

How to Insert Appendix Materials into the American University Thesis and Dissertation Template

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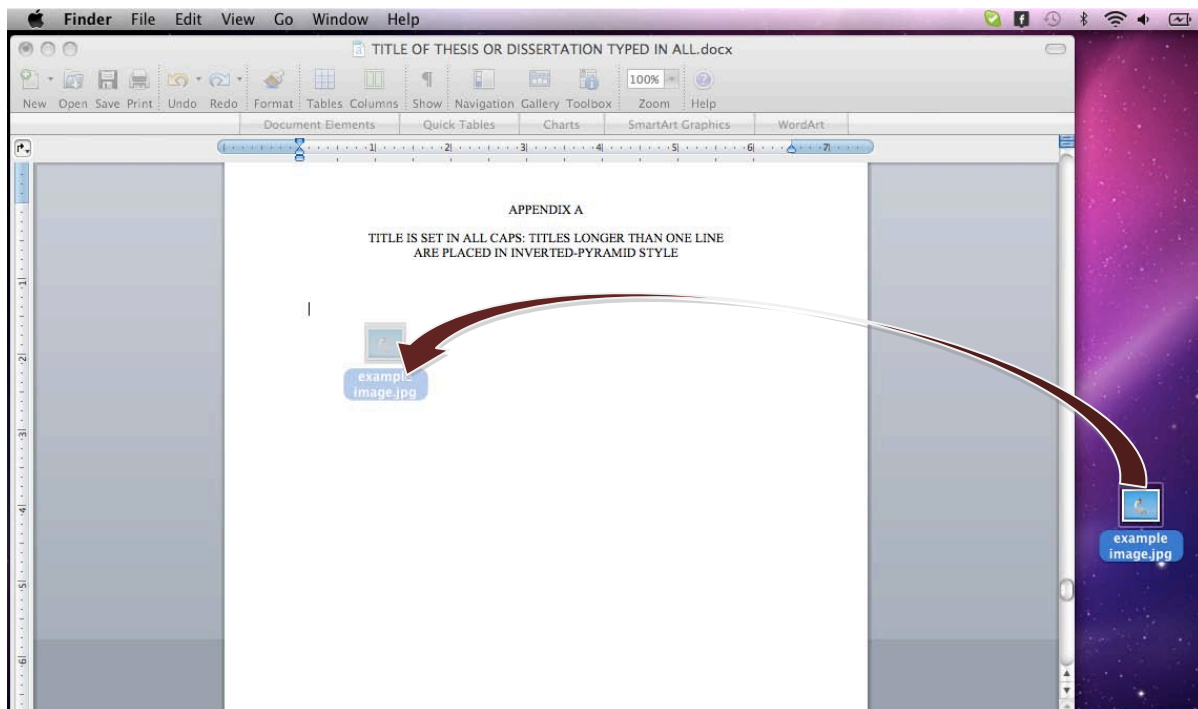
Pasting in Appendix Image Files

One of the easiest and often best ways to incorporate appendix materials such as IRB approvals, letters of consent, survey instruments, and other original documents is to scan them in their original form. When scanning, choose an image file type (e.g., jpeg, png) as the output so that you can easily copy and paste your file into the thesis or dissertation on any computer.

After pasting in the image, make sure the image fits within the page margins. You can check this by turning on the page gridlines. (Click the View menu at the top of the screen, scroll down to Toolbars, and choose Drawing. In the pop-up toolbar, click the Gridline box, and then check the box next to Display Gridlines on Screen. Make sure that there is a value greater than zero for Vertical Every and Horizontal Every.)

