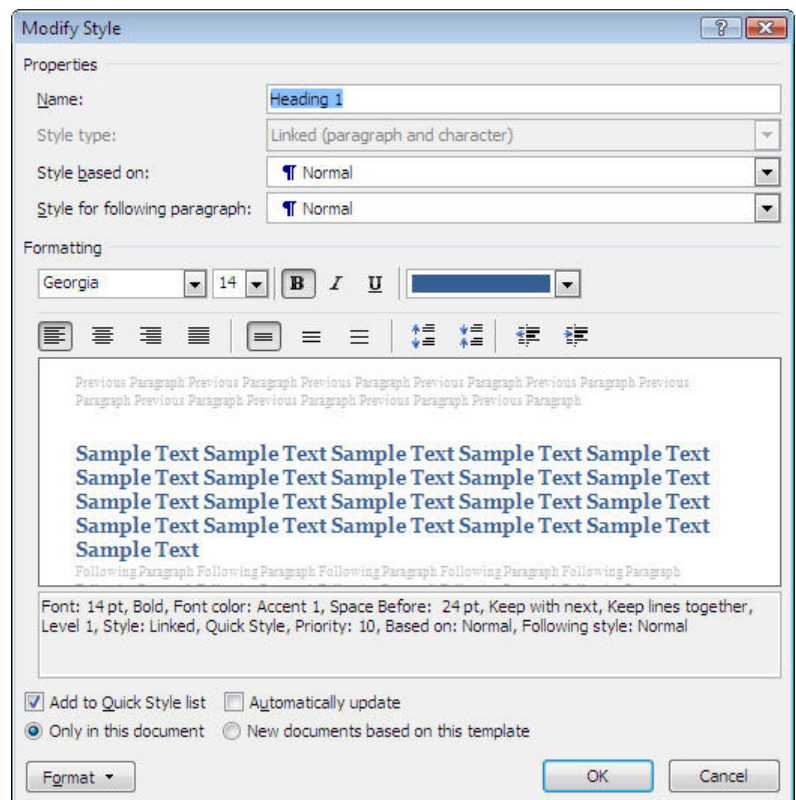
1. In the Ribbon choose the **Home** tab. In the **Styles** section, click the Styles dialog box launcher in the lower right corner to open the Styles dialog box.



2. In the Styles dialog box, click the down arrow beside the heading to be changed, and choose **Modify**.



3. In the Styles dialog box set the desired text formatting. For other options, such as paragraph formatting or tabs, click the **Format** button.
4. Click **OK**.

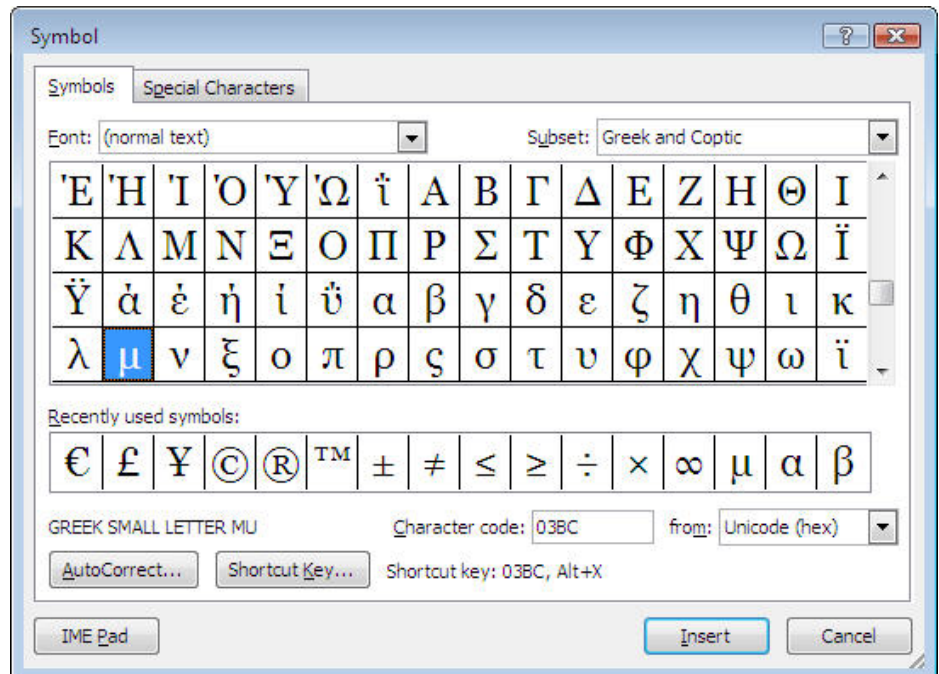
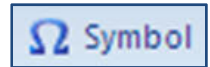


Non-Keyboard Characters

It is often necessary to use non-keyboard characters in a document. In Office, these characters are called Symbols.

To Insert a Symbol

1. In the Ribbon select the **Insert** tab.
2. Click on the **Symbol** button and choose a symbol from the list or select **More Symbols**.
3. In the Symbol dialog box, select a symbol from the list and click **Insert**.
4. If you need a special character, click the **Special Characters** tab, choose a symbol from the list, and click **Insert**.
5. Once a symbol has been inserted, the Cancel button changes to Close. Click **Close** when you have inserted all needed symbols.



Indents

An indent is the distance between the text and the margins. There are four types of indents: first line indents, hanging indents, left indents, and right indents. The most commonly used indent is the first line indent.

First Line Indent

A first line indent moves the first line of text to the left, and keeps the remainder of the text flush with the left margin. First line indents are used to help readers distinguish one paragraph from another.

The Learning Center helps Health Sciences Center students, faculty, and staff use computers effectively for teaching, learning, and research. Our goals are 1) to increase the availability and use of computers for teaching, learning, and research by students, faculty, and staff. And 2) support Health Sciences Center faculty in the use of computers to support their course curriculum and research.

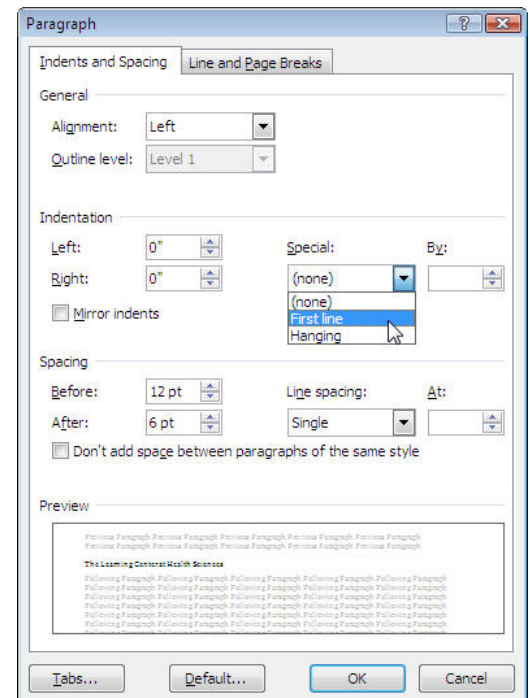
When you press the tab key to indent your first paragraph, Word automatically indents subsequent paragraphs.

To Create a First Line Indent Manually

1. In a new document press the **Tab** key once. The cursor moves $\frac{1}{2}$ inch to the right.
2. Type in the first paragraph.
3. Press the **Enter** key. Word should automatically indent the next paragraph.

To Create a First Line Indent from the Ribbon

1. Place the cursor where the indenting should begin. To change the indenting for an already existing document, select the entire document.
2. In the Ribbon select the **Home** tab. In the **Paragraph** section, click the arrow in the lower right corner.
3. The Paragraph dialog box opens. In the Indentation section, under Special, select **First line** from the drop down box.
4. Click **OK**.



