

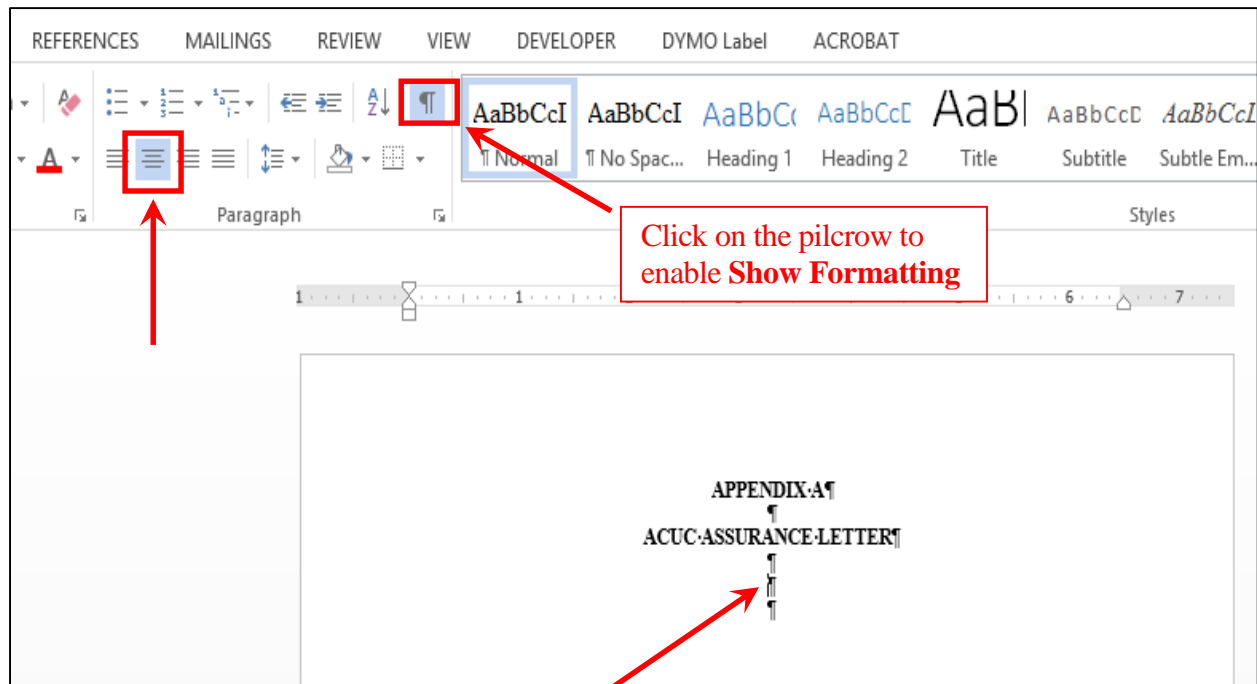
Inserting a PDF into a WORD Document

IRB Approval memos, ACUC Assurance Letters, Copyright Permission Letters, CVs, and résumés often are PDF documents to be inserted into the appendix of a manuscript.

A one-page PDF is relatively simple to insert while the process for inserting a multi-page PDF is more complex. Documents in PDF format must be inserted as Objects, and an Object cannot span more than a page. Multi-page PDFs must be broken up into individual one-page PDFs and each page inserted separately. Or each page can be converted to an image and then each image is inserted separately. The former can be accomplished with [Adobe Acrobat Reader](#) (free) or the full version of Adobe Acrobat, although the process is different. Converting a PDF to multiple one-page images can only be accomplished with the full version of Adobe Acrobat.

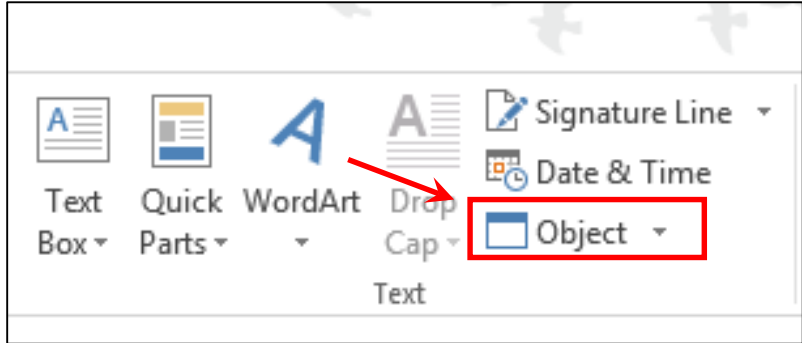
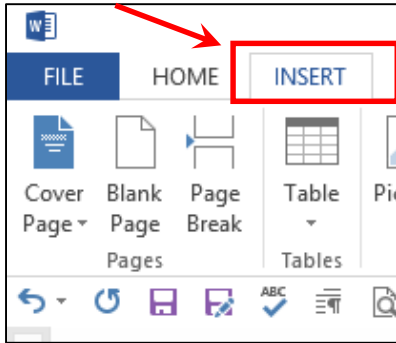
Inserting a One-Page PDF

1. Enable **Show Formatting**. On the first page of the appendix, place the cursor after the title and press the *Enter* key two to three times to insert paragraphs below the centered title; those paragraphs should automatically be centered as shown below. Having these paragraphs centered will ensure that the inserted PDF will be centered as well.
2. Next, place the cursor at the second or third paragraph below the title.

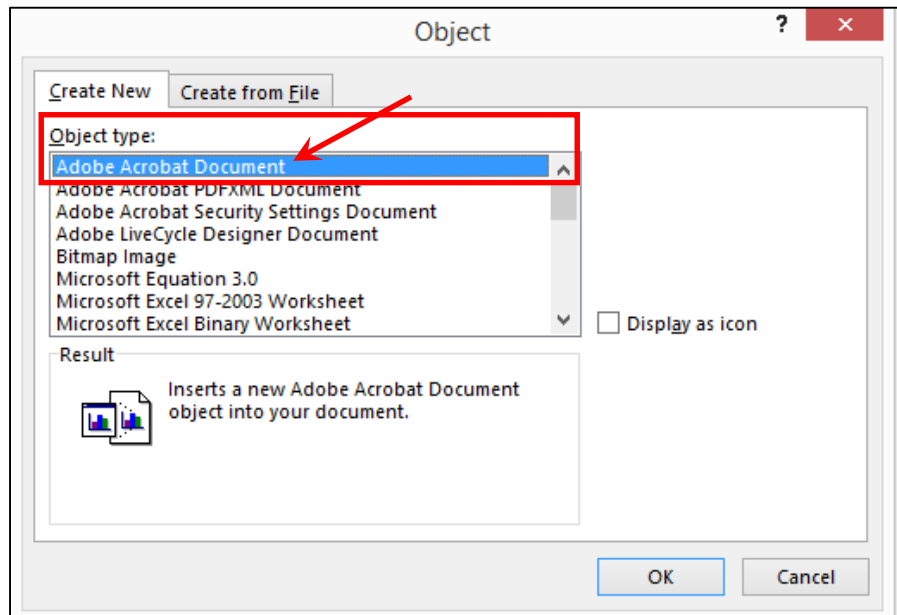
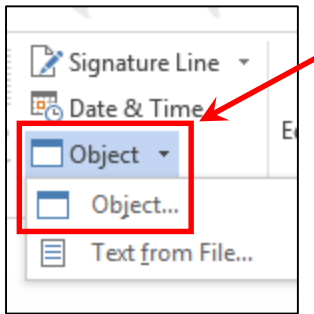


Cursor placed in second paragraph below the appendix title.

