# Frequently Asked Word-to-PDF Format Questions

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## Q1. What is the easiest way of getting ALL my format correct?

Download and use the 2018 Aerospace Conference Authors Instructions as a template. Then convert Word to PDF, carefully check and submit the PDF. (The website only accepts PDF documents.) The Word template is updated with the copyright for the 2018 conference.

1. Type your text over the existing text in the document. Or cut and "paste special" your text into the document using the unformatted text option to retain the target document format.

2. Using standard cut and paste in later (2007) Word versions, upon paste, click on the tiny suitcase and select "match destination formatting", or select "apply style or formatting" and set "match destination formatting" as default where it applies.

This FAQ is to addresses Word format questions and conversion questions that might arise when converting your Word to a PDF document.

## Q2.A How do I insert Copyright number in the footnotes?

Rather than using the footnote feature of Word, place the Copyright line into a footer used on page 1 only. Footnotes are different from the body of the text, with a special style and position with a reference number. The copyright line is to be unnumbered, so the footnote feature is not appropriate.

(1) For papers in which all authors are employed by the US government, the notice is: U.S. Government work not protected by U.S. copyright

(2) For papers in which all authors are employees of a Crown Government (UK, Canada, Australia), the notice is:
978-1-5386-2014-4/18/$31.00 ©2018 Crown

(3) For papers in which all authors are employed by the European Union, the copyright notice is:
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(4) For all other papers the notice is:
978-1-5386-2014-4/18/$31.00 ©2018 IEEE

## Q2.B How do I quickly insert Copyright footnotes?

Copy the Copyright phrase that applies to you in Q2.A above and paste it into a footer limited to page 1 of your paper. If you are using the Word Template link you find in the Authors Instructions, paste it over the existing phrase in the footer of that document. Then make sure that the footnotes are all 8 point non-bold type.

If you insist on using footnotes, in the dialog box for choosing footnote style, select "special character" and select the first one: the blank symbol − one time only, for this use only. It produces an unnumbered footnote.

## Q3. Why use Fully Embedded Fonts?

When creating a PDF you must choose to have all fonts included in the PDF. This makes the file larger, but ensures that no font substitution occurs. With font substitution, text and formulae can have some character's font changed to

whatever font is on the viewers machine, which may produce characters that are not what the author intended.

## Q4. How do I Convert to PDF with Fully Embedded Fonts?

**Mac OS – embed fonts and convert:**

With your document open in Word, under 'File', choose 'Print'.

Click on the 'PDF' button in the lower left, choose 'Save as PDF'.

Make sure the file name you type ends in '.pdf' and click 'Save'
.

**Windows OS, Word 2003 – embed fonts:**

In Word, under Adobe PDF, choose 'Change Conversion Settings'.

Click on the 'Advanced Settings' button.

Choose the 'Fonts' folder at the upper left.

Next, do two things: First, check the checkbox labeled 'Embed all fonts'. Second, make sure that the textbox under 'Never Embed:' is completely empty.

Save these settings; you are now ready to convert your Word file into a PDF file (see below).

**Windows OS, Word 2007 – embed fonts**:

In Word, select the Acrobat tab.

Click on the Preferences button near the upper left, then select Advanced Settings in the pop-up window.

Choose the 'Fonts' folder at the upper left.

Next, do two things: First, check the checkbox labeled 'Embed all fonts'. Second, make sure that the textbox under 'Never Embed:' is completely empty.

Save these settings; you are now ready to convert your Word file into a PDF file (see below).

**Windows OS - convert to PDF**

To convert to PDF, click on 'Convert to Adobe PDF' located under 'Adobe PDF' (Word 2003) or 'Create PDF' under the Acrobat tab (Word 2007/2011/2013).

Once you have created your PDF file, open it with Adobe Acrobat, and look at 'Properties' under 'File'.

Using the 'Fonts' tab in Acrobat, you should see that all of your fonts have been embedded (e.g. Embedded Subset).

NOTE: Check the security tab to make sure it says "No Security".

**When creating PDF from LaTeX** you must find, use and embed all Fonts per options in your PDF creation tool.

Full Acrobat 9 Pro has an advanced tool – Preflight -- that provides the capability to test that all fonts are fully embedded.