Left and Right Indents

Left and right indents place distance between the text and the left and/or right margins. Left and right indents are typically used for long quotations and poetry.

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To Create a Left or Right Paragraph Indent from the Ribbon

1. Place the cursor where the indenting will begin or select the paragraph to be indented.
2. In the Ribbon select the **Home** tab. In the **Paragraph** section, click the arrow in the lower right corner.
3. In the Indenting section, in the spin box beside **Left** or **Right** select or type in the desired distance.
4. Click **OK**.



To Create a Left Indent Using the Indent Icon

1. Place the cursor where the text should be indented, or select the paragraph to be indented.
2. In the Ribbon select the **Home** tab. In the Paragraph section, click the **Increase Indent** button or the **Decrease Indent** button.



Hanging Indents

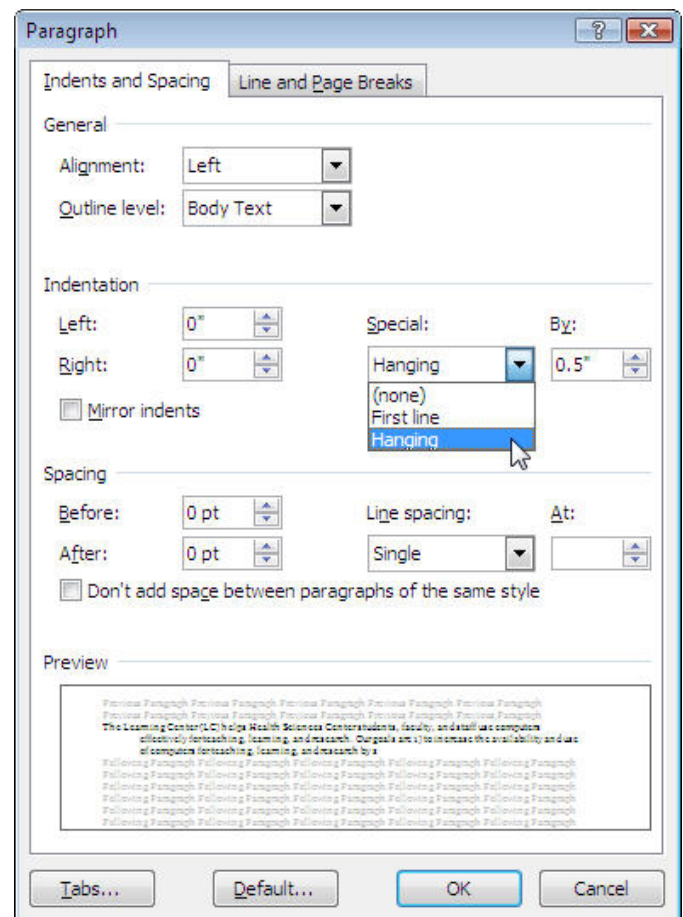
A hanging indent keeps the first line of text flush with the margin and moves the remaining lines of text to the right.

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Hanging indents are typically used for bibliographies.

To Create a Hanging Indent with the Ribbon

1. Place the cursor where the indenting will begin or select the paragraph to be indented.
2. In the Ribbon select the **Home** tab. In the **Paragraph** section, click the arrow in the lower right corner.
3. In the Paragraph dialog box, in the Indentation section, select **Hanging** from the drop down menu under **Special**.
4. Click **OK**.



Tabs

Tabs are used to offset text. Pressing the tab key automatically moves the cursor to the next 1/2 inch measurement in the document. Word provides multiple tab styles: left, center, right, and decimal. Tabs can also have options, such as dot leaders.

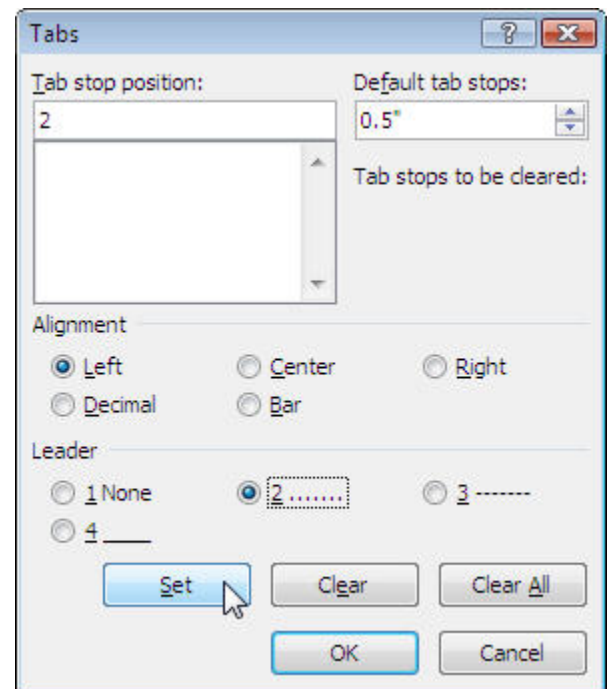
Left Tab	Center Tab	Decimal.Tab	Right Tab
Malcolm Reynolds	male	72.5	Captain
Zoe Washburn	female	71.75	First Mate
Jayne Cobb	male	75.75	Second Mate
Hoban Washburn	male	72	Pilot
Inara Serra	female	65.00025	Companion
Kaylee Frye	female	68.045	Mechanic

To Set Tabs

1. Place the cursor where the tabs should begin or highlight the text that should contain the tabs.
2. In the Ribbon select the **Home** tab. In the **Paragraph** section, click the arrow in the lower right corner.

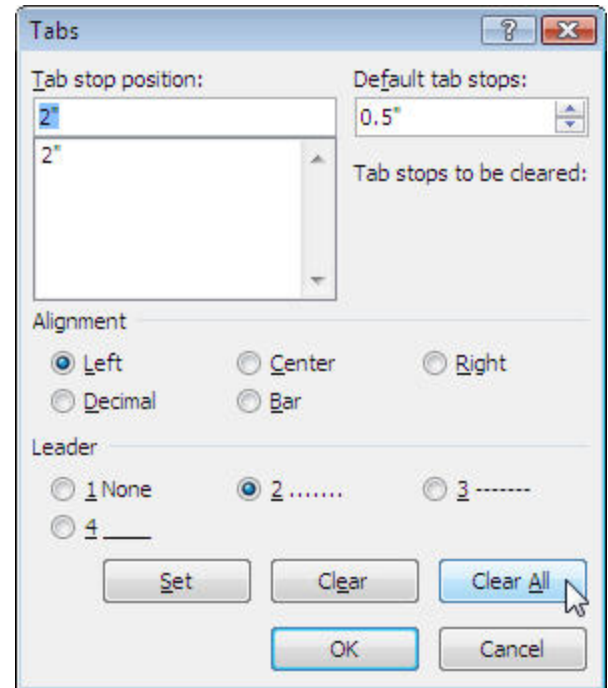


3. In the lower left corner of the Paragraph dialog box, click the **Tabs** button.
4. In the Tabs dialog box, type in the distance from the left margin where the first tab should be placed.
5. Under Alignment, select a tab style.
6. Under Leader, select a leader style.
7. Click **Set**.
8. Click **OK**.



To Delete Tabs

1. **Highlight** the text containing the tabs the be deleted.
2. In the Ribbon select the **Home** tab. In the **Paragraph** section, click the arrow in the lower right corner.
3. In the lower left corner of the Paragraph dialog box, click the **Tabs** button.
4. In the Tabs dialog box, select the tab to be deleted and press the clear button.
--OR--
Press the **Clear All** button to delete all tabs in the highlighted section.

