

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 your 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:

When trying to combine multiple PDF's the options are grayed out:

Cause: Because we are now using the PDF/a conversion method the pdf is being viewed in this mode.

Fix: Open Acrobat then go to Edit>Properties. On the left side of the Preference Screen that opens is a list of Categories. Click on the Documents category. Then on the right side of the screen about half-way there is a section called PDF/A View Mode make sure that is set to Never.

(note: if the copy of Acrobat you make this change in is your personal copy then this change will save and you will not ever have to change this again. If this is a lab, then you will have to change this each time you work in the program as those computer's settings go back to default when restarted.)

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.

Links I Had in my Word File Break When Converted to PDF

Caues: For longer links and spaces in links, Acrobat gets confused and will substitute those spaces with % signs.

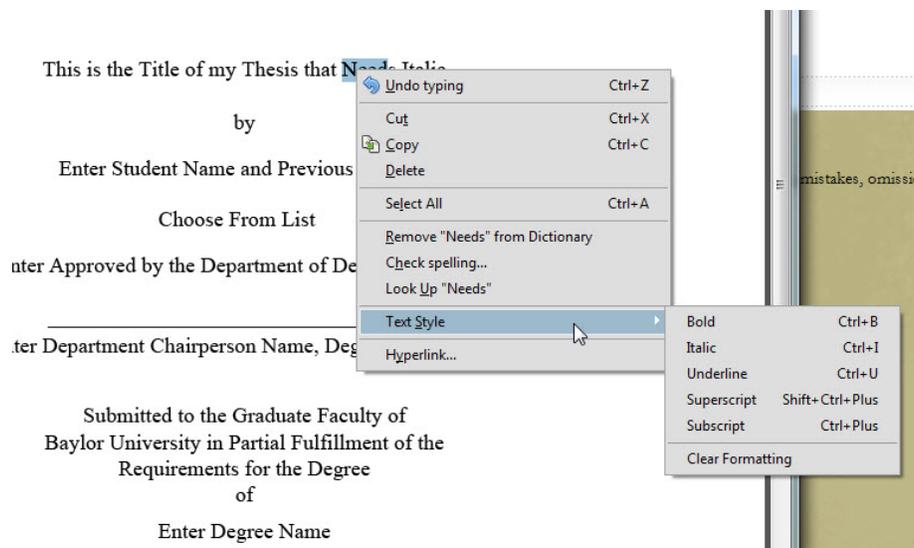
Fix: The best thing would be to recreate the link within Acrobat. To do this, you must first be using the full version of Adobe Acrobat (Reader will not work. If your application has the word Reader in its name then you do not have this capability). Open your Thesis/Dissertation in Acrobat, click on Tools>Advanced Editing>Link Tool. Notice that your cursor has turned into a cross-hair. Draw a box over the entire link by holding down and dragging your mouse. When you release your mouse you will get a Create Link window. For Link Appearance you should choose Invisible Rectangle. For Highlight Style choose Invert. Leave color as blue. For Link Action choose Open a Web Page and then click on Next. In the Edit URL box type the entire Link including http:// and then click on OK. To turn the Link tool off and check your Link click on the Hand Icon in your menu bar area (literally looks like a hand). You will then be able to click on your link. If it does not work you will need to edit the link. Click on Tools>Advanced Editing>Link Tool and then your link's box will show up again allowing you to double click on it to open the properties. This time click on the Actions tab and highlight the words Open a Web link listed in the Actions box by clicking on those words once and then click on Edit. Fix the URL and then click on OK. Then click on OK again to close the Properties box. Test your link as instructed above.

SIGNATURE PAGE Issues

The new signature page is a PDF form that can be filled in as any other form. The signature field will expand to fit all the text once you tab to the next field. Should you need to use special formatting (i.e bold) or special characters here are some instructions to do that.

- **Special Formatting for the Title Field**

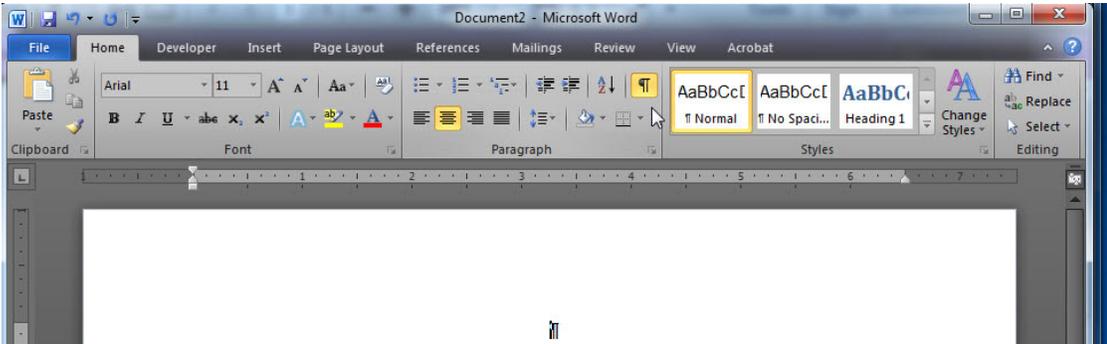
First type your title. Then highlight the word that needs special formatting. Now right-click your mouse and choose Text Style.