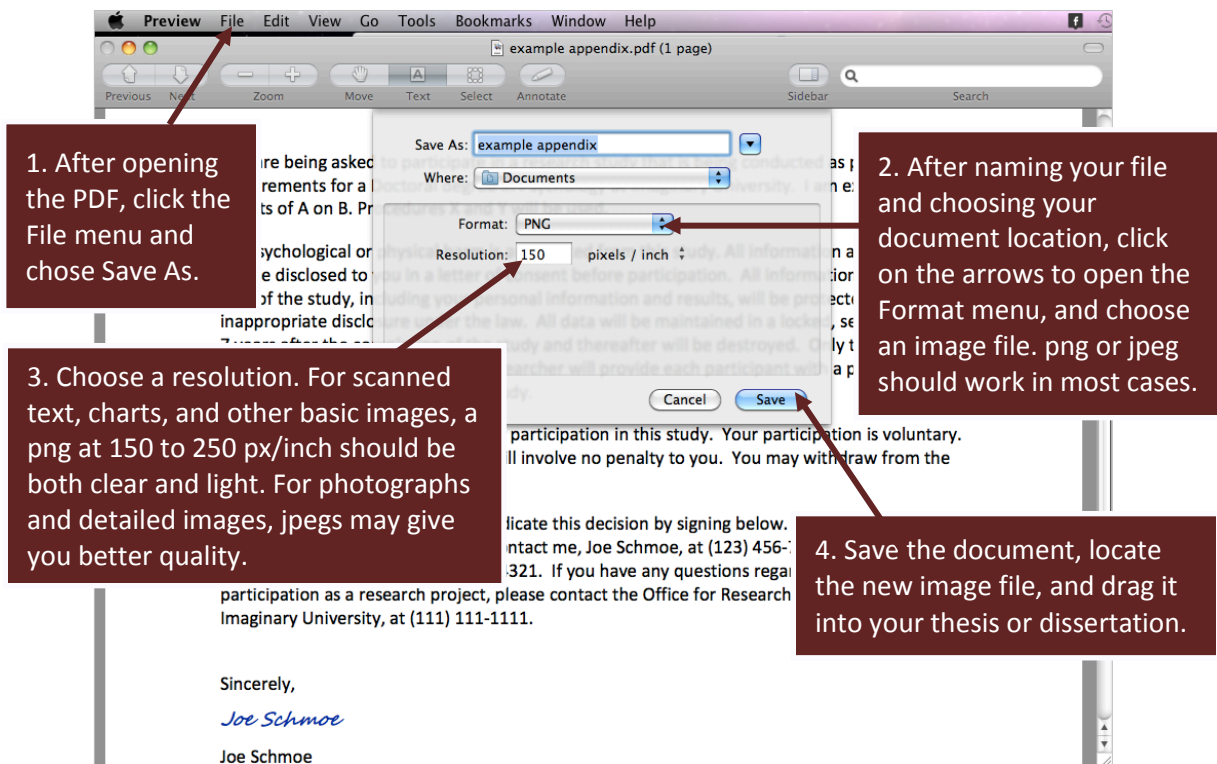
Pasting in Appendix PDF Files

In some Mac operating systems, you do not even need to convert your pdf files to image files. You can simply drag a pdf file into your thesis or dissertation document, and MacWord will automatically convert it to an image.



Converting a PDF to an Image

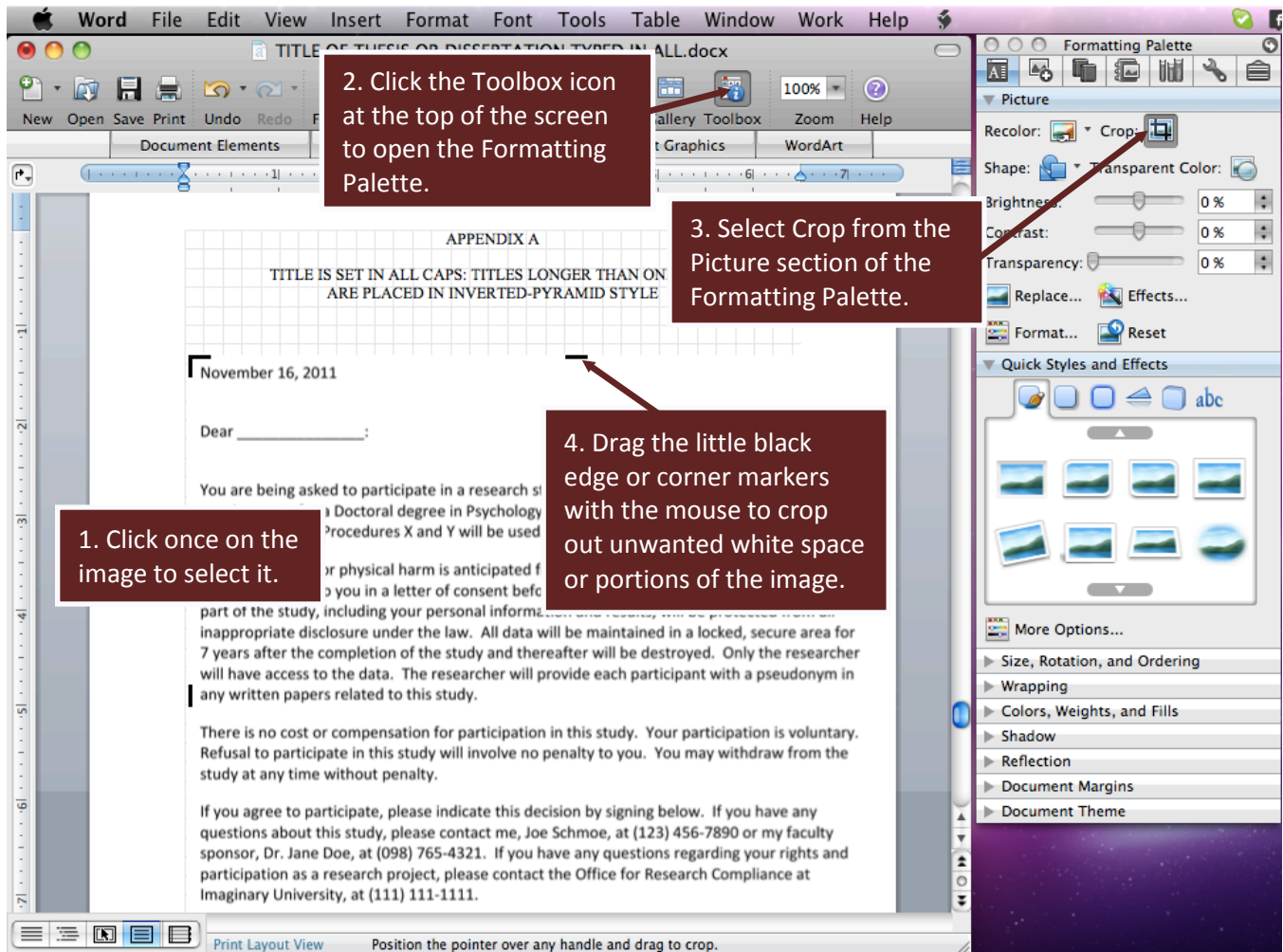
If you would like more control over how your pdf converts, you can open the PDF file and save it as an image file (jpeg, png, etc.) yourself.