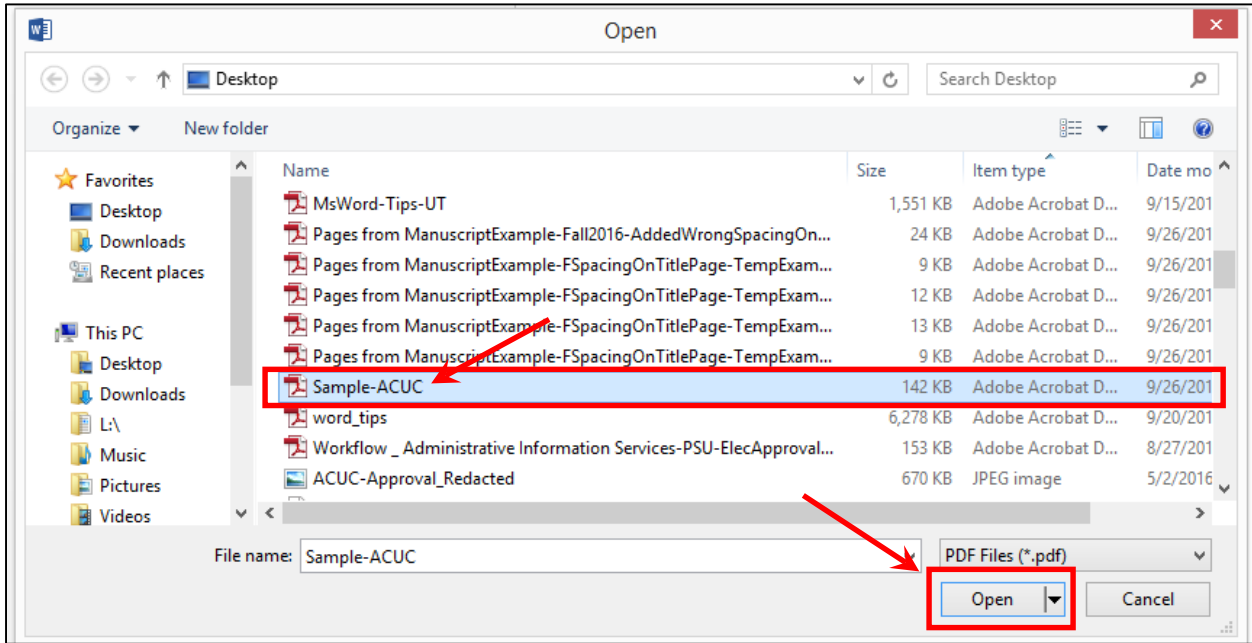
3. On the **Insert** menu, go to **Object**.



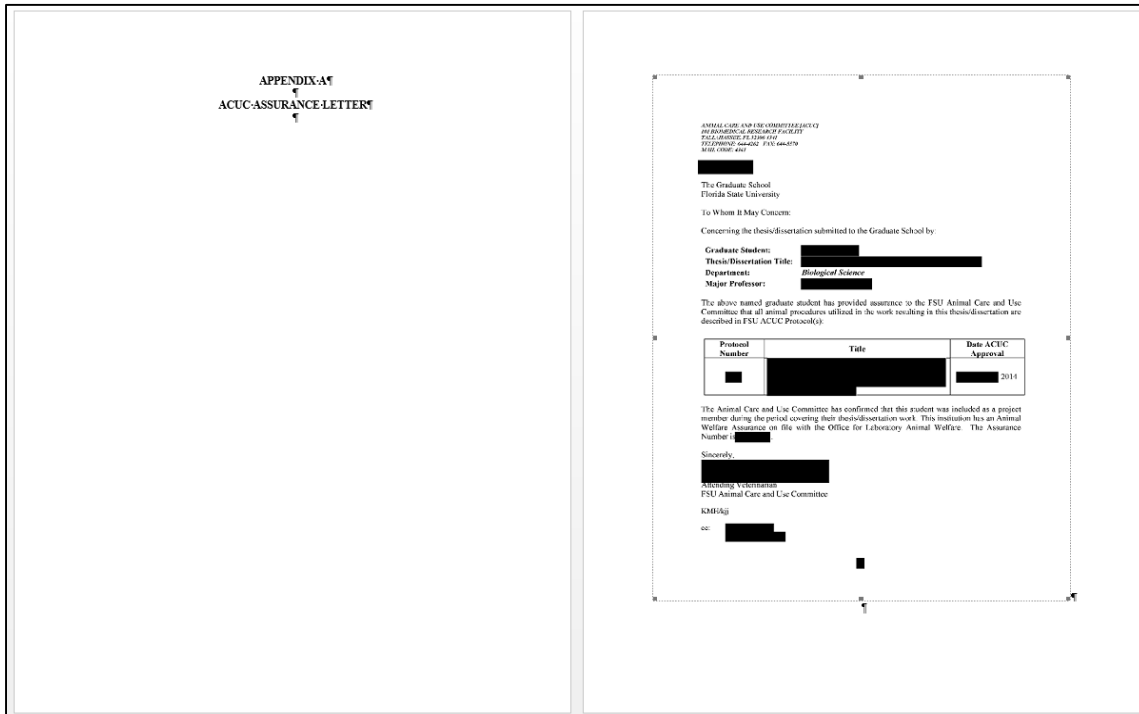
4. On the **Object** drop down menu, select **Object**, then **Adobe Acrobat Document**; click **OK**.



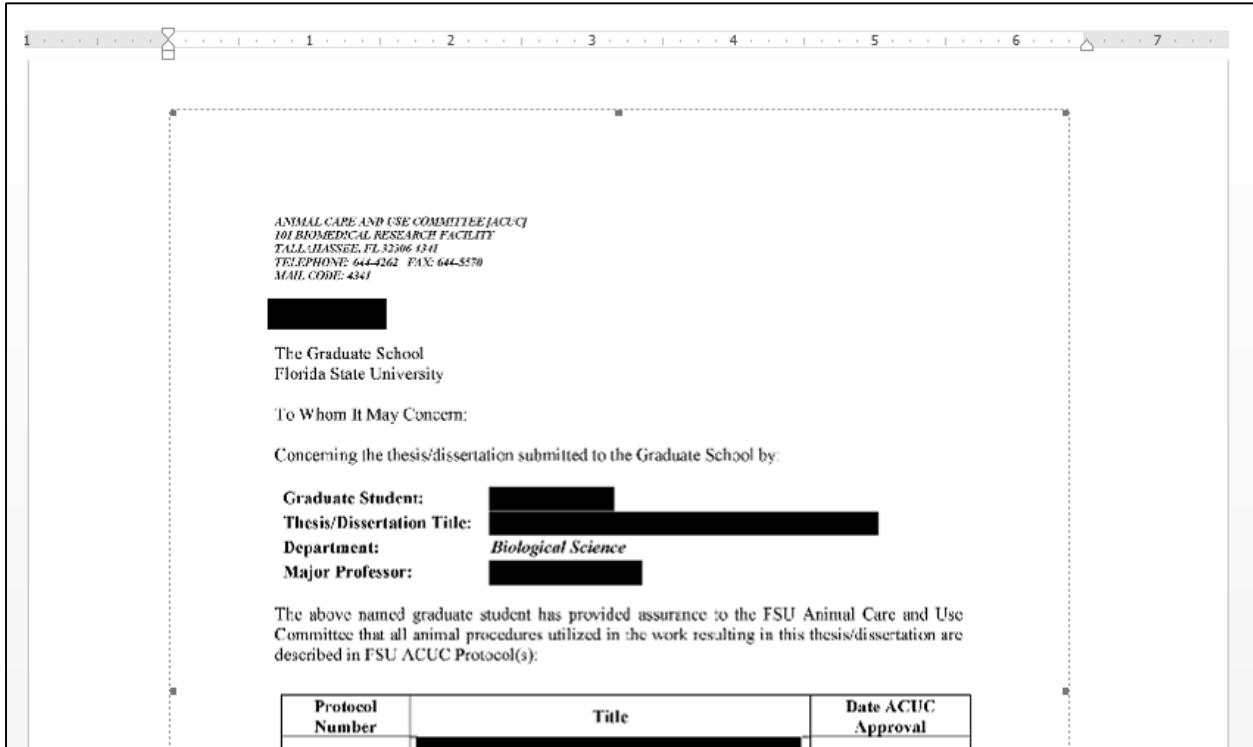
5. Select the PDF document. Then click **Open**, which will simultaneously insert the PDF into the WORD document and open the default software for viewing PDFs, which normally is Reader or the full version of Adobe Acrobat. The PDF in the WORD document may be covered with diagonal lines; closing the default PDF software will make the lines disappear.



