

# How to Insert PDF Pages into an MSWord Document

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## You have a PDF document that you need to include in your thesis/project/paper

### Or you have other pages that could be turned into a PDF

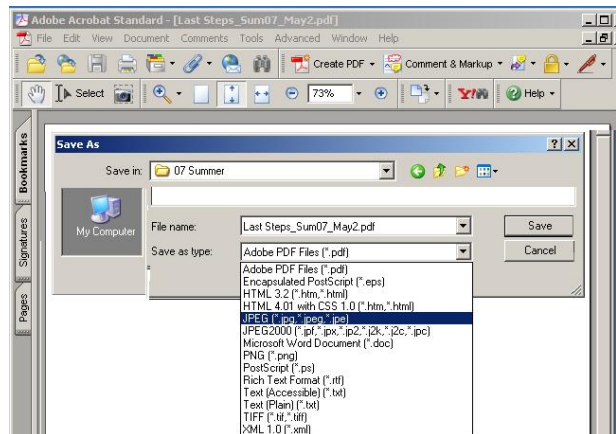
- Unfortunately, you cannot merely print these and attach it to your printed thesis,
  - because you have to have the sequential page numbers of the MSWord document on these pages.
  - They have to fit inside the page margins of the thesis, and therefore cannot be 8.5x11 themselves.
  - And you cannot use MSWord's "insert" path on a PDF document.
- However, you **CAN** insert JPEGs into an MS Word document.
- If you have pictures, then just scan them and create JPEGs.
  - They can be inserted in an MSWord document. Instructions below.

### If you have pages that are not yet PDFed

- Webpages, and other documents can be converted to PDF pages.
  - You will need to access either Adobe Acrobat (not "Reader") or other PDF maker program or tool. ACS computers at SFU have this program. Follow the instructions or get technical help.

## Use Adobe Acrobat to turn the PDF into JPEGs

- Adobe "Reader" will not work for this. You will need to access Adobe Acrobat. You could also try this with any other PDFmaker program.
  - Open the PDF document in Adobe Acrobat.
  - Go to File/Save as..
  - Select the folder you wish to put the output files to, and find "Save as type" Pull down the ▼ arrow, and select "JPEG" Then hit "Save".
  - This will turn your PDF into separate JPEGs, each one a copy of a page of the PDF, with each JPEG name numbered sequentially in the order of the pages.




## Insert a JPEG into the MSWord document

- Open your MSWord document and go to the page where you wish to insert the pages. Type in the headings and text you wish to appear.

### Set your MSWord configurations for the task at hand.

- First ensure your settings are configured for insertiion "**In line with text**", rather than for anchoring to the page.
  - How? Go to tools/options (Mac: see Word/Preferences), click the Edit tab, and find the **Insert/paste pictures** slot. Select **In line with text**.

- Also set the margins so they are visible, if they are not visible already, and click on the  button so paragraph (Enter) marks are visible also. You will need to see these non-printing marks to work with figures.
  - How? Go to **Tools**, then **Options**, then **View**, and look down the list to find text boundaries. Click the tick box . In Macs, see Word Preferences. The margins will appear as a fine dotted line left, right, top and bottom, boxing in the working space of the document.

### Start the JPEG insertion process

- On the page where you wish to insert the JPEG, hit **Enter** to create a new paragraph.
  - Then click “para\_pic\_placement” style or “para\_figure\_placement” style from the SFU template list of styles (or other plain, un-indented, single-spaced paragraph if you don’t have these styles) style to set the configurations for the paragraph into which you will insert the JPEG.
  - Click so your cursor is in that paragraph.
- Go to **Insert** then **Picture... ▸** and **From file...** then browse to find the folder in which you saved all those JPEGs.
  - Click on the desired JPEG to select it, then click the **Insert** button.

### Adjust the size of the graphic

- This page-sized JPEG graphic is probably too big to fit within the required margins and onto this page.
  - How to “size” it to fit? Click on the edge of the graphic so that little black boxes or little white circles with black borders show at the corners.
  - Click on one of the lower corner boxes(or circles) and push diagonally upward to shrink the graphic. It is easiest if you shrink it very small first, so that it now appears on the correct page
  - Then pull downward on the corner until it grows big enough to fit in the margins, without jumping to the next page.

### Trouble with sizing

- Note that if you have trouble with the “drag” method of sizing, you can click the corner of the graphic to make the square box or circle visible, then “right mouse” to access a menu featuring “format graphic” (may be “format picture, or other word that means a graphic). Go there to find various features that can be modified. Most important are:
  - Size. You can check the size of your first graphic, and make the next ones the same. Note that the length and width are in “locked ratio” to prevent distortion of the content. This means if you set either the width or length to the space between the margins (i.e. 5.98 inches of width or 8.98 inches of height ), you will automatically get the corresponding height or width. You don’t need to set both.
  - Picture. See “Cropping.” This means trimming. You can trim off excess white space from each side, (or even unwanted captions on the top or bottom) to reduce the waste space of a graphic so the contents can be made larger on the MSWord page. This does not change the original JPEG, just its appearance in the MSWord document.
  - Recommended: underneath the graphic and its paragraph (seen as ¶ to the right of the graphic) add a paragraph of the “para spacer and notes” style. This paragraph style is designed to prevent the above graphic from gluing to the next graphic you insert or gluing to following text.
- Then insert following JPEGs on following pages and size to fit.

### Problems with different sizing to fit different page needs.

- Note that if you have headings at the top of the page where you have inserted and sized one JPEG/graphic, but not on the pages where the following JPEG has been inserted and sized, they will need to be different sizes.
  - This is undesirable when they are pages from the same document.
  - You could, if you wish, merely make the following graphics the same size as required on the page with headings. But this means that they will all be smaller and less readable, than strictly necessary.
- Consider how you might put the headings and introductory text on a previous page, with a page break after, to push the JPEG graphic to its own page, so it can be sized to the full space within the margins.
  - This is similar to the strategy for large graphics and their captions found in the “Strategies for Figures and Tables” PDF helpsheet .
  - The space above the headings can be adjusted so that they are more centered, vertically, on the page, so they please the eye, and tell the reader not to expect other content on the page.
  - Then the JPEG content can stand alone on the following page.
  - And the following similar pages can be sized the same.