

Technical FAQ

Answers to ETD common questions

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 to [PDF File](#)¹

[YouTube](#)²

How do I create bookmarks in Word?

[Bookmarks Word](#)³

[YouTube](#)⁴

How do I create sections (for page numbering)?

[Word](#)⁵

Having issues with bookmarks on a MAC?

Try submitting your document on a PC available on campus. Lab [Locations](#)⁶

¹ <https://support.office.com/en-us/article/Save-or-convert-to-PDF-d85416c5-7d77-4fd6-a2166f4bf7c7c110?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-49c6-8d37c21e0e8d6db0#_toc334013469

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

⁵ <https://support.microsoft.com/en-us/office/add-different-page-numbers-or-number-formats-to-different-sections-bb4da2bd-1597-4b0c-9e91-620615ed8c05?ui=en-us&rs=en-us&ad=us>

⁶ https://uky.service-now.com/techhelp?id=kb_article&sysparm_article=KB0012136&sys_kb_id=bb3da4631bf9d5d0e4c86571604bcb4

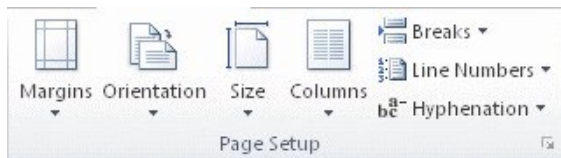
How do I insert a landscape page with portrait page number orientation?

[YouTube](#) ²from Iowa State

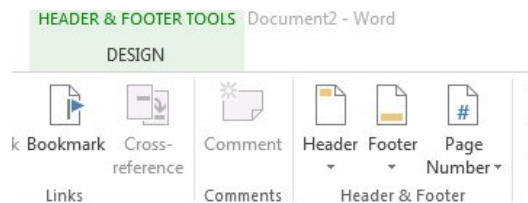
Inserting Tables/Figures: Select the pages or table/figures that you want to change to landscape.

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

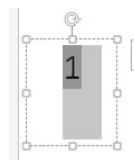
On the Page Layout tab, in the Page Setup group, click Margins.



Inserting Page Numbers: Insert → Header & Footer → Page Number → Page Margins →

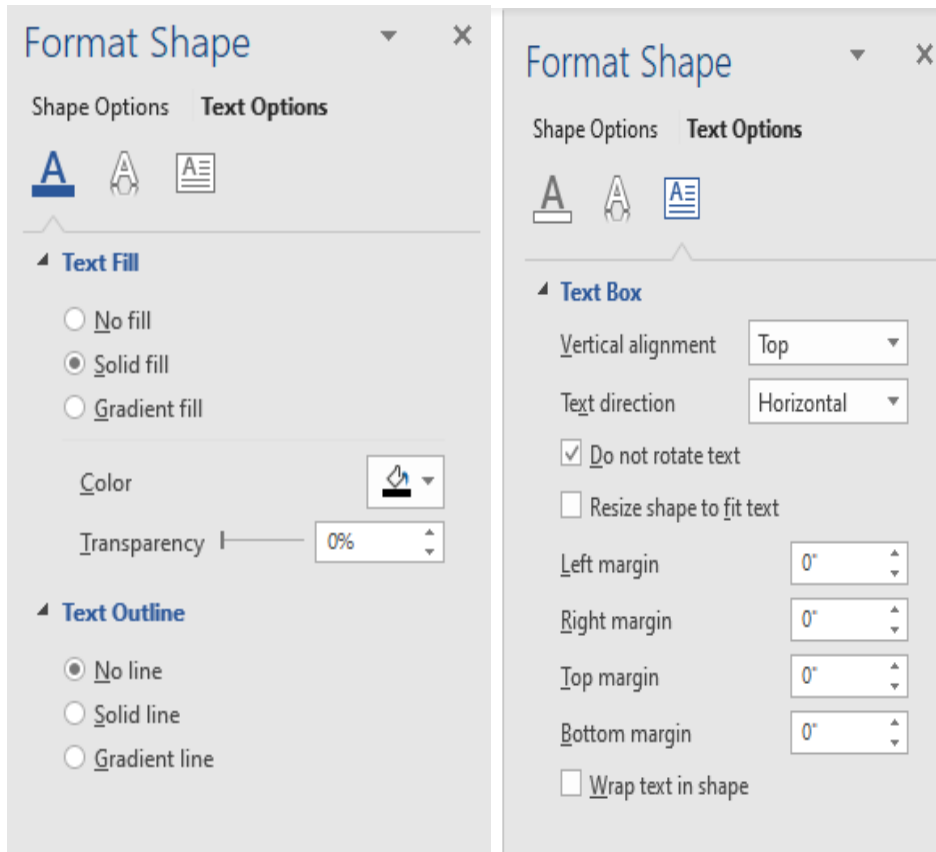


Select Large Left, highlight # to change font



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

⁷ <https://www.youtube.com/watch?v=xpGxLbO4fy>



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