An inserted PDF may not appear on the same page as the appendix heading and title even though the attempted insertion point was just below the title. In such cases, see the next page for how to reduce the size of the PDF so that it fits on the same page as the appendix heading and title.

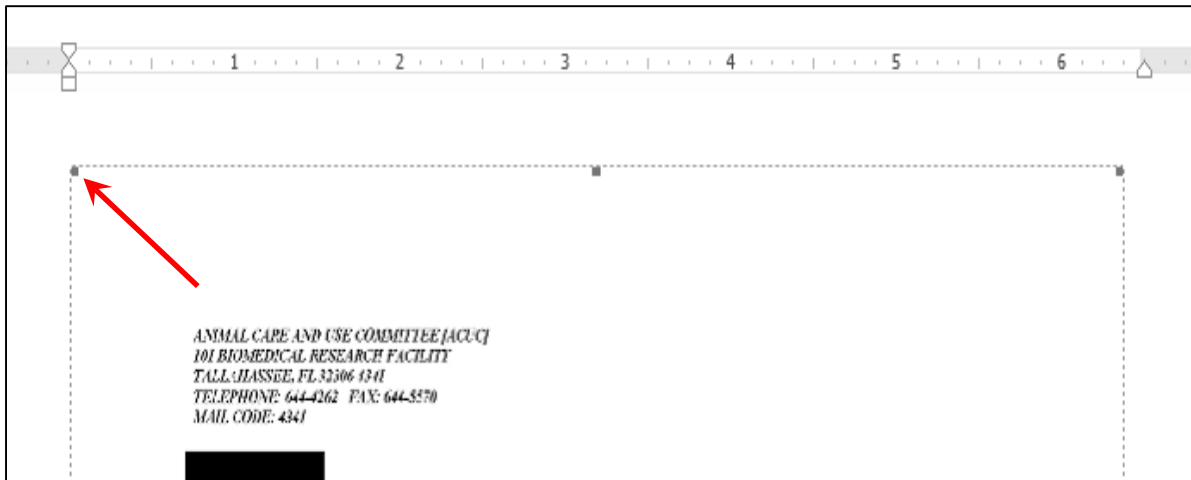


6. First, make sure that there is a dashed line around the perimeter of the PDF. If there is no dashed line, click anywhere within the PDF to make the dashed line visible.



Small squares at the corners of the PDF and at the midpoints of the four sides are where the PDF can be reduced or expanded. When the mouse is scrolled over a square a 2-way arrow appears that can be clicked and dragged to alter the size of the PDF. Corner boxes are for altering the size proportionally, top and bottom midpoint boxes are for altering the vertical dimension, and the midpoint boxes on the long sides are for altering the horizontal dimension.

7. Move the cursor over one of the corner boxes until the 2-way arrow appears. Click and slowly drag the arrow towards the center of the PDF to reduce the size of the PDF enough for it to appear on the same page as the appendix heading (see next page).



8. Click near the heading or title to make the dashed line disappear.

APPENDIX A
ACUC ASSURANCE LETTER

ANIMAL CARE AND USE COMMITTEE (ACUC)
101 ROADMEDICAL RESEARCH FACILITY
TALLAHASSEE, FL 32306-3344
TELEPHONE: 644-6262 FAX: 644-5578
MAIL CODE: 4341

[REDACTED]

The Graduate School
Florida State University

To Whom It May Concern:

Concerning the thesis/dissertation submitted to the Graduate School by:

Graduate Student: [REDACTED]
Thesis/Dissertation Title: [REDACTED]
Department: *Biological Science*
Major Professor: [REDACTED]

The above named graduate student has provided assurance to the FSU Animal Care and Use Committee that all animal procedures utilized in the work resulting in this thesis/dissertation are described in FSU ACUC Protocol(s):

Protocol Number	Title	Date ACUC Approval
[REDACTED]	[REDACTED]	[REDACTED] 2014

The Animal Care and Use Committee has confirmed that this student was included as a project member during the period covering their thesis/dissertation work. This institution has an Animal Welfare Assurance on file with the Office for Laboratory Animal Welfare. The Assurance Number is [REDACTED].

Sincerely,
[REDACTED]
Attending Veterinarian
FSU Animal Care and Use Committee

KMH:kji

cc: [REDACTED]

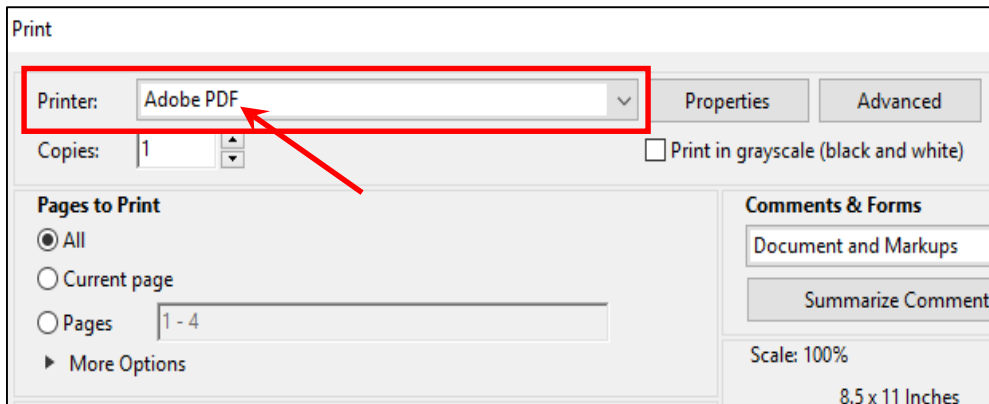
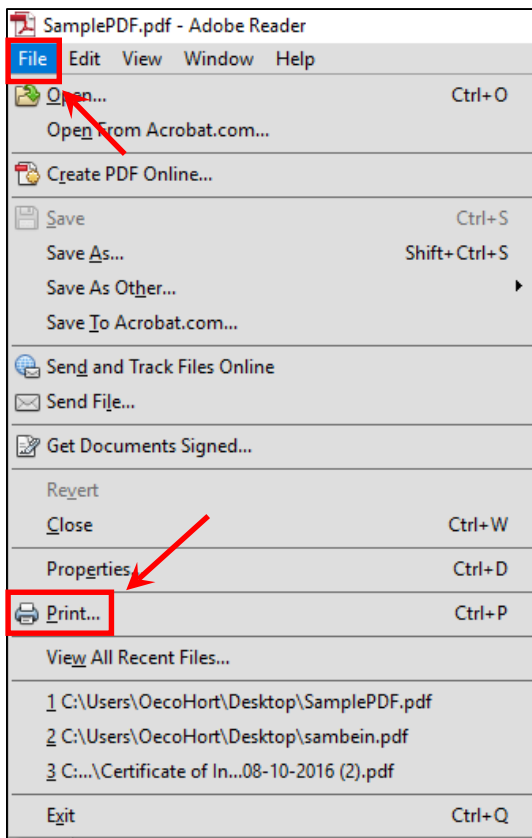
Inserting a Multi-Page PDF

Inserting a multi-page PDF will be illustrated for a four-page PDF. The PDF must first be subdivided into four files, one for each page. If using Adobe Acrobat Reader, individual PDF files are created; however, with the full version of Adobe Acrobat, the four separate files can all be PDFs or all be images. PDF files are individually inserted on separate pages in the manuscript as described previously. Details about creating and inserting image files start on page 11.