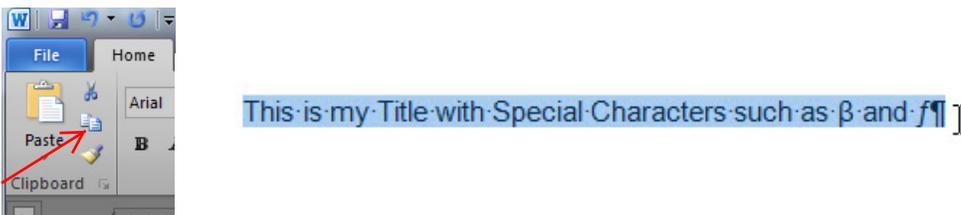
- **Special Characters in the Title Field**

If you are using special characters other than what is already on the traditional keyboard, you will have to type your title in Word and then copy and paste it into the Title form field.

Open word and immediately turn on the Paragraph Marks option. And set your paragraph alignment settings to Center.



Type your Title. Now highlight the entire title including the paragraph marker.



Right click and choose copy (or click on Copy on the Home Ribbon).

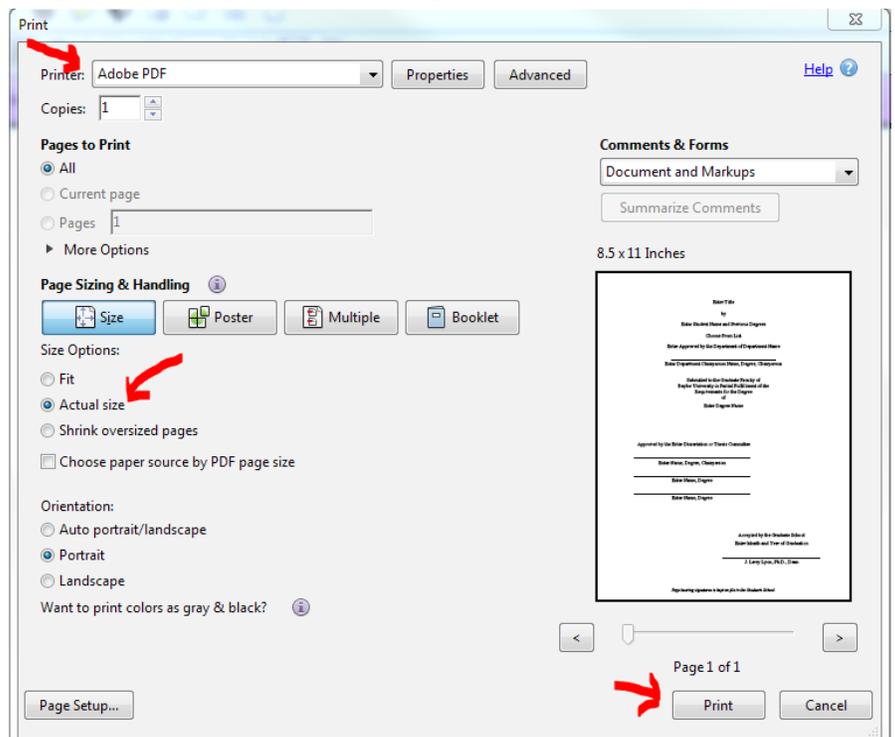
Now open your PDF signature form and put your cursor in the Title Field. Right-click and choose Paste.

Combining your Signature Page with the rest of your document

Before your will be able to combine the Signature page with the rest of the PDF document we must get it out of its current state. Currently it is fixed so that the title field will expand to fit long text. For this step you **MUST USE ADOBE ACROBAT NOT READER**. If you don't have Adobe Acrobat you can use a computer on campus or come to one of labs during the 911 sessions to do this step.

1. Open the signature form

2. Click on File>Print. For Printer Name, choose Adobe PDF. See arrows in image to right.



3. After clicking on Print the Save As Window should pop up. If not it is probably under any other open windows on your computer. The image to the right will guide (Where do you want to save; What will it be named; Save Button).

4. After clicking on Save the new PDF will be saved and is ready to be inserted into the complete Thesis/Dissertation file. (See Combining Multiple Files on Page 1).

