

Everything PDF Dissertation/Thesis Candidates

By the time you get to the point you are ready to convert your thesis (using this term as a generic term to include dissertations) you will have done ALL necessary changes in your Word version. Although you can make changes in PDF it is very limited and NOT recommended. I repeat...NOT recommended. So make sure Sandra has approved our thesis.

Converting to PDF/A

PDF/A is the method for converting a document that will be stored electronically for a long time...archive (hence the /A).

1. Open your Word document.
2. Click on **File>Print**
3. Click on the drop down arrow next to the Printer Name and select Adobe PDF
4. Click on the Properties button next to the Printer Name field
5. In the Default Settings field click on the drop arrow and select PDF/A-1B:2005 (RGB)

Note: For any candidate that will be submitting their thesis to a Print Press for binding, they require that all Fonts be Embedded. By default selecting the PDF/A will automatically do this for you.

6. Click OK
7. You should be on the Print Screen where you will need to make sure of a few things:
in the Page Range Area: make sure All is selected
in the Zoom Area: make sure Scale to paper size is set to No Scaling.
8. Click OK. Your PDF will be produced.

PDF/A View Mode

Because we are working with PDF/A files we have to change a setting before we can combine files. If this is your copy of Adobe you will only have to do this once. But if you are working in one of the campus labs you will need to make this change each time you use the computer as the settings go back to default each time they are logged off. Open Adobe Acrobat and click on **Edit>Preference**. Now on the left hand side of the Preferences window, select **Documents**. For **PDF/A View Mode** select **Never** from the list.

Combining Multiple Files into One PDF

Sometimes it is easier to write each chapter in it's own Word file. But then you have to still generate one pdf file. Although there is a built in feature that allows you to merge files into a single PDF we still need to make sure that our files are PDF/A compliant. So please convert each chapter following the instructions below. Then we will combine each of these files into one PDF.

1. Open the PDF file that would be the first page(s) of your thesis.
2. Click on Document>Insert Pages>From File
3. Navigate to your PDF that would be your second page(s) of your thesis and select that file by double clicking on it or by clicking on the Select button.
4. An Insert Pages window will appear and make sure that for Location: After is selected and that for Page: Last is selected. Click OK
5. Repeat until all files are inserted.

Printing PDF's for Technical Review

Everyone of you will have to print a few pages to take to your technical review with Ms. Harmon. Open your PDF document in Adobe Acrobat (mac users make sure that you are not viewing in PREVIEW). Click on File>Print. In the Page Handling section of the Print Window look for Page Scaling and select NONE from the drop down list. If you don't do this it prints with different margins and moves things enough that it doesn't line up right according to the ruler.