**Page Breaks**

There will often be times when you want a section of text to start at the top of the page. In Word, the command to force text onto a new page is called a page break.

To Create a Page Break

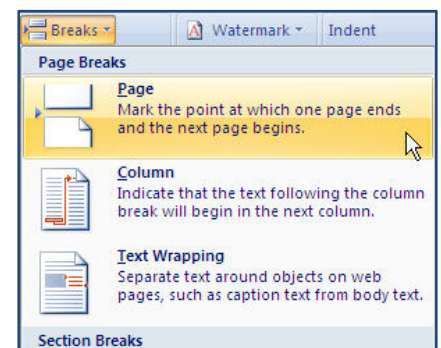
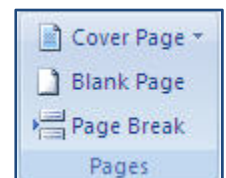
1. In the Ribbon select the **Insert** tab.
2. In the Pages section, click the **Page Break** button.

--OR--

1. In the Ribbon select the **Page Layout** tab.
2. In the Page Setup section, click the **Breaks** button.
3. From the drop down menu select **Page**.

--OR--

1. Use the keyboard command **Ctrl + Enter**.

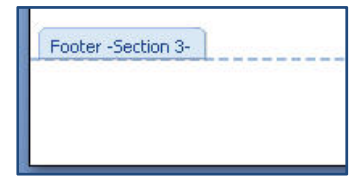


Section Breaks

Section breaks are used when different portions of the text require different formatting, such as changed margins, changed page orientation, changed headers and footers, or changed page numbering.

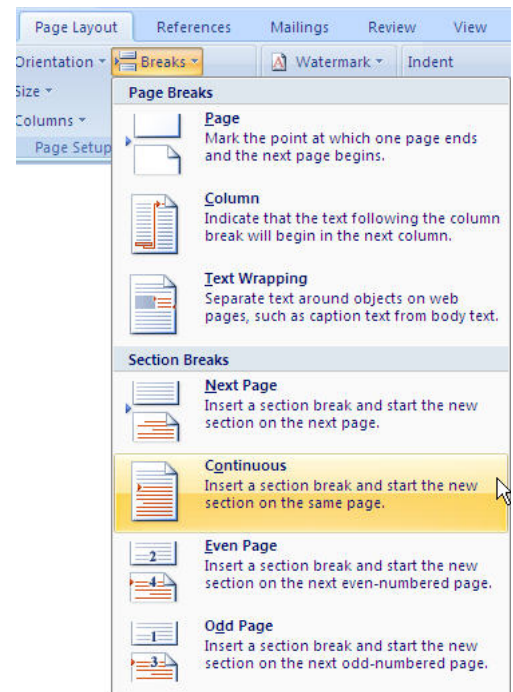
There are several types of section breaks. Next page creates a section break and starts the following section on a new page. Continuous inserts a section break and creates a new section on the same page. Odd page or Even page inserts a section break and starts a new section on the next odd- or even-numbered page.

When a document has section breaks, the different sections are labeled in the Header/Footer of the document.



To Insert a Continuous Break

1. Place the cursor where the section break is to be inserted.
2. In the Ribbon select the **Page Layout** tab.
3. Click the **Breaks** button.
4. From the drop down menu choose **Continuous**.



Images

Images are placed into documents to clarify a section of text, to present data in graphical form, to entertain, etc. Many types of images can be inserted into a document, such as pictures, shapes, and charts. The resolution of the image to be inserted will depend upon the quality of the final document.

To Insert Images into a Document

1. Place the cursor where the image should appear.
2. In the Ribbon select the **Insert** tab. In the Illustrations section, click on the **Picture** button.
3. In the Insert Picture dialog box, browse to the location of the image. For class, images will be located on the **Desktop** in the **Word2** folder.
4. Word shows a thumbnail of the images in the folder, to help you select the correct image.
For class, select the image **Flying WV.gif** and click **Insert**.
--OR--
Select the image and press **Enter**.
--OR--
Double click on the image.

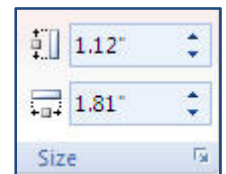


Resizing Images

Word allows you to change the size of an image to better fit the available space. Use the sizing handles at the **corners** of the image to maintain the proportion of the image—resizing from the edges may cause the image to become skewed.

To Resize an Image

1. Select the image.
2. Place the cursor over the one of the sizing handles in the corner of the image. A double headed arrow appears.
3. Click and drag until the image is the desired size.
--OR--
1. Select the image.
2. From the Ribbon choose the **Picture Tools Format** tab.
3. In the Size section, type or select a new number in the height or width spin box.



Formatting Images

By default, images are inserted “in line with text.” This makes the image part of the sentence, and often makes it difficult to move images in the document. Word allows you to change the layout style so you can place images more precisely on the screen.

To Change Image Layout

1. Click once on the image to select it. On the Ribbon select the **Picture Tools Format** tab.

--OR--

Double click on an image to bring up the Picture Tools Format tab in the Ribbon.

2. In the Arrange portion of the Format Pictures Tools tab, click the down arrow beside **Text Wrapping** and select the desired text wrapping. **Square** is typically the best choice if you need to move your image.

In line with text Images appear in the same line as the text. Text does not wrap around the image. The image may be difficult to move in the document.

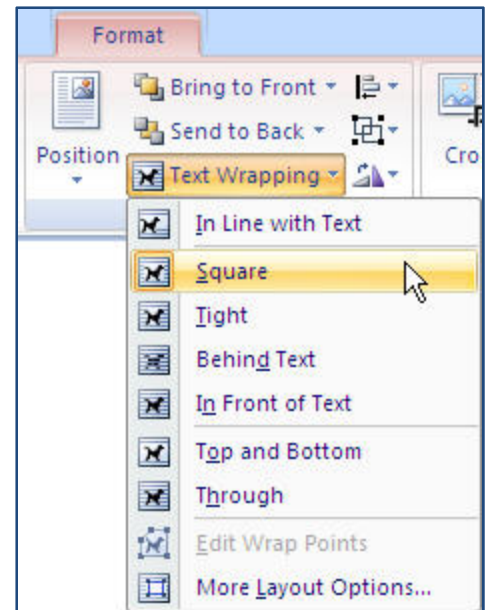
Square Text wraps around the image, the image can be moved in the document with relative ease.

Tight The same as square, only the text runs close to the edges of the image.

Behind text Places the image behind the text.

In front of text Places the image in front of the text.

Horizontal alignment Aligns the document in the page. Left and right place the document flush against the corresponding margin.

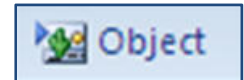


Importing a Chart

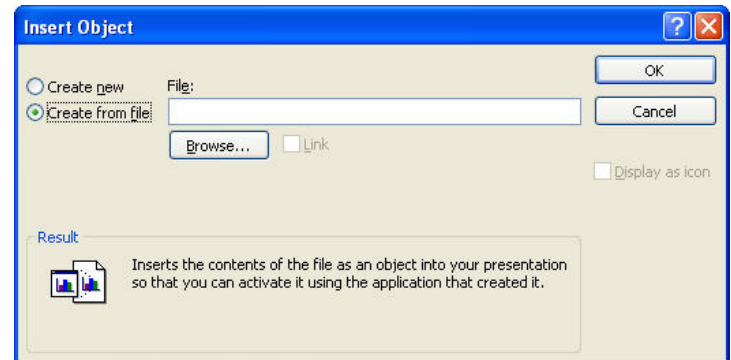
Charts are inserted from the Insert tab of the Ribbon. The dialog boxes that appear may vary, depending upon your operating system.

