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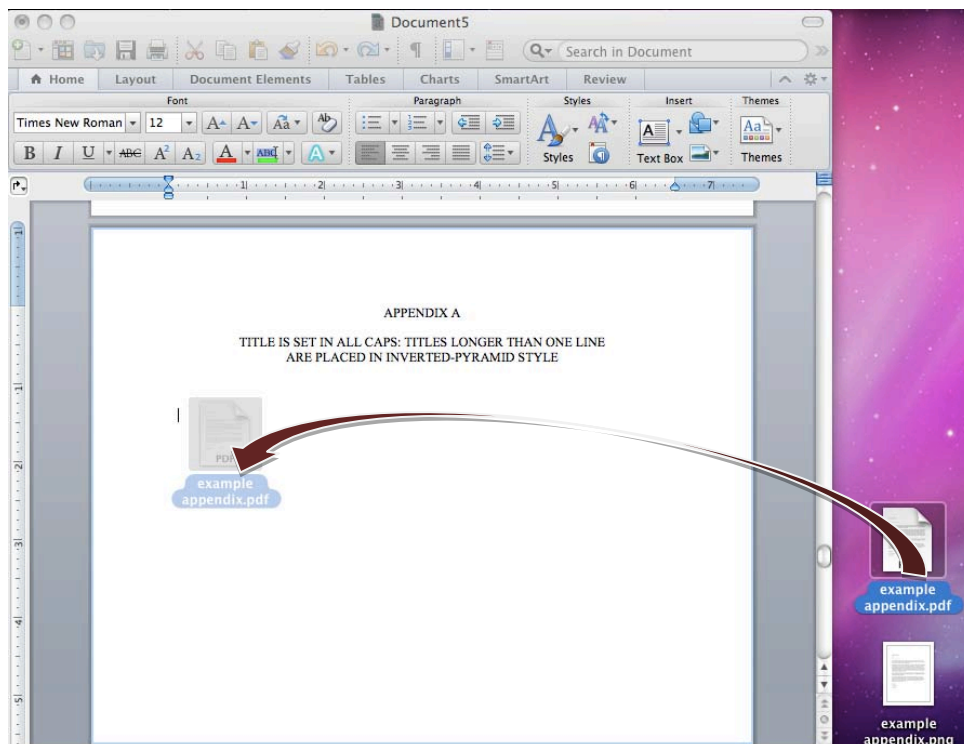
Pasting in Appendix Image Files

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 on the Layout tab in the ribbon at the top of the screen, then click the Grid Options box towards the right, and then in the pop-up menu check the box that says Display Gridlines on Screen. Make sure there is a value more than zero for Vertical Every and Horizontal Every.).