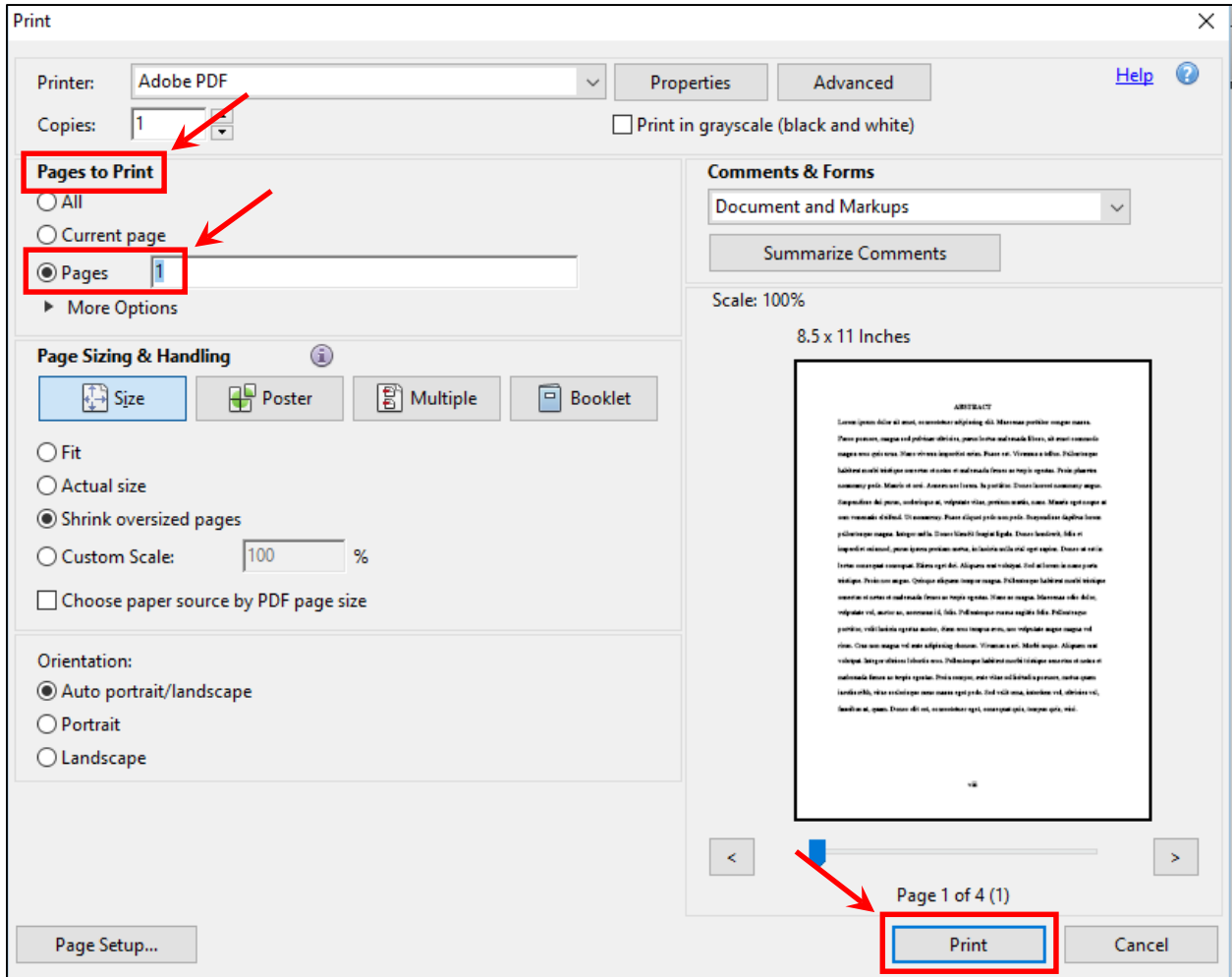
Creating Separate PDF Files from a Multi-Page PDF Using Adobe Acrobat Reader

For a multi-page PDF, each page must be created separately.