To Import a Chart (Windows XP)

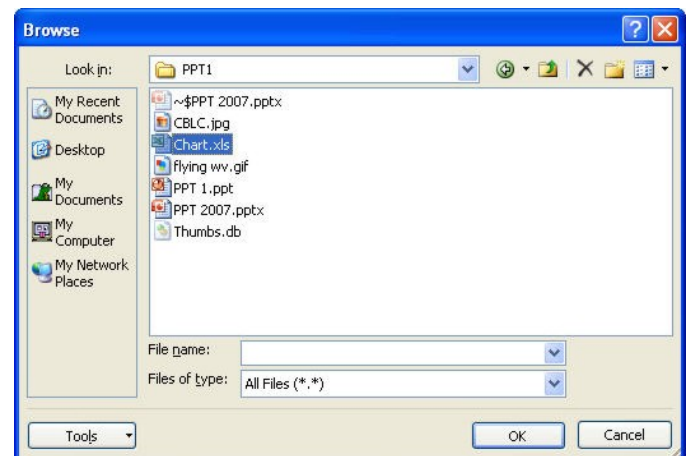
1. In the Ribbon select the **Insert** tab and click the **Object** button in the **Text** section.



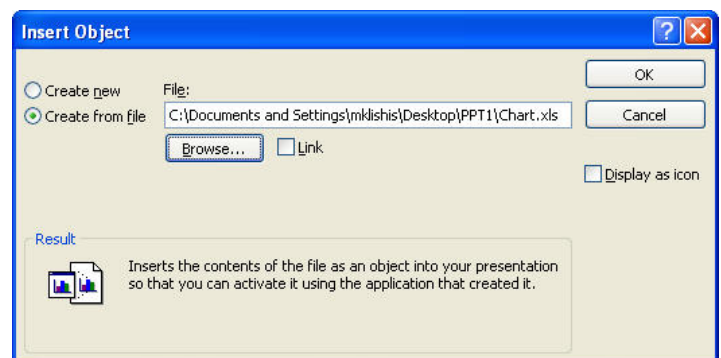
2. The Insert Object dialog box opens. Select **Create from file**.
3. The dialog box changes. Click the **Browse** button to find the chart.



4. In the Browse dialog box, find the chart you would like to use.
5. Click **OK**.



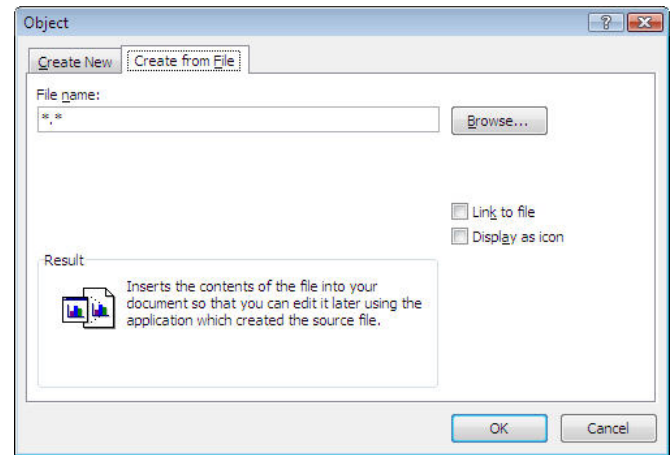
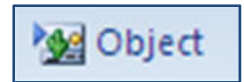
6. The Insert Object dialog box returns. Click **OK**.



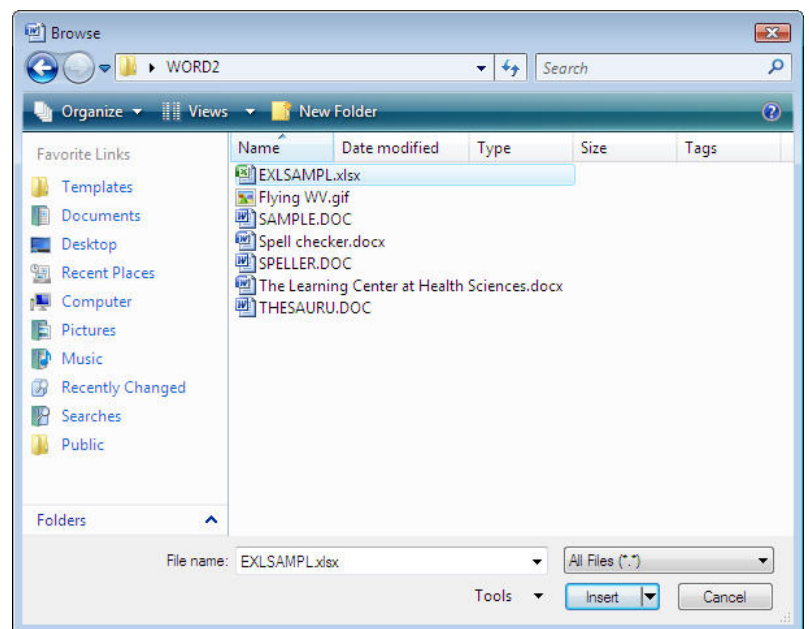
7. The chart is now inserted.

To Import a Chart (Windows Vista)

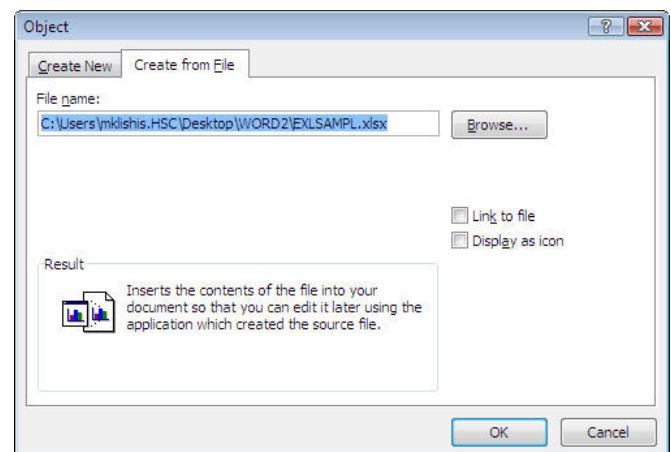
8. In the Ribbon select the **Insert** tab and click the **Object** button in the **Text** section.
9. The Insert Object dialog box opens. Select the **Create from file** tab.
10. Click the **Browse** button to find the chart.



11. In the Browse dialog box, find the chart you would like to use.
12. Click **Insert**.



13. The Insert Object dialog box returns. Click **OK**.
14. The chart is now inserted.



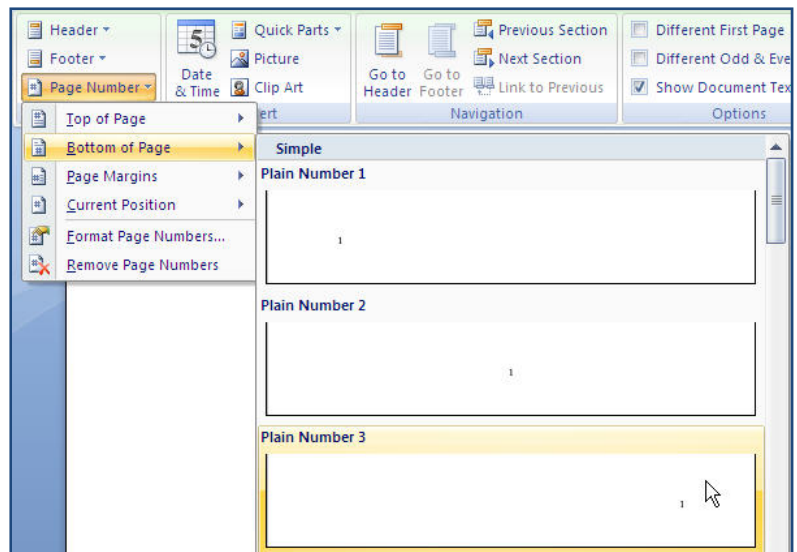
Page Numbering

Page numbering appears in the header or footer of a document. This section is grayed out when you are typing normally, however, when you work with the header and footer, those sections become active and the main body of the document is grayed out.