If your Mac operating system does not support the Save As option, it is also possible to save PDFs as JPEG files using Adobe Acrobat Professional. There are also some free tools available online to do pdf-to-image conversions. If you download a program to your computer, it is always a good idea to scan it for viruses with a reputable antivirus program before installing it.

Cropping an Image

In some cases, you may wish to crop the image to increase the font size, improve readability of the material, cut out unnecessary information or portions of the image, or to avoid a large white space at the top or other part of the document. To crop an image, follow the steps in the image on the next page:

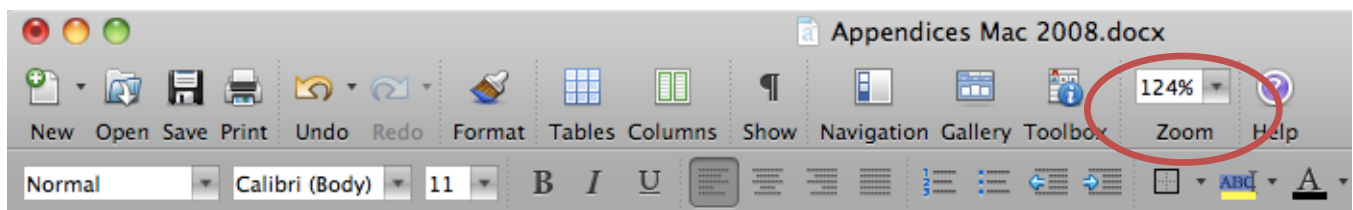


Having the Page Gridlines on helps you see where the printable margin area is. To turn them on, click the View menu at the top of the screen, scroll down to Toolbars, and choose Drawing. In the pop-up toolbar, click the Gridline box, and then check the box next to Display Gridlines on Screen.

Checking for Clarity

Sometimes images can become fuzzy in conversion. It is best to view your appendix images (and all other illustrations in your thesis or dissertation) at 100% viewing to check for clarity.

You can adjust the zoom with the drop-down box at the top right of the screen (see image below).



Also, it is a good idea to test your images by printing them. If you have many images, perhaps just print the first image of each series of similarly formatted images.

If your images look or print blurry, try using some of the picture-correction tools, which are located in the Picture section of the Formatting Palette (note that these options are only available when you have an image selected with the mouse). Sometimes, you may have to reconvert the image at a higher quality, or, if it is your own diagram, you may have to remake the figure from scratch. If you are remaking an image, try remaking it right within your thesis or dissertation document to avoid having to copy and paste it, which can sometimes reduce quality.