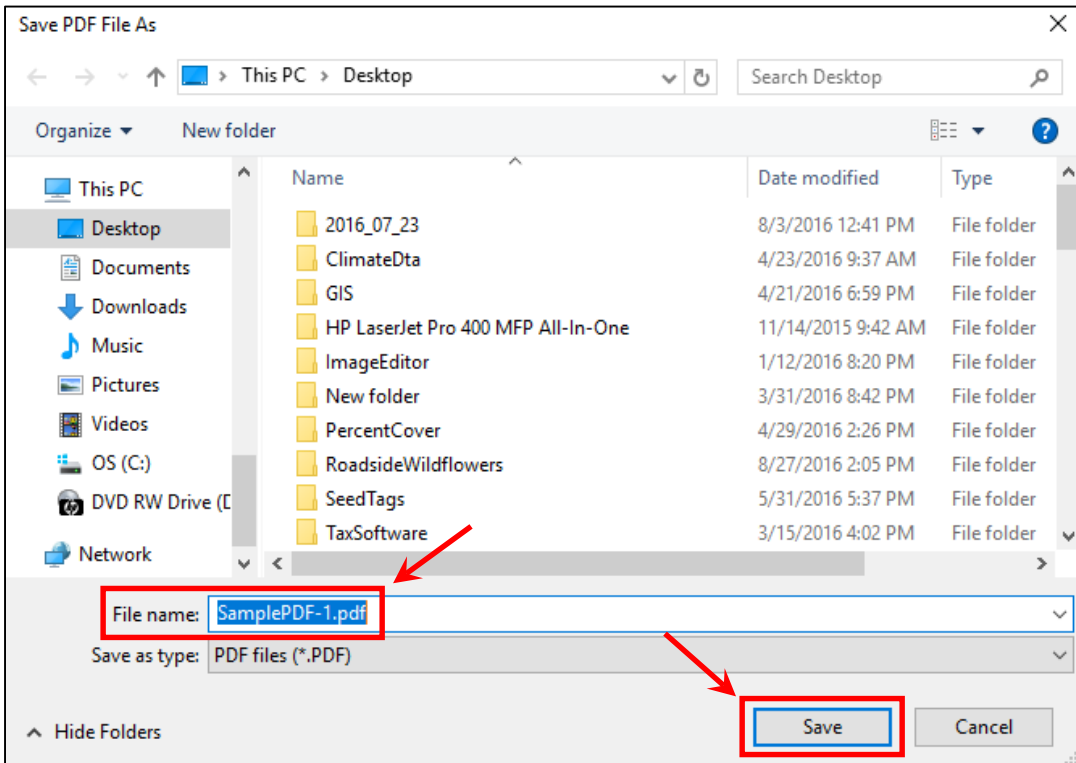
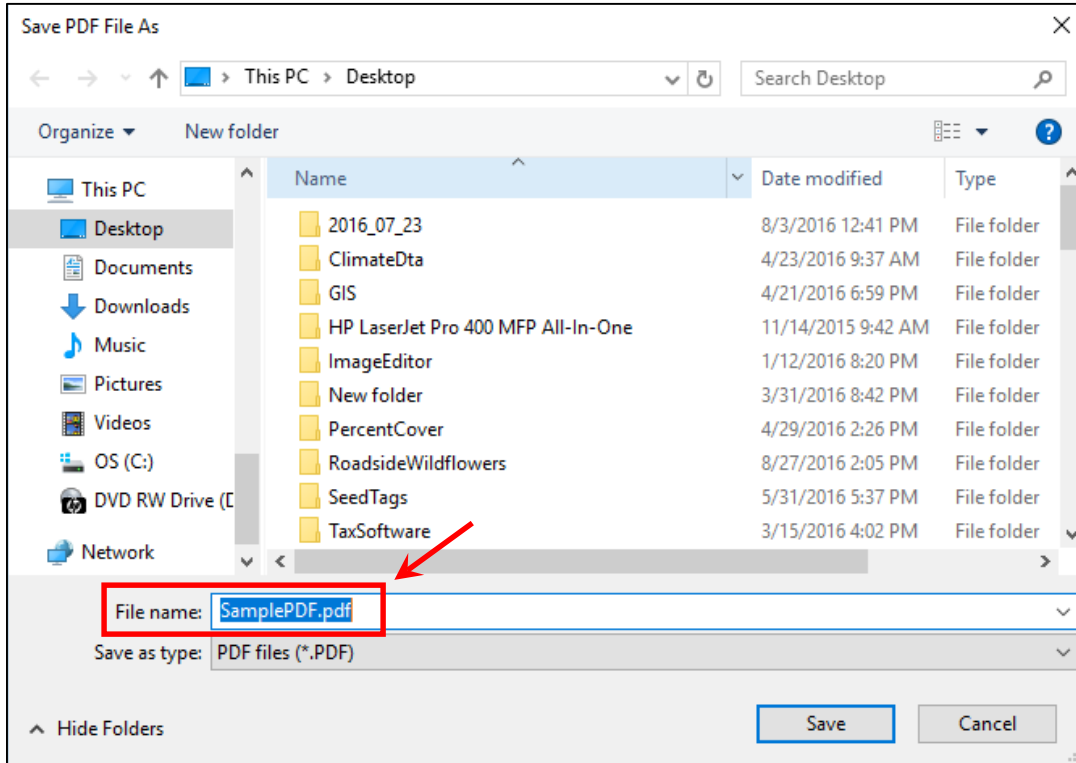
1. Under **File**, click **Print**, and from the **Printer** drop down menu select **Adobe PDF**.



2. Under **Pages to Print**, click the **Pages** button and change **1 - 4** to **1**. Clicking **Print** will generate the screen shown at the top of page 8.

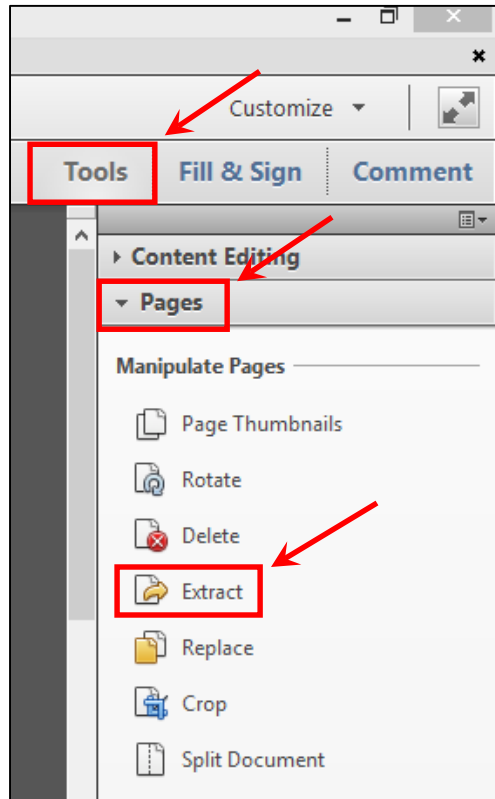


3. Modify the **File name** to indicate that only page 1 is being printed (that is, "saved") as a PDF. Clicking **Save** will save page 1 of the PDF to the desired location. Repeat Steps 1 to 3 for the remaining pages of the PDF. Insert the individual pages into the manuscript as described on pages 1 to 5.

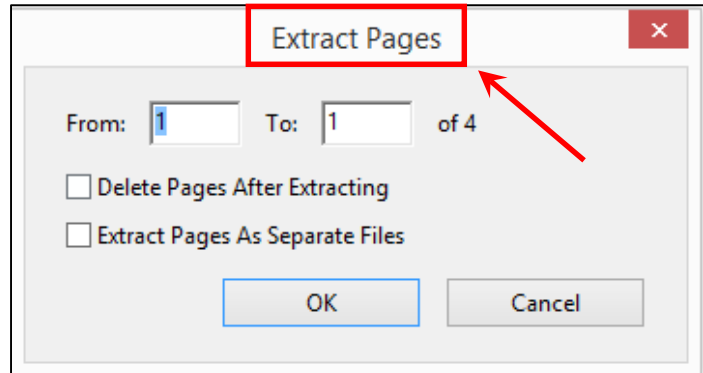


Creating Separate PDF Files from a Multi-Page PDF Using the Full Version of Adobe Acrobat

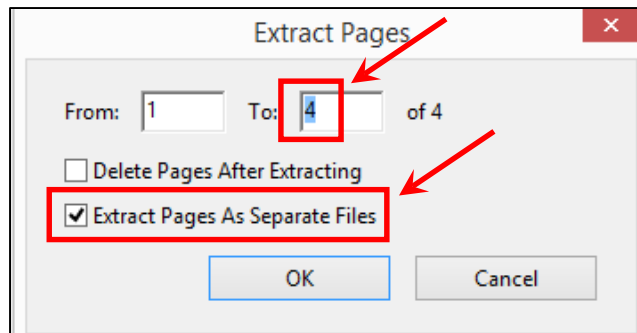
1. Open the PDF in Acrobat; click on **Tools**.