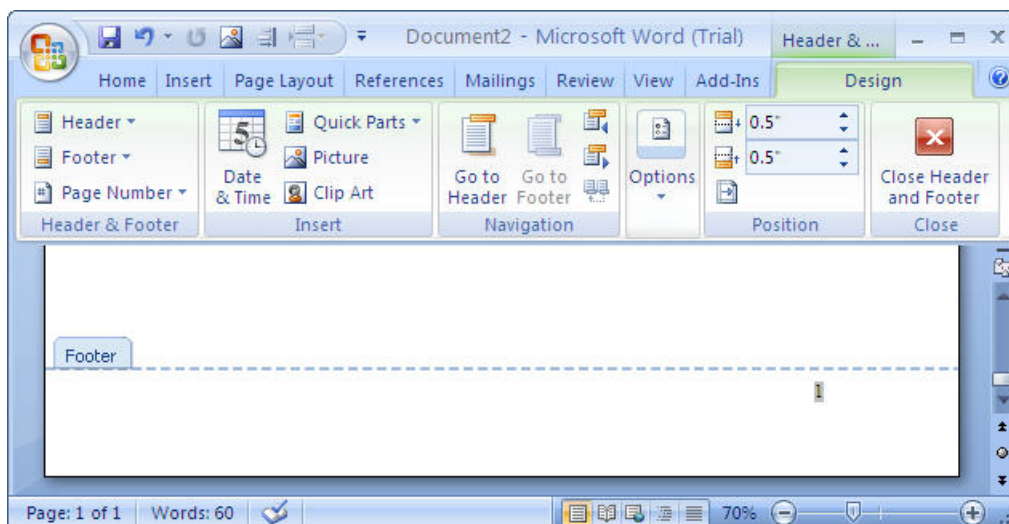
In an ETD, there are very specific guidelines you must use when numbering your document. The first two pages of your document—the title and abstract—should not contain any page numbering. The next section of your document—the front matter—must be numbered using lower case Roman numerals. The next section of the document—the body—should be formatted with Arabic numeral and begin with page 1. Page numbers should be at least $\frac{3}{4}$ " from the edge of the page. Check with your advisor regarding the specific requirements for your department.

To Create Page Numbering

1. In the Header and Footer tab --OR-- in the Insert tab, click the **Page Number** button from the drop down menu.
2. Select a location for the page number. For class choose **Bottom of Page**.
3. Choose a format for the page number. For class choose **Plain Number 3**, to align the page number to the right side of the footer.



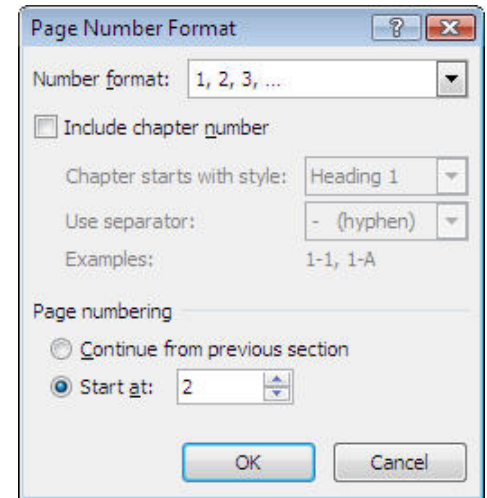
4. The page number appears in the footer.



5. To return to the document, press the **Close Header and Footer** button on the Ribbon.

Formatting Page Numbering

1. In the Ribbon select the **Insert** tab, then click on the **Page Number** button and choose **Format Page Numbers**.
2. In the Page Number Format dialog box, select the desired formatting.
3. Click **OK**.
NOTE: To start page numbering a zero(1) in a new section, you may need to set the number in the **Start at** box to zero (0).



Changing Page Numbering

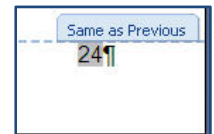
In an ETD, different sections of the document require different types of page numbering. Page numbering is suppressed on the title page and abstract, the front matter requires roman numerals, and the main body of the document requires Arabic numerals.

To Change Page Numbering in Different Sections of a Document

1. Insert a Continuous section break on the page **before** the numbering changes. (See page 16)
2. **Double click** in the footer section of the document.

--OR--

In the Ribbon choose the **Insert** tab, click the **Footer** button, then from the drop down menu choose **Edit Footer**.



3. Click in the footer on the page that is to have different page numbering.
4. In the Ribbon in the Header & Footer Tools Design tab, click the **Link to Previous** button. Notice that the text Same as Previous as disappeared.
5. Delete the old page number.
6. Insert a new page number for the new section, and format that page number as desired.

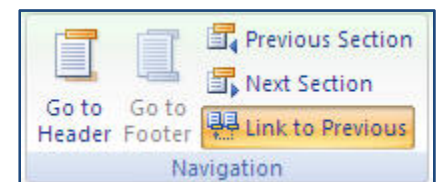


Table of Contents

If the document is created properly, Word can automatically create a table of contents from your text that can be automatically be updated to reflect any changes to your text and layout. This table of contents provides an overview of the document, and can also be used to jump to a specific section of a document.

To create a table of contents, you need to type in the heading text, and then apply one of the built-in headings. (See page 8) Typically only the first three headings are used in generating the table of contents in Word.

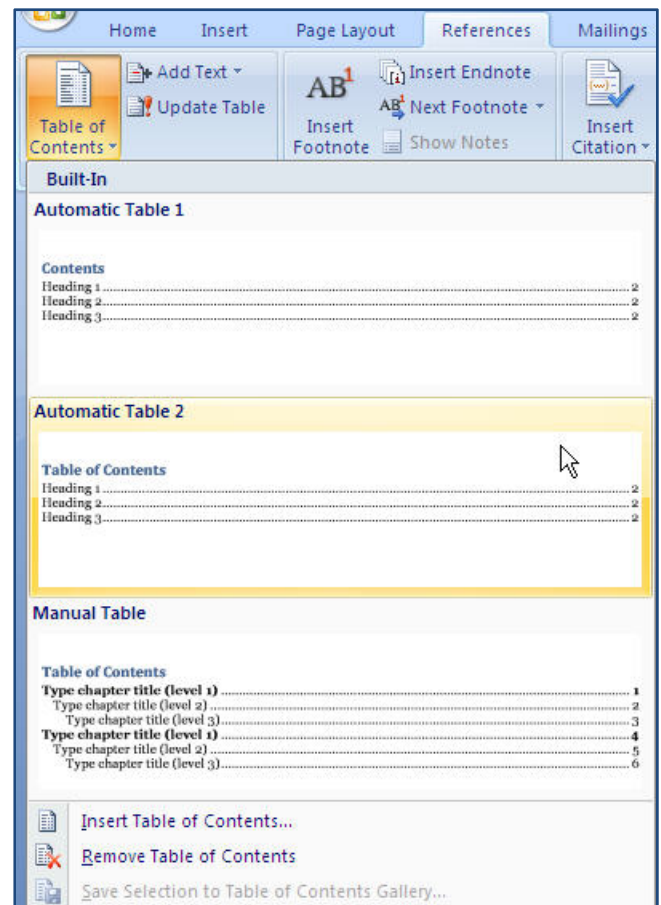
The default layout for a table of contents in Word has indenting for different heading levels, however, modifications can be made to this layout.