At the risk of making this look difficult, here is a link to embedding fonts for those that like pictures: Embedding Fonts

## Q5. What is Title Case -- How should I capitalize my Title?

The complete rules are in: The Chicago Manual of Style, 16th Edition, copyright 2010, Page 448, *8.157 Principles of headline-style capitalization*

Please correct your title to conform to Title Case according to the above cited rules before submitting your abstract.

The first and last words are capitalized.

Capitalize nouns, pronouns, verbs, adverbs and adjectives.

Lowercase the articles *a, an, the.*

Lowercase the conjunctions *and, but, for, or, nor.*

Lowercase all prepositions except used as adverbs or adjectives: *Look Up, Come To*, or latin: *In Vitro.*

Lowercase the word: *to*, used as a preposition and also in infinitive phrases: *to Run.*

Lowercase parts of proper names as normally used: *de Santos, von Furstenberg.*

Lowercase the second part of a species name, *Acipenser fulvescens* even as last word of the title.

Capitalize the first part of a hyphenated word; use title case rules for subsequent words such as *Bed-and-Breakfast* unless the first word is not a standalone word, then lowercase the second word: *E-mail, E-flat, Anti-gravity.*

All caps is permissible only in acronyms: *IEEE, FTP, PDF.*

## Q6. How do I insert a Table of Contents?

Use the Word menu commands to Insert the ToC.

First make sure that all the major headings are in the same Style (IEEE Head if using the Template.)

Select Menu (Word 2003): Insert> Reference> Index and Tables> Table of Contents. Or (Word 2007): Reference> Table of Contents>Insert Table of Contents...

Click Options to open the Table of Contents Options window.

Make sure that only IEEE Head style is selected for inclusion in the ToC. (Delete all other style level numbers from the list and give IEEE Head a level (1.).

## Q7. How do I update my TOC

Right click in the body of the TOC and select Update Field from the pop-up window.

Then, select "Update Entire Table" from the next pop-up window. This works well if you have used the AI as a template and pasted your content over the original contents and used IEEE Head as the style for all your major headings.

## Q8. How can I see all the Word formatting controls?

Click on Word Menu:

Word 2003 - Tools>Options>View>Formatting marks All

Word 2007 – Office Button > Word options > Display > Show all formatting marks

## Q9. Why do you ask for a bio and picture of the authors?

One of the strengths of the Aerospace Conference is that it provides many opportunities for interactions among authors and other attendees. The required bios and requested pictures are designed to help promote that networking interaction, by providing a little personal background and a picture to help identify each author.

## Q10. How do I insert Photos into Biographies?

Save the picture as a 1" by 1.25" 300dpi jpg file.

Create the bio text at the end of the paper.

Position the curser just before the first word in the bio.

Click Insert>Picture> and select a picture from the Insert Picture window. (Don't worry; the picture will be above the text).

Word 2007 - Click to select the picture >Click Text Wrapping > Tight > and Right Only, and this should position the picture into the left top corner of the bio text.

Word 2003 - Click to select the picture >Click > Format > Picture > Text Wrapping > Layout Tight > Left Only and Advanced > Wrap Text > Right Only. This should position the picture into the left top corner of the bio text.

## Q11. Where should my page numbers be?

Bottom center of each page with 10-point numerals on all pages at 0.5" from bottom of page. (See below.)

Word 2003 – View > Header and Footer > Move your mouse over the Header and footer pop-up window until you select Switch between Header and Footer. Select footer. Find Page number and insert, using the normal formatting tools to align center.

Word 2007 – Insert tab. Header & footer …

## Q12. Why do my TIFF figures not show up in the final PDF?

Some versions of Tiff are unsupported in Microsoft Word.

Save the figure as a JPEG file and then insert it in the Word document as discussed earlier in this document.

## Q13. Why do my PICT figures not show up in the final PDF?

PICT is a Mac file format that is not a supported format in Microsoft Word.

Save the figure as a JPEG file and then insert it in the Word document as discussed earlier in this document.

## Q14. How do I Title Tables and Figures?

See prior discussion for figure insertion. Tables that are inserted are treated as figures. Also:

1. Word has a powerful built-in Table capability.
2. Figure Titles must be directly BELOW figures.
3. Table Titles must be directly ABOVE tables.
4. Titles must be 10 point Times Roman.

## Q15. Why are my figures out of place in the final PDF?

You probably used drag and drop to locate your figures on your page.