2. Under the **Pages** submenu select **Extract Pages**.

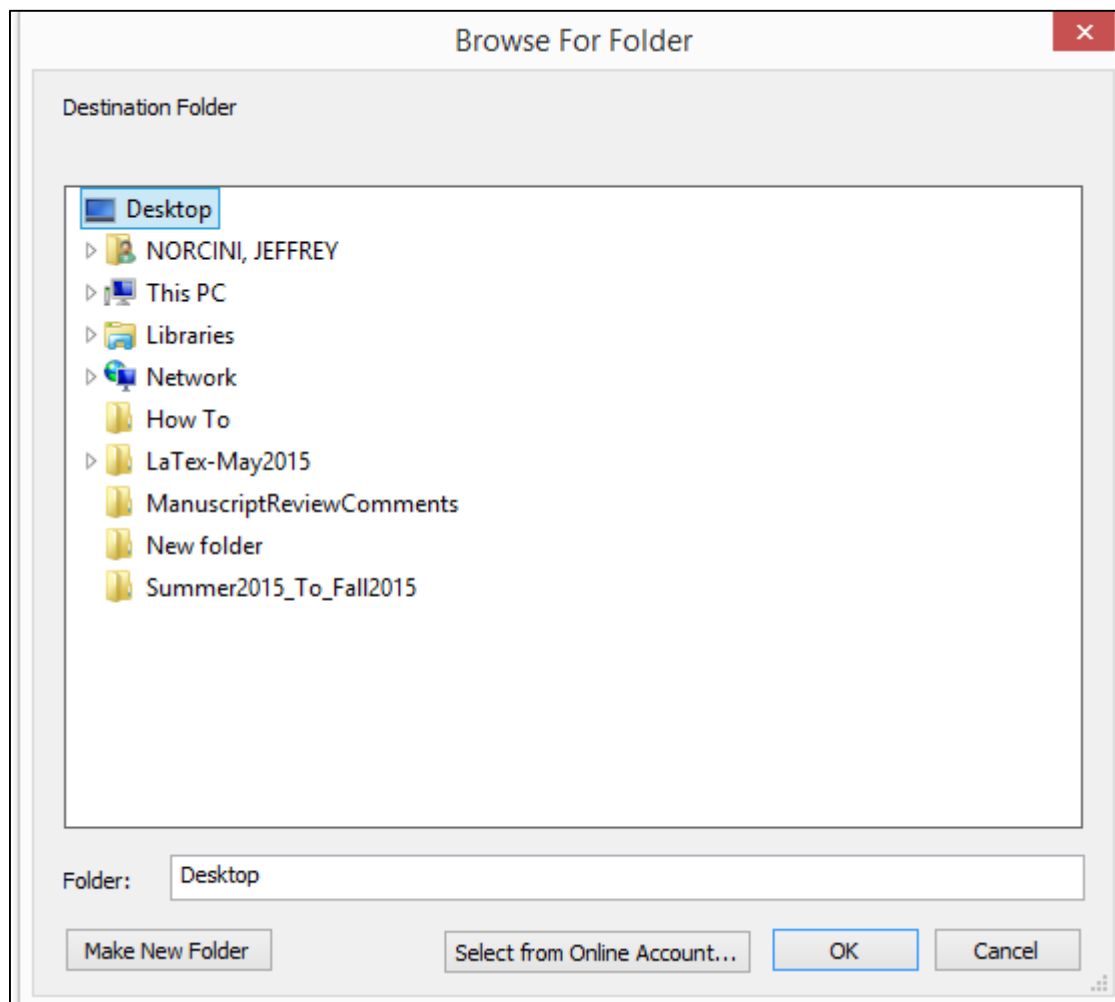


3. On **Extract Pages**, select all four pages; check the box next to **Extract Pages as Separate Files**.



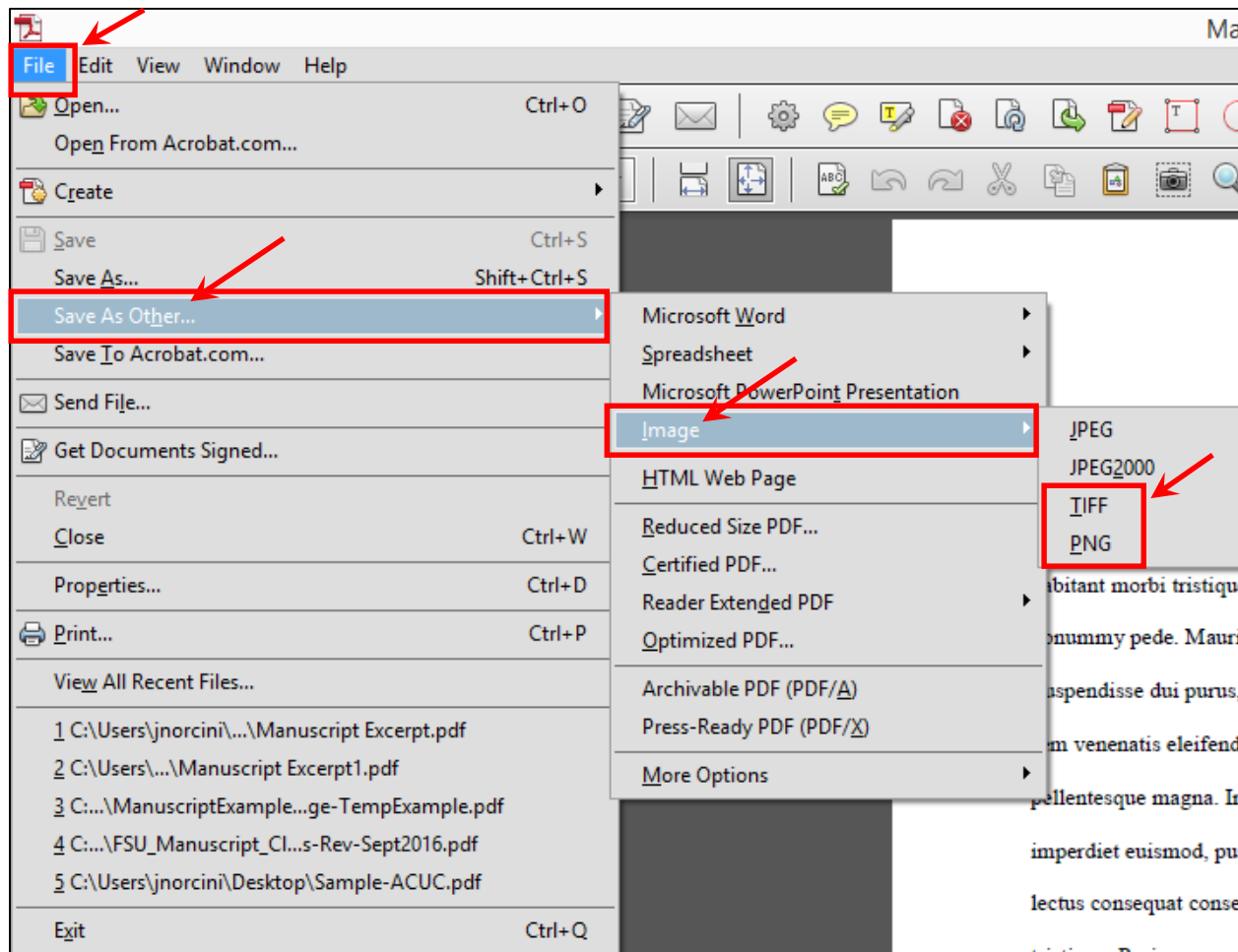
Click **OK** to enable the screen at the top of page 10 in which the location for saving the files is selected.

4. Select the location to save the four files. Clicking **OK** will save each of the four pages as individual PDF files. Insert the individual pages into the manuscript as described on pages 1 to 5.