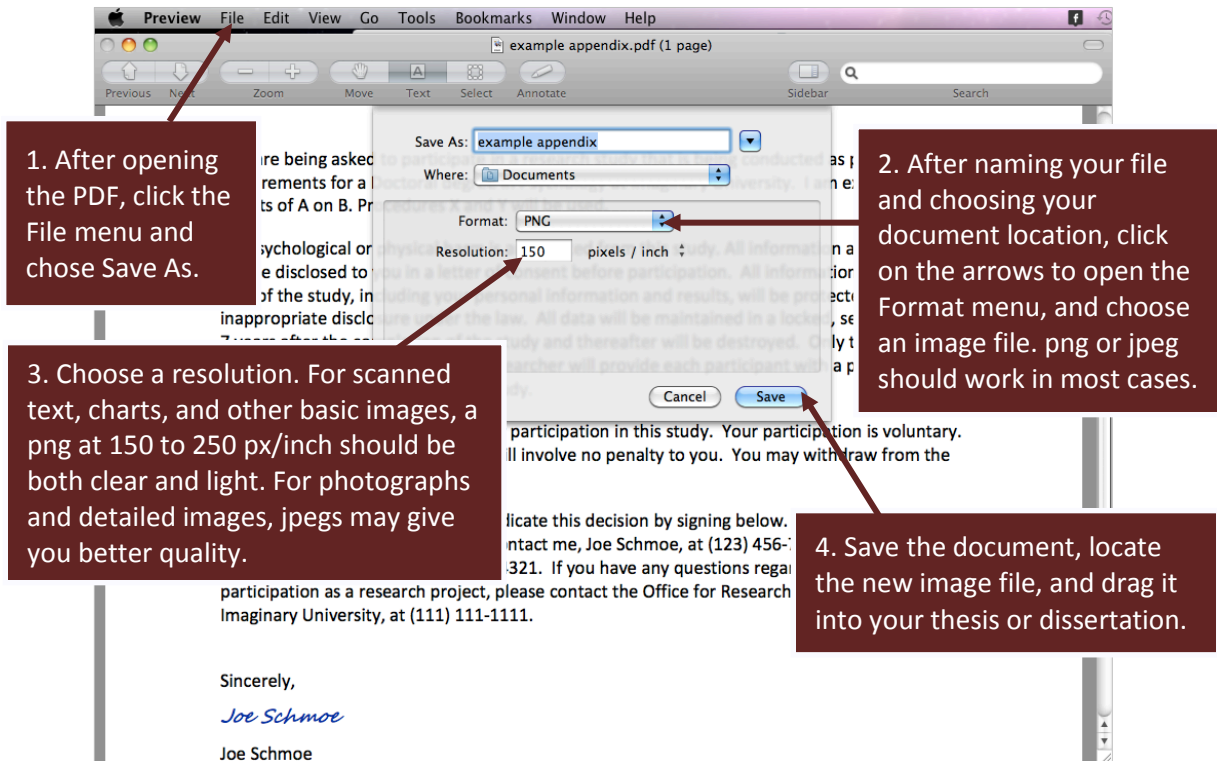
Pasting in Appendix PDF Files

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Converting a PDF to an Image

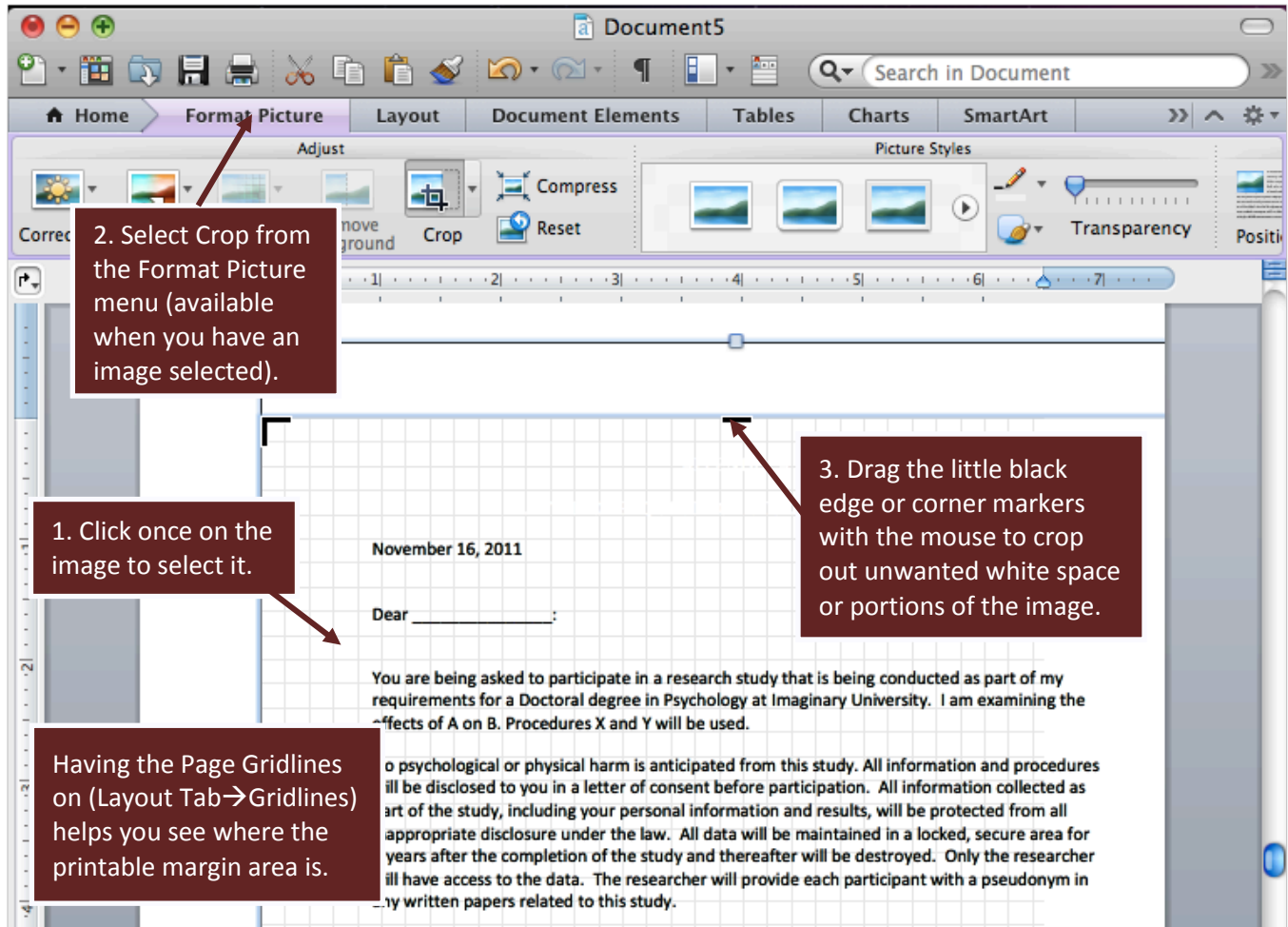
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Cropping an Image

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:



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 zoom scroller at the bottom-right corner of the Word window.



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If your images look or print blurry, try using some of the picture-correction tools in the Format Picture tab (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.