Creating a Table of Contents

Word uses headings to generate a table of content. By default, headings 1, 2, and 3 are used in the creating of the table of contents. Any text that should appear in the table of contents **MUST** be formatted as a heading, and any text formatted as a heading will appear in the table of contents.

To Generate a Table of Contents from a Word Template

1. Apply heading styles to all text that should appear in the table of contents. (See page8)
2. Place the cursor in the location where the table of contents should appear.
3. In the Ribbon select the **References** tab. Click on the **Table of Contents** button.
4. From the drop down menu, select a layout option for the table of contents.

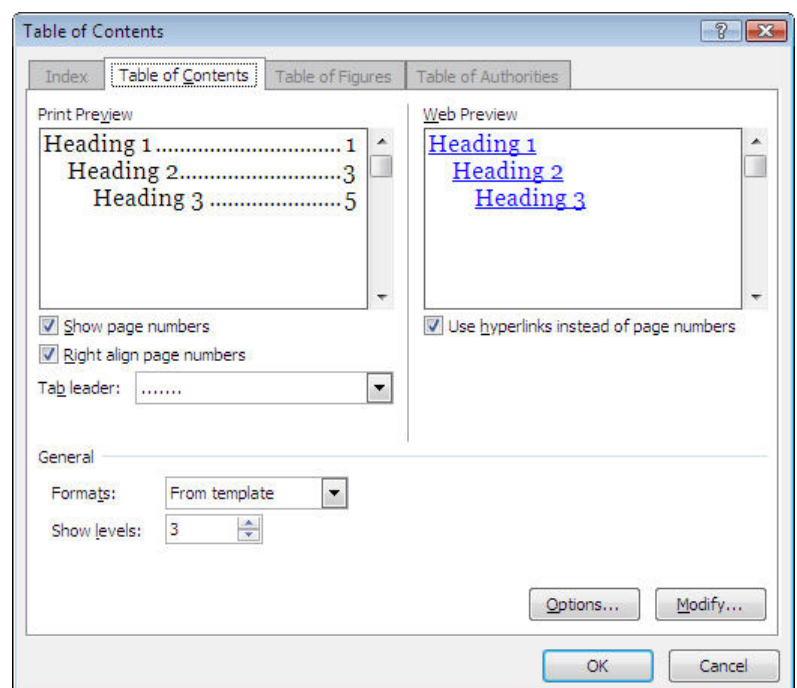


To Generate a Table of Contents Using Personalized Settings

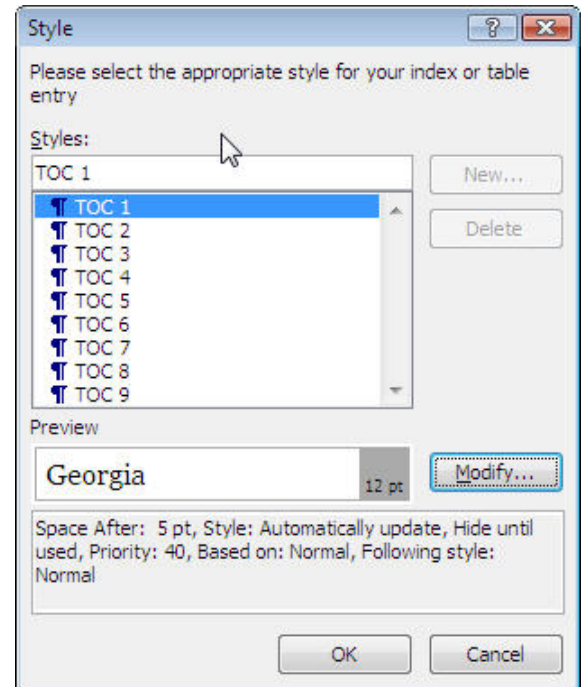
1. In the Ribbon select the **References** tab. Click the **Table of Contents** button, and then select **Insert Table of Contents**.



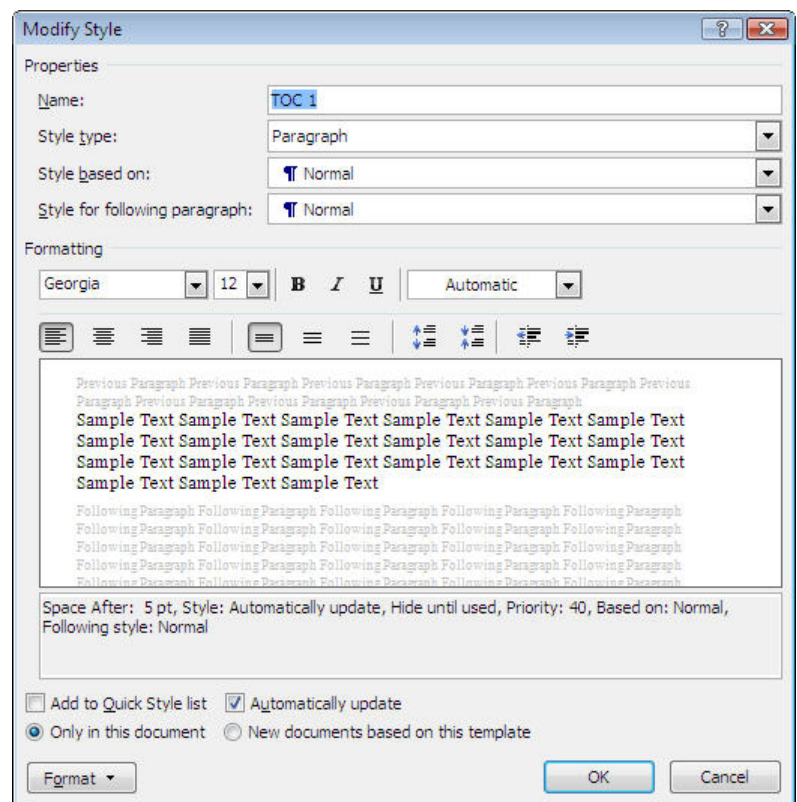
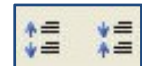
2. In the **Table of Contents** dialog box, click the **Modify** button.



- In the Style dialog box, select the level to be modified.
Click the **Modify** button.



- In the Modify Style dialog box, make any necessary changes to the table of contents.
- To change the indentation, click the **Indent** buttons.
- To change the line spacing, click the **Line Spacing** buttons.
- Click **OK** to close the Modify Style dialog box.



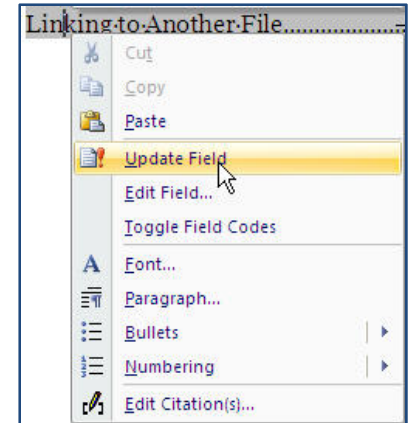
- Click **OK** to close the Style dialog box.
- Click **OK** to create the table of contents.