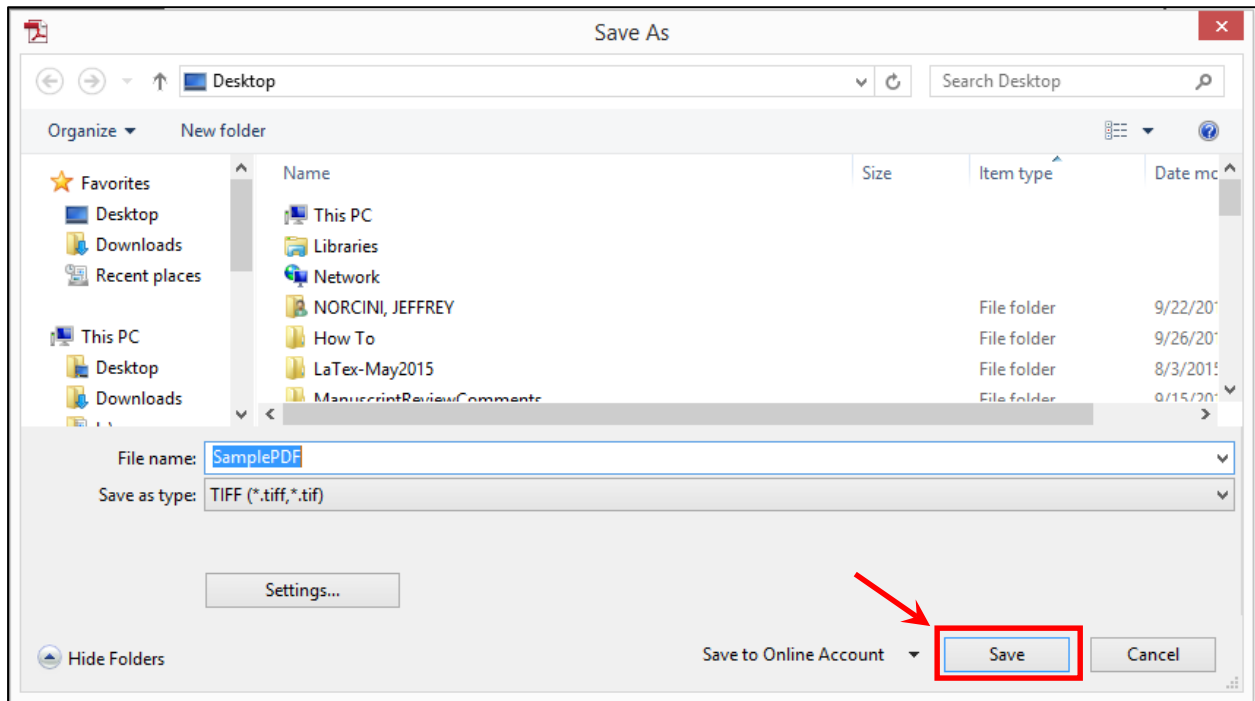
Creating Separate Image Files from a Multi-Page PDF Using the Full Version of Adobe Acrobat

1. Open the multi-page PDF.
2. Go to **File > Save As Other > Image**. If the PDF is text, highlight either **TIFF** or **PNG**; if the PDF has images select **TIFF** (TIFF generally yields better image quality than JPEG).

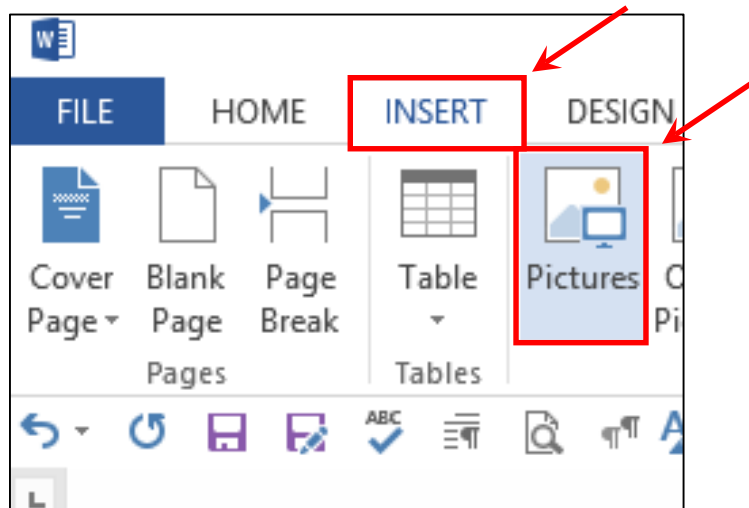


3. Left click on the highlighted image type, which gives rise to the screen requesting where to save the files as shown at the top of page 12.

4. After selecting the location of where to save files, click **Save**. The four image files will be created and will be named "Original file name"_Page_1, "Original file name"_Page_2, etc.

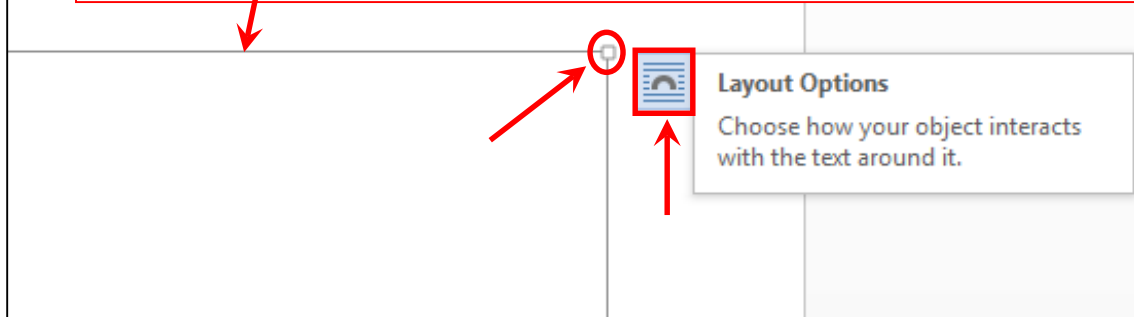


5. Import each file on a separate page in the manuscript via "copy and paste" or using the **Insert > Pictures** function.

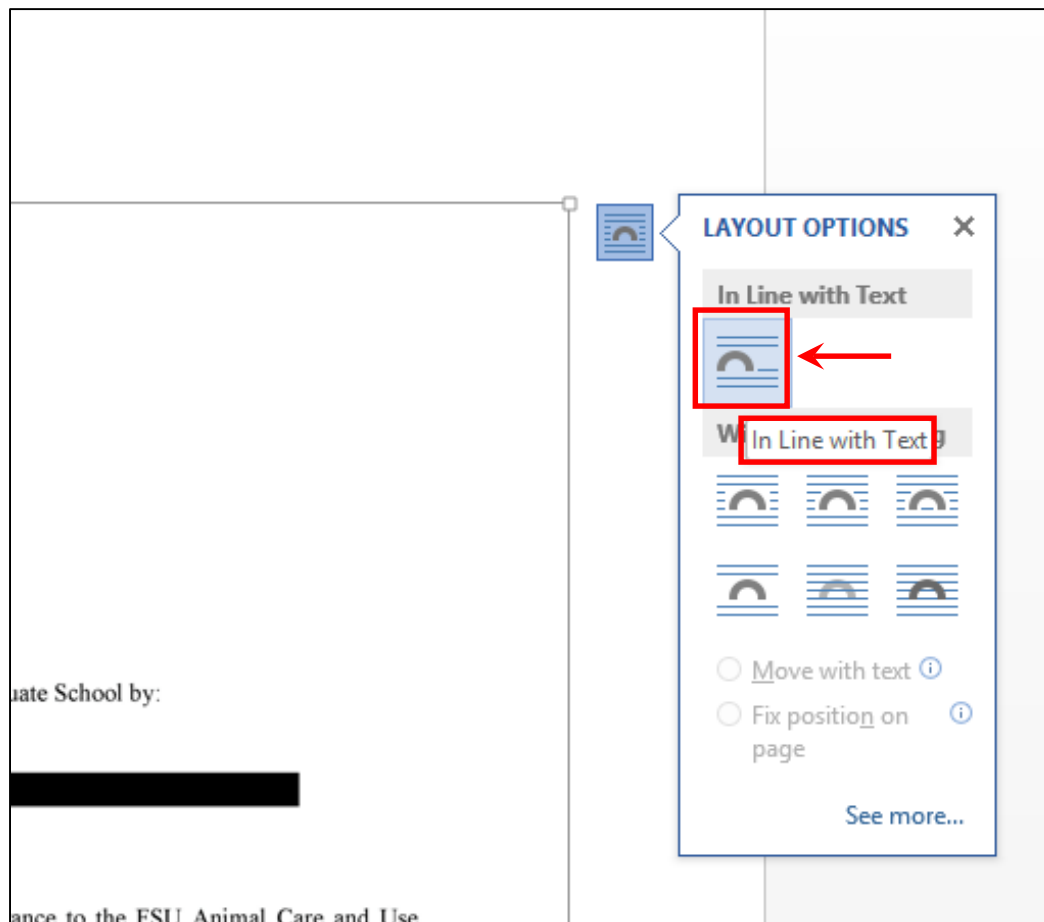


6. In either case, a square "Layout Options" icon should appear to the right of the image. If **Layout Options** does not appear, please see #9 on page 15.

