

Tips for Preparing the Electronic Submission of a Dissertation

This guide is based on using Microsoft Office 2016 & 2013 on Windows and Office 2016 on Mac and Adobe Acrobat X Pro and Adobe Acrobat Pro DC.

Guidelines prepared by the Graduate Education office are here:

<https://www.albany.edu/graduate/dissertation-thesis-submission.php>

https://www.albany.edu/graduate/assets/Dissertation_DIGITAL_Submission_Instructions.pdf

UMI/ProQuest at the UAlbany digital submission website:

<https://www.etsadmin.com/cgi-bin/main/home?siteId=185>

For free access to Office on your personal devices and computer *while you are a student, instructor, etc.* See:

<https://wiki.albany.edu/display/public/askit/Office+365+ProPlus+Subscription+License>

Tips to keep in mind:

1. To create the title page select Insert > Cover Page. Pick a style from the Gallery and insert text. If you decide to create your own cover page remove all text, images, shapes and text boxes. Then add text. Cover pages are only one page and are not numbered.
2. In Word, use Insert Picture when adding images; do not use copy/paste.
3. If using PowerPoint slides in the dissertation select Save As TIFF file.
4. Use Delete, not Cut, when permanently removing information, images, charts, etc.
5. Use the formatting tools in Word; do not manually format paragraphs, charts, etc. For example, do not press spacebar to move text; use paragraph and page layout options.
6. To manipulate the placement of images, right click on the image and select Wrap Text > Tight. More options are available; however this is a good choice to start with to address placement.
7. Use section breaks in Word to address changing the format of page numbers for landscape pages. See “*Tips for Preparing Landscape Charts, Images, Tables and Pages for the Electronic Submission of a Dissertation*,” accessed from:

https://library.albany.edu/imc/tutorials_handouts

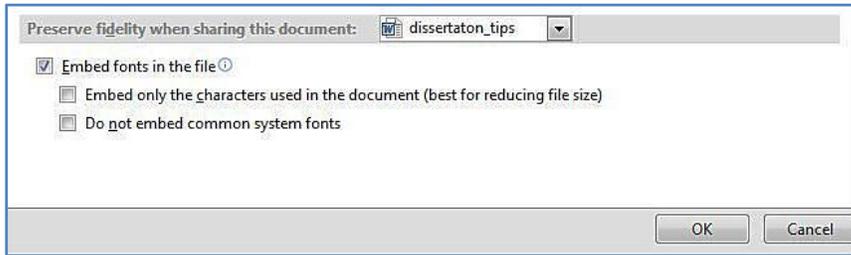
To Create the PDF file

There are a couple of ways to create the PDF version of a Word document. The method below ensures that fonts are embedded. **You will need to access Adobe Acrobat Pro and Microsoft Word on the same computer.** The Reader [free download from Adobe] will not allow you to perform the following. Acrobat Pro and Microsoft Office are available in the IMC at the University Library.

In **Microsoft Word**, select **File > Options > Save**.

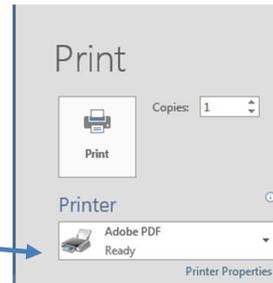
At the bottom of the window, select **Embed Fonts in this file**. Unselect the options below “Embed Fonts in this file.” Select **OK**.

Note: This is not available on Word 2011 for the Mac.

