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

Click to Jump to a Topic

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.

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 on the View tab at the top of the screen, then click Show (if necessary), and then check the box next to the word Gridlines.

Converting a PDF to an Image

If you already scanned your materials as PDFs or only have access to a PDF, you can still paste the documents into your appendices, but you have to convert them to an image file (e.g., jpeg, png) first.
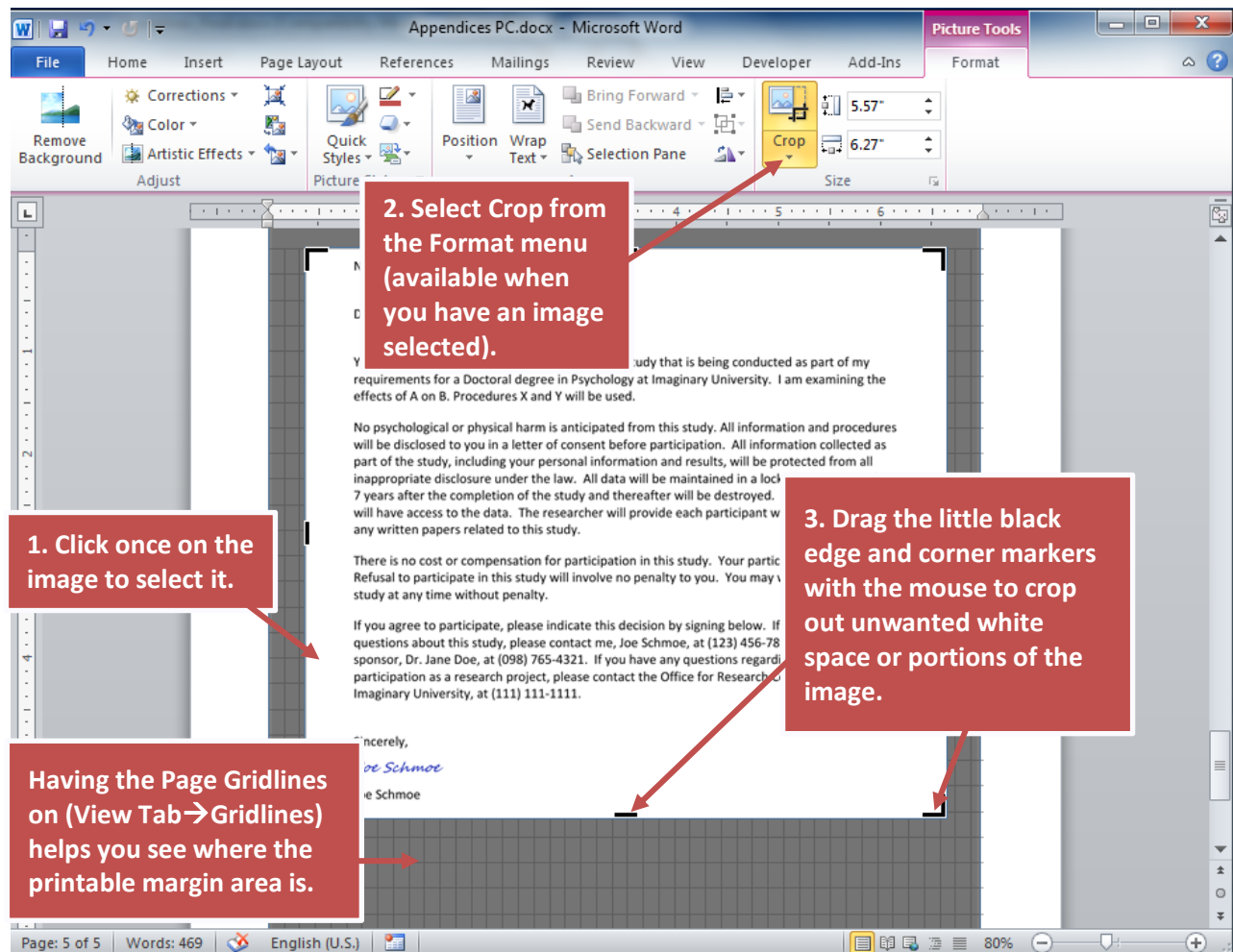
It is possible to save PDFs as JPEG files using Adobe Acrobat Professional. The scanning stations on the lower level of the AU Library are equipped with Adobe Pro.

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.

After you have your image file, you can copy and paste the image into the document. Alternatively, if you drag the image icon from the folder directly into your Word document, Word will automatically resize the image to fit within the page margins.

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:

1. Click once on the image to select it.

2. Select Crop from the Format menu (available when you have an image selected).

3. Drag the little black edge and corner markers with the mouse to crop out unwanted white space or portions of the image.

Having the Page Gridlines on (View Tab→Gridlines) helps you see where the printable margin area is.

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 access the zoom options at the bottom-right corner of the Word window.

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 in the Format tab (this menu becomes 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.