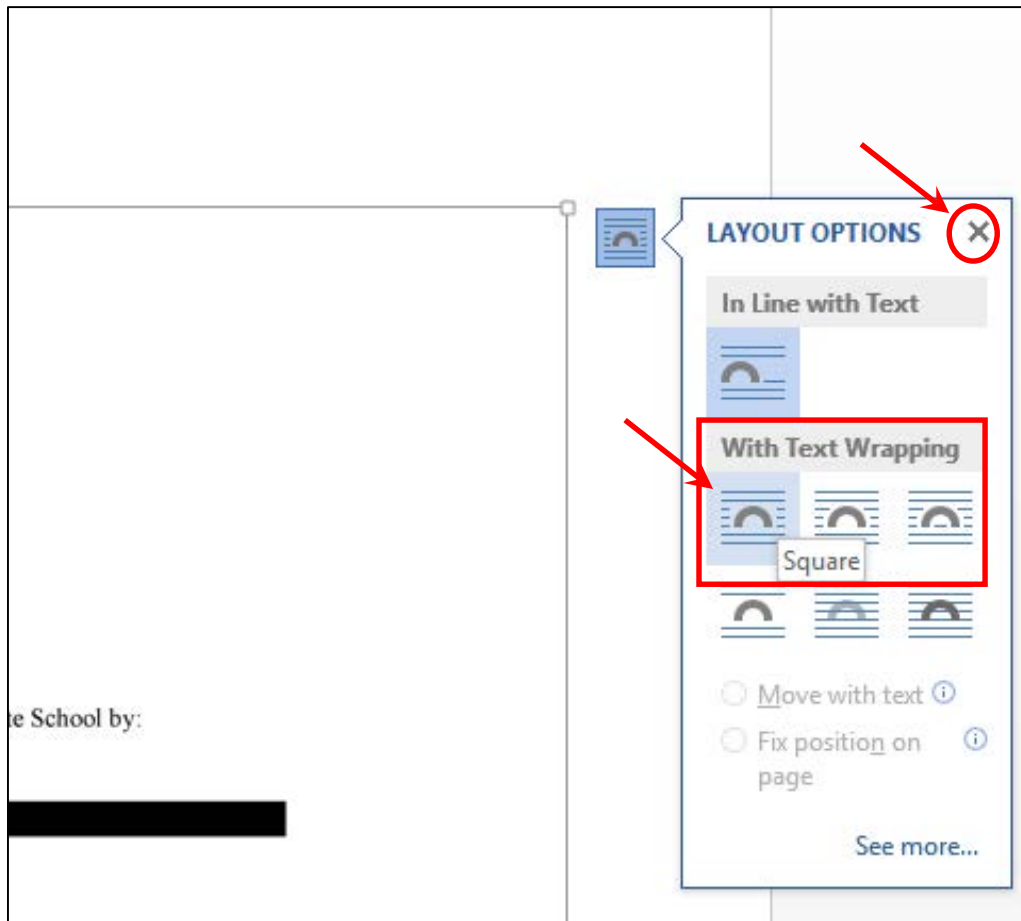
Upper right corner of image. When an image is imported (or clicked on) a gray line outlines the perimeter of the image the same as the dashed line outlines a PDF (page 4). And like a PDF, small squares at the corners and the midpoints of the four sides are the points where the image can be reduced or expanded using the same clicking and dragging process described on page 4.



7. Left click on the icon to show **LAYOUT OPTIONS**. The default setting is **In Line with Text**.

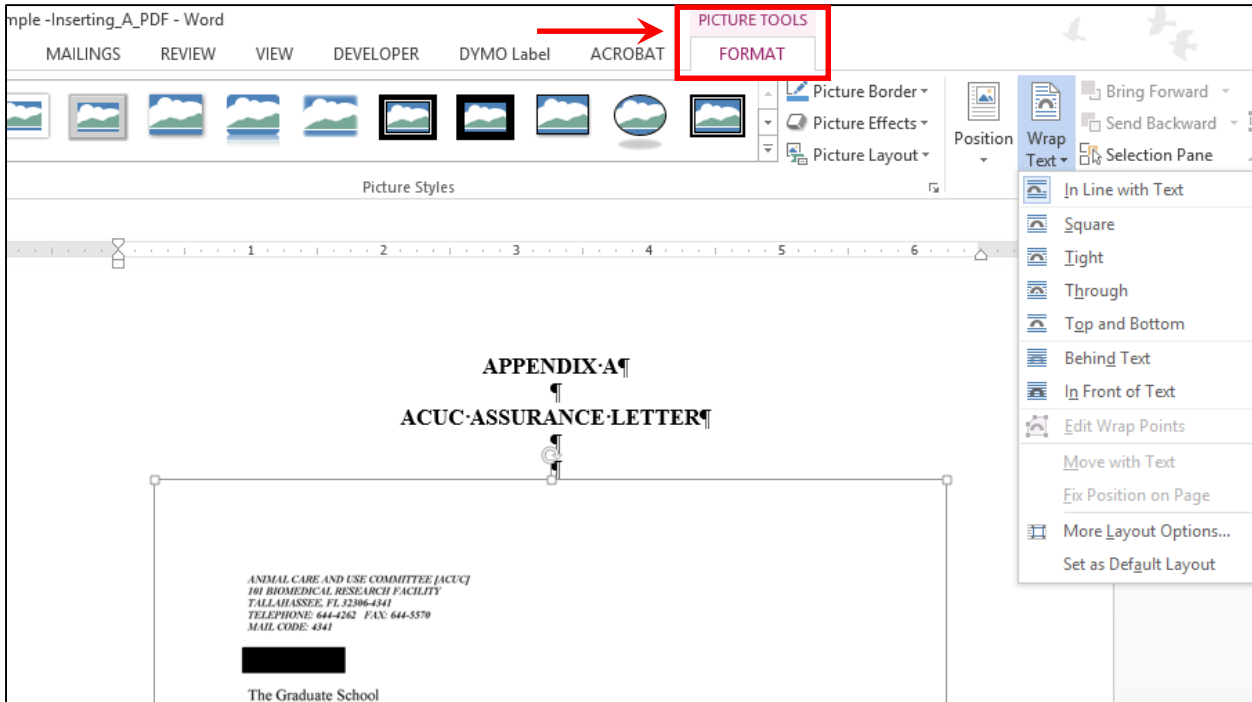


8. However, selecting **Square** under **With Text Wrapping** allows the image to be more easily manipulated (size and location). After highlighting **Square**, just click to enable **Square**. Then click on the **X** to close the **LAYOUT OPTIONS** menu.



9. If **Layout Options** did not appear when the image was inserted:

Click anywhere within the image to enable the **Format** menu under **Picture Tools**.



Click on **Wrap Text** to view the drop down menu; highlight **Square** and click.