Updating the Table of Contents

Once you have made changes to your document, it is important to update your table of contents.

To Update the Table of Contents

1. **Right click** in the table of contents.
2. From the menu choose **Update Field**.



3. In the Update Table of Contents dialog box, select **Update enter table**.
4. Click **OK**.



--OR--

1. In the Ribbon select the **References** tab.
2. In the Table of Contents section, click the **Update Table** button.
3. In the Update Table of Contents dialog box, select **Update enter table**.
4. Click **OK**.

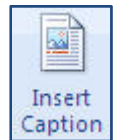
Table of Figures/Tables/Equations

In addition to the table of contents, most ETD also require tables of figures, tables, and equations to be listed in the front matter after the table of contents. These tables can be automatically generated just like the table of contents.

There are two steps to creating a table of figures, tables, or equations. First, you must insert captions above or beneath the figures, tables, or equations. After the captions have been inserted, the table can be created.

To Insert a Figure/Table Caption

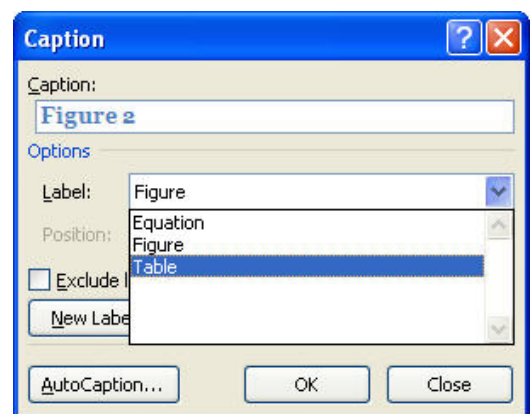
1. Place the cursor where the caption should appear. In most instances this will be either above or beneath the table or figure, depending upon your departmental requirements.
2. In the Ribbon select the **References** tab.
3. In the Captions section, click the **Insert Caption** button.



4. The Caption dialog box opens. In the Caption Section, type in the text for the caption. **All** text appearing in the caption will also appear in the table of figure/tables. Any text you add to the same line as the caption will also appear in the table of tables/figures.

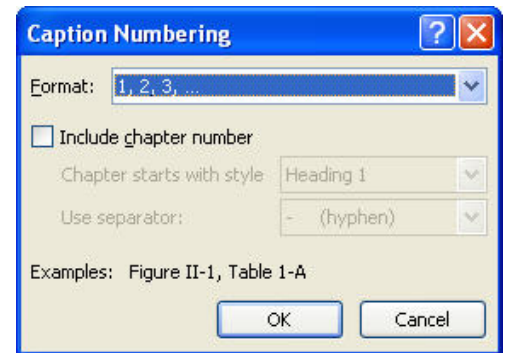


5. To change the caption type, click the down arrow beside **Label**. Switching the label type will also change the caption type, so selecting **Table** will change the caption from Figure 1 to Table 1.



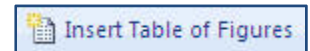
6. To change the numbering style for your caption, click the **Numbering** button.

7. The Caption Number dialog box opens. From the drop down menu beside **Format** select the desired formatting.
8. If the chapter title should appear in the caption, place a check beside **Include chapter number** and then select the desired options.
9. Click **OK** to close the Caption Numbering dialog box.
10. Click **OK** to close the Caption dialog box.

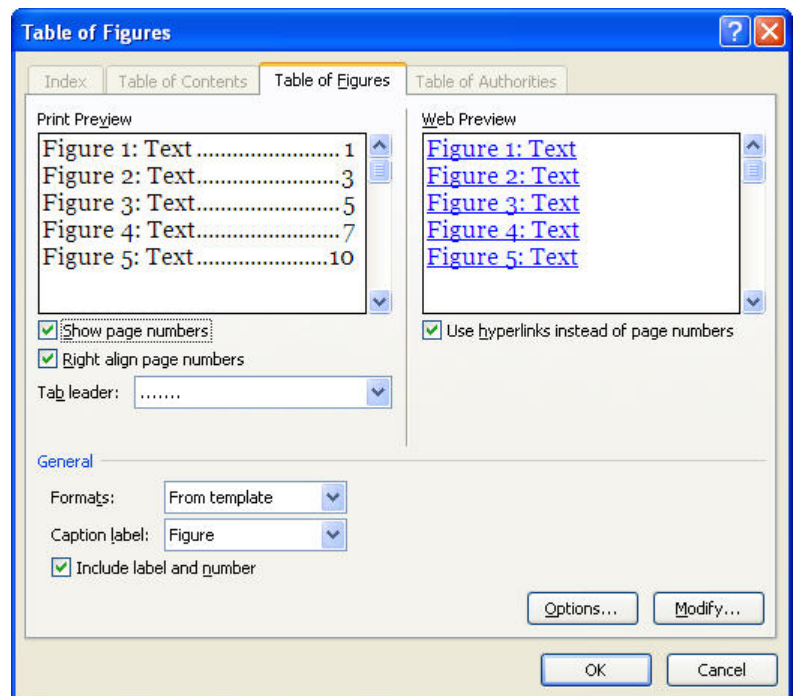


To Generate a Table of Figures/Tables/Equations

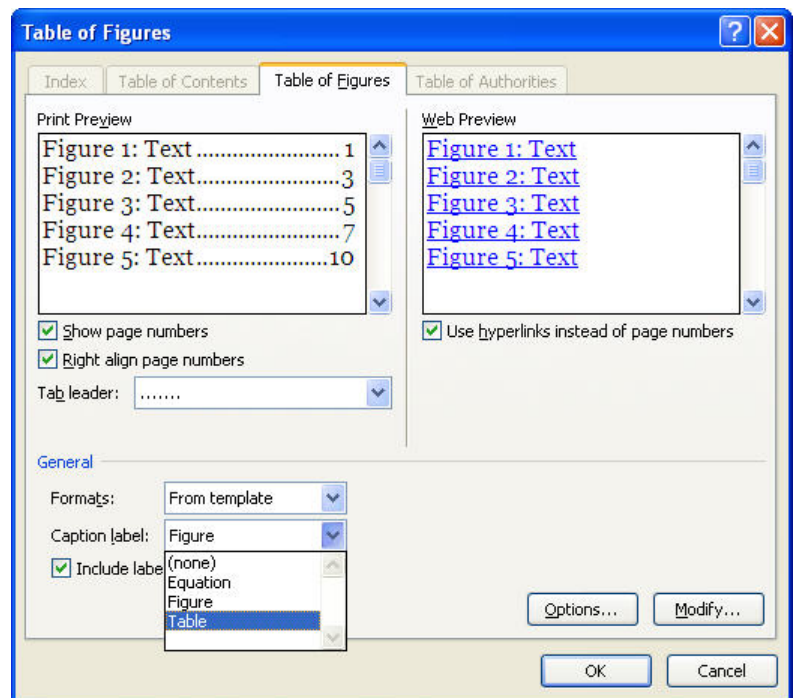
1. In the Ribbon select the **References** tab.
2. In the Captions section, click the **Insert Table of Figures** button.



3. The Table of Figures dialog box opens.
4. The formatting of the table of figures can be modified in the same manner as the table of contents. (See page 24)



5. To select whether the table of tables, figures, or equations is created, beside **Caption Label** select the desired option.
6. Click **OK**.



7. A table of figures, tables, equations is updated in the same manner as a table of contents. (See page 26)

Footnotes

Footnotes may be used in some ETD to clarify a section or provide comment for a section of text. In Word, a footnote has two parts, the reference mark in the text and the corresponding annotation at the bottom of the page. As with the table of contents, changes in the document will be reflected in your footnotes.