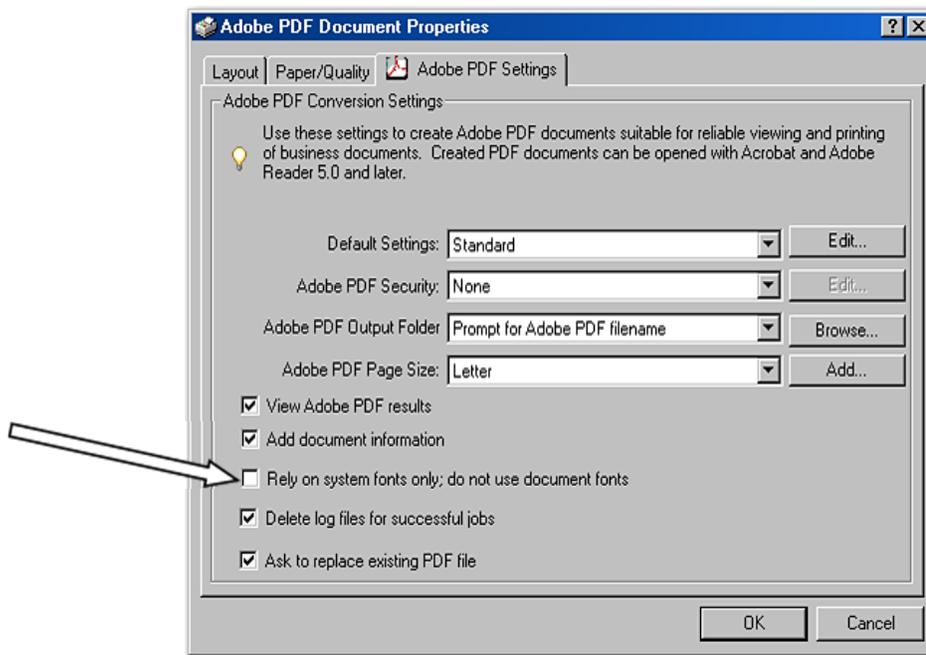


Select **File > Print**. Select **Acrobat PDF** as the printer.
[Word on Windows illustrated]

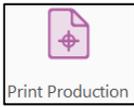
To embed fonts, select **Printer Properties**.
Select the **Adobe PDF Settings** tab.



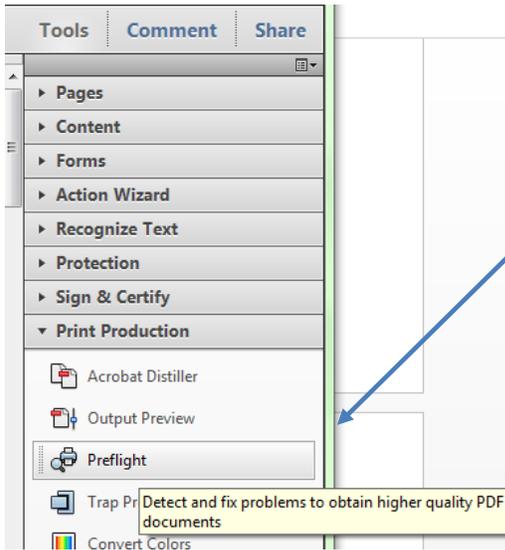
Uncheck “**Rely on system fonts only; do not use document fonts**” Click **OK**
Click **Print**. The file is saved as a PDF file and opens in Acrobat.



In **Acrobat Pro** [not Reader] select **View > Tools**
 Select **Print Production**.
 On the right side select **Preflight**.



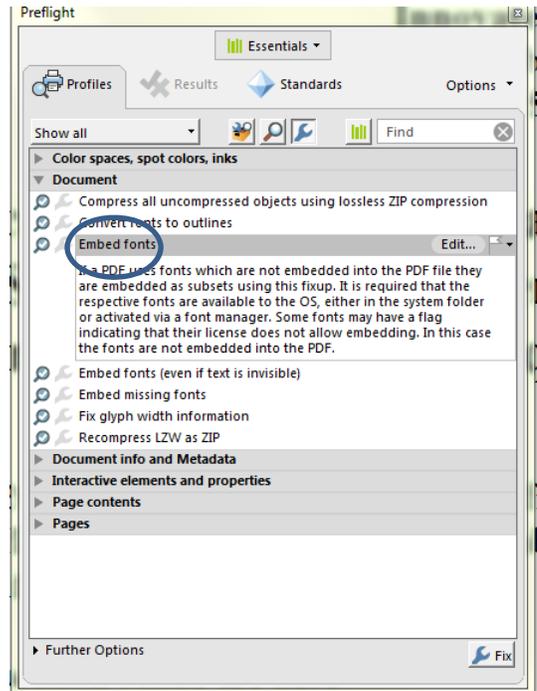
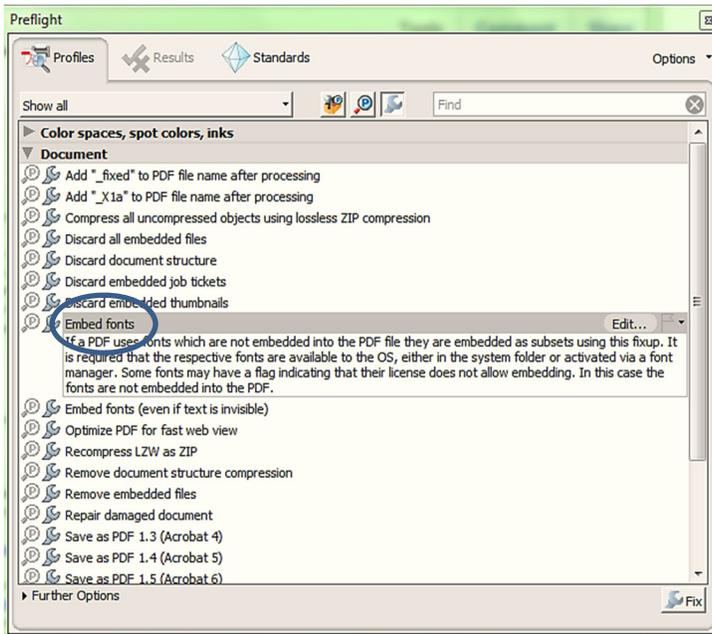
[Acrobat Pro DC illustrated]



