

Technical FAQ - Updated for Word 2013 and Word 2016

Answers to common questions about creating a PDF ETD.

If the below instructions do not match your version of Microsoft Word, click on the question mark in the upper right hand corner of Word to access Help. Word Help includes links to video instructions on the web!

How do I convert a Word document to a PDF File?

On converting Word 2013 & 2016 to [PDF File](#)¹

[YouTube](#)²

How do I create bookmarks in Word?

[Bookmarks Word 2013](#)³

[YouTube](#)⁴

[Bookmarks Word 2016](#)⁵

[YouTube](#)⁶

¹ <https://support.office.com/en-us/article/Save-or-convert-to-PDF-d85416c5-7d77-4fd6-a216-6f4bf7c7c110?ui=en-US&rs=en-001&ad=US>

² <https://www.youtube.com/watch?v=JRJwIzn2AM>

³ https://support.office.com/en-GB/article/troubleshoot-bookmarks-9cad566f-913d-49c6-8d37-c21e0e8d6db0#_toc334013469

⁴ https://www.youtube.com/watch?v=yqAlTjh2_t0

⁵ <https://support.office.com/en-gb/article/Add-bookmarks-in-a-Word-document-or-Outlook-message-480a66e1-ae9e-4e53-a2c6-a726ec86298d?ui=en-US&rs=en-GB&ad=GB>

⁶ <https://www.youtube.com/watch?v=VbMsD-igyUQ>

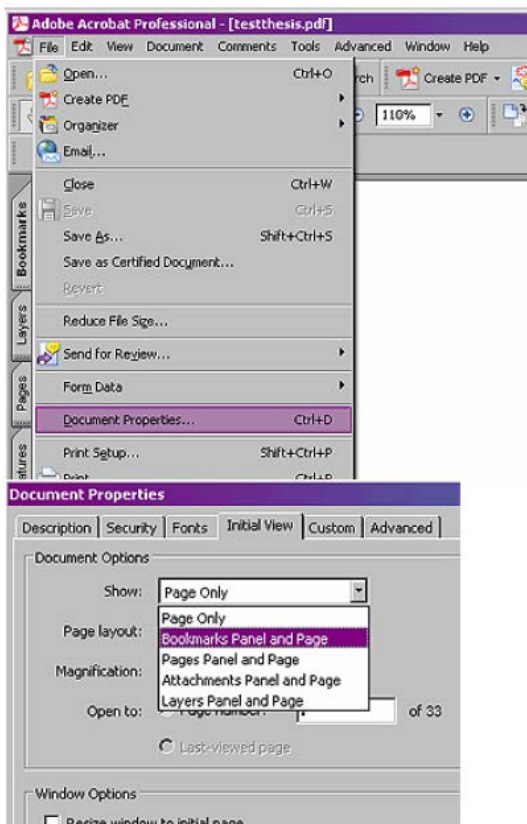
How do I create sections (for page numbering)?

[Word 2013 & 2016⁷](#)

Having issues with bookmarks on a MAC?

Try submitting your document on a Windows computer (available at the [Hub⁸](#) in the William T. Young Library).

How do I set my PDF to open to Bookmark View? In Acrobat (not Word), select Properties (Document Properties in older versions):



⁷ <https://support.office.com/en-GB/article/Add-different-page-numbers-or-number-formats-to-different-sections-bb4da2bd-1597-4b0c-9e91-620615ed8c05>

⁸ <http://libraries.uky.edu/hub>

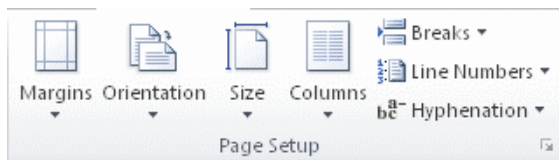
How do I insert a landscape page with portrait page number orientation? (Word 2013)

YouTube⁹from Mississippi State

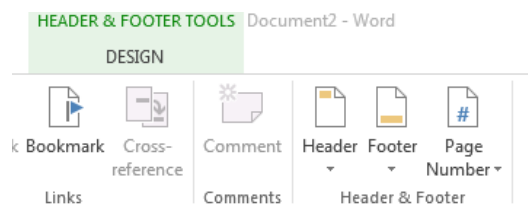
Inserting Tables/Figures: Select the pages or table/figures that you want to change to landscape.

Go to Page Layout tab → select margins → select custom margins → on the margins tab select landscape, in apply to list, click selected text.

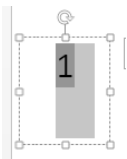
On the Page Layout tab, in the Page Setup group, click Margins.



Inserting Page Numbers: Insert → header and footer → Page Number → Page Margins →

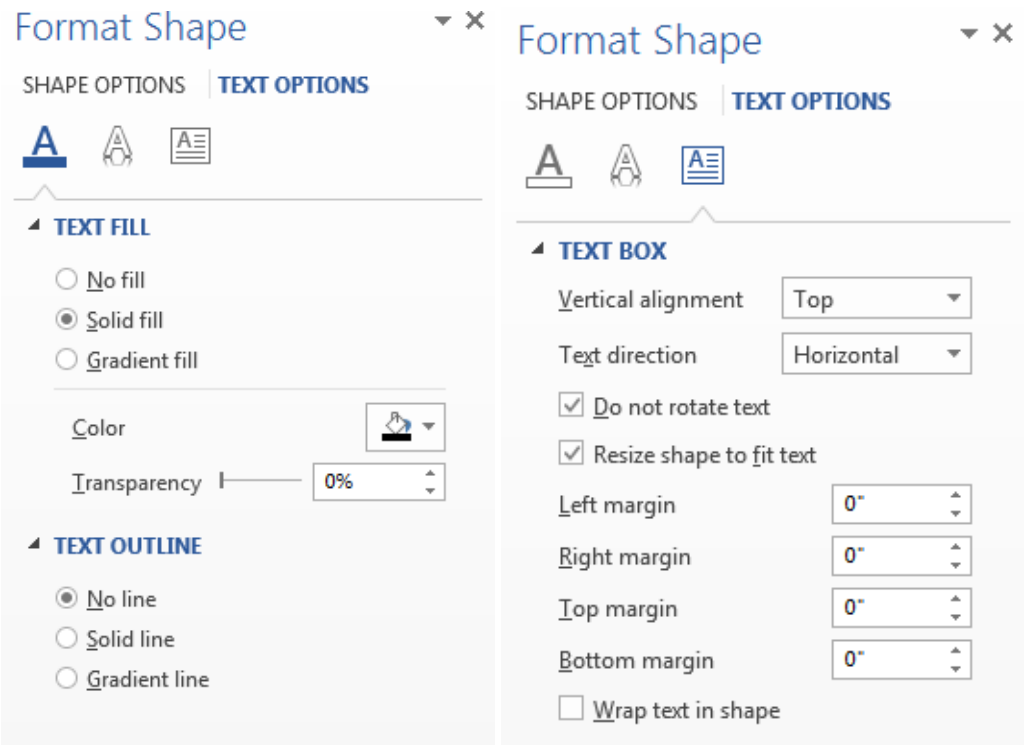


Select Large Left, highlight # to change font



Click on edge of the text box, click on format, shape styles, text options

⁹ https://www.youtube.com/watch?v=SYZi8T_bVpU



Select the text box in upper right corner, check the box to resize shape to fit text, change internal margins to 0" and uncheck box for Wrap in text shape.

Select text direction → rotate to 90 degree position

Select position → more layout options → under horizontal change absolute position to 1" to the right of page. Under vertical position select centered relative to the margin