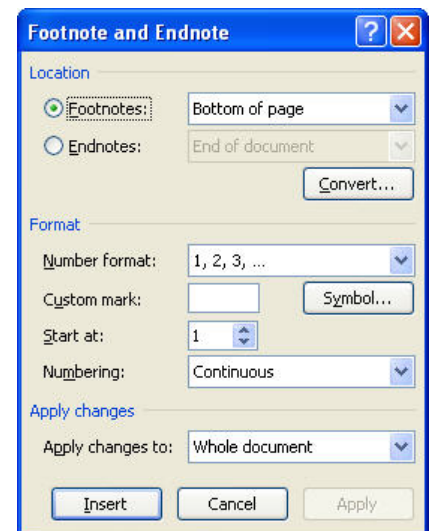
To Insert a Footnote

1. Place the cursor where the footnote reference will appear in the text.
2. In the Ribbon select the **References** tab.
3. In the Footnotes section, click the **Insert Footnote** button.
4. In the body of the document, a subscript number appears at where the cursor was located.
5. At the bottom of that page, the footnote section appears and the cursor is moved to after this number. Type the footnote text.
6. When the footnote is completed, place the cursor back in the body of the document and continue typing.
7. To modify the formatting of the footnote, click the small arrow to the right of **Footnotes** to open the footnotes dialog box.
8. In the Footnotes and Endnotes dialog box, select the desired preferences for your footnotes.

Worms are very important in the composting process.

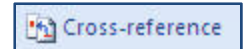


Worms digest compost material.

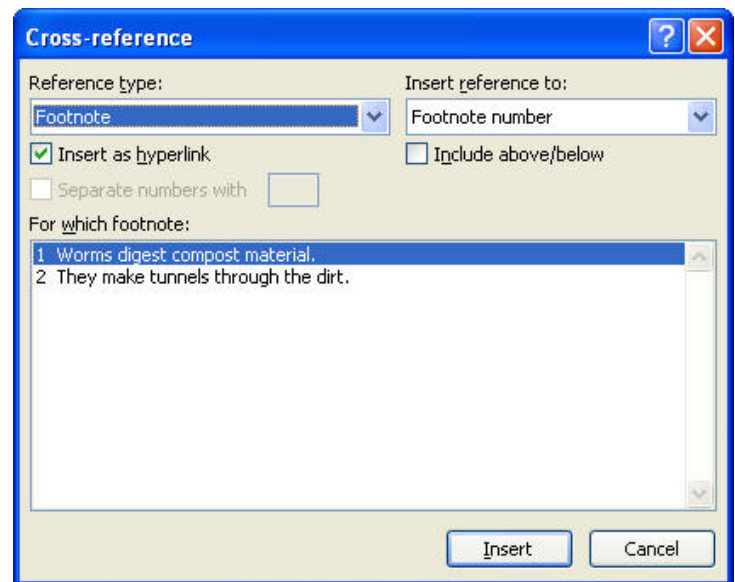


To Refer to a Footnote Multiple Times

1. In the Ribbon select the **References** tab.
2. In the Captions section, click the **Cross-reference** button.



3. In the Cross-Reference dialog box, under **Reference type** select **Footnote**.
4. Select the footnote to be used again.
5. Click the **Insert** button.
6. The Cancel Button changes to Close. Click **Close**.



Creating a PDF

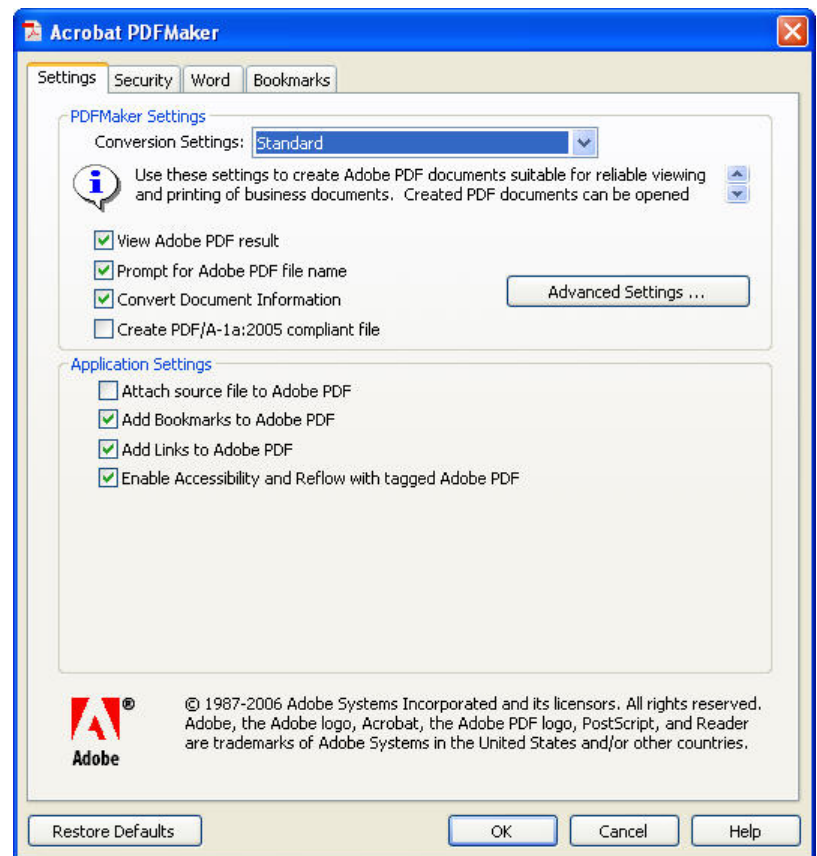
Although the process of creating a PDF is similar in all versions of Adobe Acrobat, the specific steps may differ from version to version. Additionally, the options available may vary from version to version.

Conversion Settings

The conversion settings allow you to specify options for how the new document should be created, such as the quality of the resulting PDF, which affects the resulting file size, or the security settings, which keep people from copying text from your document.

To Modify the Conversion Settings

1. In the Ribbon, select the **Adobe** tab and click the **Preferences** button.
2. In Word, there are two additional tabs available: Word, and Bookmarks. These tabs allow you to specify whether bookmarks and cross-references are created as links in your PDF.
3. In most cases, you will accept the default PDFMaker settings.
4. Click **OK** when all changes have been made.



To Create a PDF Using the Ribbon

1. In the Ribbon, select the **Adobe** tab and click the **Preferences** button.
2. A Save As dialog box appears prompting you to select a location and name for your PDF. Enter the name and location and then click **Save**.
3. The conversion process begins. The time it takes to convert your document will vary, depending upon the size of your document, the complexity of your document, and what version of Adobe Acrobat you are using. **Be prepared to wait; this process may take some time.**



4. Once the conversion is completed, Adobe Acrobat opens to display your file, unless you changed the View Adobe PDF result options in the Settings dialog box.
5. Check the PDF to make sure everything converted correctly, and that all links are working properly.

Summary

This class has covered the following topics:

- ◆ Finding the ETD website
- ◆ Changing the zoom in Word
- ◆ Using basic formatting in Word
- ◆ Creating tabs and indenting in Word
- ◆ Creating page breaks and section breaks in Word
- ◆ Working with images in Word
- ◆ Working with page number in Word
- ◆ Creating a table of contents in Word
- ◆ Converting a Word document to a PDF

If you would like more information about other Learning Center workshops, please or visit our website at <http://www.hsc.wvu.edu/its/LC> or call the Learning Center at 293-3631 ext 5.

- NOTES -