[Acrobat Pro X illustrated]

When the Preflight window opens confirm that the **Profiles** tab is selected.

[Acrobat Pro X and Pro DC both illustrated below]

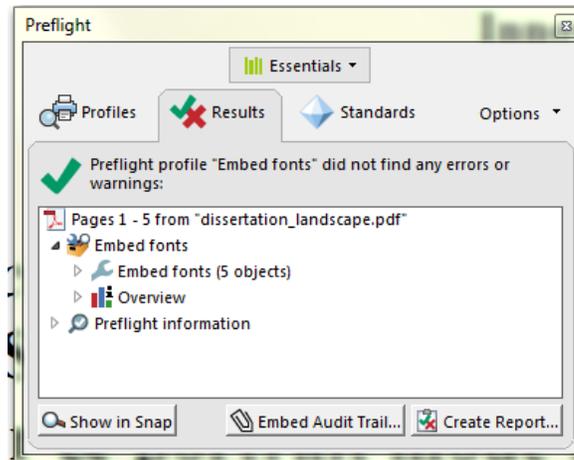


Click on the **Wrench** to select single fixups.

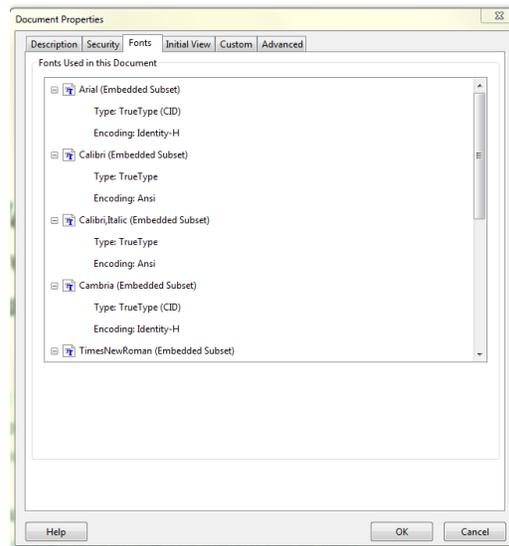


Under **Show all** tab, select **Document** and display all options. Select **Embed Fonts**. Select **Fix**. Save the file. When the process is complete, a report window opens.

[Acrobat Pro DC illustrated]



To verify that the fonts are embedded, close the file and re-open it. Select **File > Properties**. Select the **Fonts** tab and review the font report for the document. In example below, note that the subsets are embedded. All fonts should show "(Embedded Subset)" after the font name.



If further formatting or editing is necessary return to the Word file and repeat this process. If multiple Word files are combined into one dissertation PDF file, convert each file to PDF format, and then merge into one file. This is handy when paginating is difficult.

In Acrobat select **File > Create > Combine Files into a Single PDF**. Follow the prompts to add files, reorder files, and save.

Written by Regina Testa, Head, IMC, 1/15; 7/15; 11/15; 12/16; 12/17;12/18