If you drag and drop, it is very pretty, convenient and looks fine on your machine, but when it gets to the PDF production machine with the Adobe PDF printer driver, the figures and text float unmercifully. It is almost impossible to stabilize such figures.

## Q16. How do I stop figures from wandering in the final PDF?

Wandering figures is a Word problem associated with different printer drivers and dragging and dropping figures on to a page. The solution is as follows:



1. Save your figure as a jpeg file.
2. Type enter twice. (creates paragraph marks to attach the figure to.)
3. Position the curser between the two paragraph markers from step 2.
4. "Insert>Picture>from file" using your saved jpeg picture.

This procedure will stabilize the figures within the paragraph and the figures and their text will float only minimally and in unison.

## Q17. Where should I place figures that span the full page width.

Placing is dependent on the referencing text:

5. Ideally at the bottom of a page, if the call-out in the text appears on the same page and there's enough room below it to insert the figure.
6. At the top of a page IF the figure is called out in the text on the previous page and there isn't enough room on that page to insert the figure below the call-out.

## Q18. How do I insert Figures that span over two columns?

Procedure for inserting figures that that span the whole page width.

1. Save your figure(s) as jpeg file(s).
2. Insert a section break continuous at the point where you want to insert a full page width figure.
3. Type enter a couple of times (creates paragraph marks to attach the figure to).
4. Insert another section break continuous.
5. Position the curser between the two paragraph markers from step 3.
6. Select the inserted paragraph marks and change the column to single column for the inserted section.
7. "Insert>Picture>from file" using your saved jpeg picture.

This procedure will stabilize the figures within the section and the figures and their text will NOT float apart.

As a further refinement you may wish to insert a column break in the text before the section break to equalize the text depth above the figure.

## Q19. What are Small Caps?

SMALL CAPS are used in the Table of Contents and Major headings. They are an attribute of a font. To correctly get headings in SMALL CAPS you can type your text, then select the text and apply the IEEEHEAD style.

You can also apply style format manually:

1. Make sure that the text is in Title Case, i.e. leading CAPS and following lower case, e.g. Introduction
2. Select the text and click Format>Font Then select Bold 12 point for Major Headings and Bold 10pt for Table of Contents.
3. Select Small Caps from the effects radio buttons.
4. Hit enter and you should have:

### INTRODUCTION

As you can see the Introduction text is also centered.

## Q20. Avoiding Widows and Orphans and line carry over?

Widows and Orphan text lines sometimes occur when text is paginated differently on different computers. A simple procedure is to insert a column break in the text, one or two lines before the end of the text in column 2 of any page that might cause a problem later. This is normally only a problem for papers that have figures that are dislocated by the text movement. Remember that text changes are cumulative, so a one-line expansion on three prior pages, could lead to a three line overflow on to the fourth page.

## Q21. How do I insert an em-dash in my abstract heading?

An em-dash is a special character and can be inserted as follows:

1. Type the word "Abstract" immediately before the first word of your abstract.
2. Leave the cursor positioned as is.
3. Click Word menu: Insert>Symbol
4. Click Special Characters tab of the Symbol window.
5. Click Insert (The em-dash is the first character and will be inserted into the body of your text after the abstract heading.)
6. Do NOT insert any spaces before or after the em-dash.

## Q22. Why does my displayed PDF not look the same as my Word file?

The problem lies with Word and PDF printer drivers.

Normally a Word file is created for the Author's regular printer, is printed on same, and looks as expected. Every paper that enters the Aeroconf.org system must already be converted to PDF on entry and should look the same as on your own system. When you view your paper on your own system, any conversion problems will be visible to you.

If you do indirect conversions through, say, Postscript, you may find that your paper is lengthened slightly and repaginated, which propagates very small changes. If one of these changes causes a word at the end of a page (and before a page break on a full page) to go to the next page then the page break causes a large white space. The only reasonable place to use page breaks is to force a new heading on to a following page. (See also Wandering Figures.)

We have found that kerning may appear slightly different in the PDF as seen on your on-screen display. However, the printed copy looks the same, so this is not a review problem. However, you might find this is a clue that your PDF conversion may not contain all embedded fonts.

Please pay careful attention to the appearance of the PDF you submit to the Aeroconf.org website, since upon initial submission you must warrant you are complying with all formatting requirements and have all fonts embedded in the PDF (See Q3-Q4). If it is found later that your paper does not comply, it will go no further in the process, and you will be notified to submit a PDF that does comply.