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Tips for Preparing the Electronic Submission of a Dissertation in PDF format

This guide is based on using Microsoft Office 2019 and Adobe Acrobat DC [Pro, not Reader]. To install a free version of Microsoft Office on your computer *while you have a UAlbany Mail email account.* See:
https://wiki.albany.edu/display/public/askit/Microsoft+365+Apps+Subscription+License

Tips to keep in mind:
1. Use delete, not cut, when permanently removing information and graphics.
2. Use the formatting tools in Word; do not manually format paragraphs. For example, do not press spacebar to move text to the next page. Use the command Insert > Page Break. Use paragraph and page layout options.
3. Use section breaks in Word to address changing the format of page numbers. See https://library.albany.edu/imc/tutorials_handouts/Dissertationpageformat.pdf
   For landscape pages, tables and graphics see:
   https://library.albany.edu/imc/tutorials_handouts/dissertation_landscape.pdf

Create the PDF file

It is highly recommended that you submit the PDF version of your dissertation to ProQuest and not have ProQuest convert it to PDF. There are a few different ways to create the PDF format. The method described here is ensures that fonts are embedded and that less formatting issues occur. You must access Adobe Acrobat DC, not Reader, and Microsoft Word on the same computer. Acrobat and Microsoft Office are available at the University Libraries on Macs and Windows computers.

On Windows, in **Microsoft Word** select **File > Options > Save.**
At the bottom of the window, select **Embed Fonts in the file.** Unselect the options below "Embed Fonts in this file." Select **OK**.
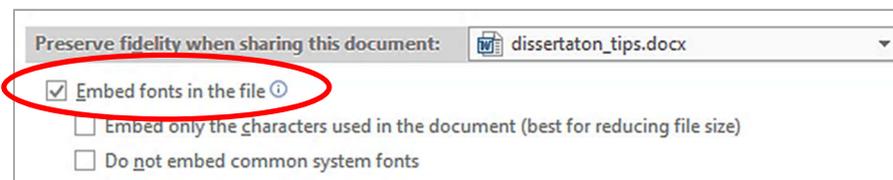
On Mac, in Microsoft Word select **Word > Preferences;** select **Embed Fonts in the file.**
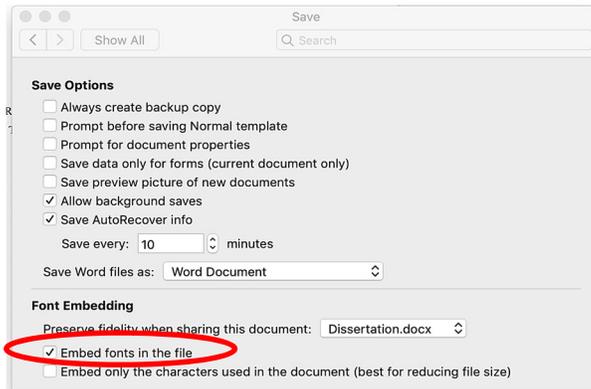
NOTE: Adobe Acrobat DC requires an Adobe ID. To continue, open Adobe Acrobat Pro DC and create an ID and/or log in and open Acrobat Pro. Keep the application open.

Go to Word to create the PDF file. If you are not logged onto Adobe Acrobat and it is not open, you may receive error messaged when printing to Adobe PDF.

On a Windows computer, select **File > Print.** Select **Acrobat PDF as the printer.**

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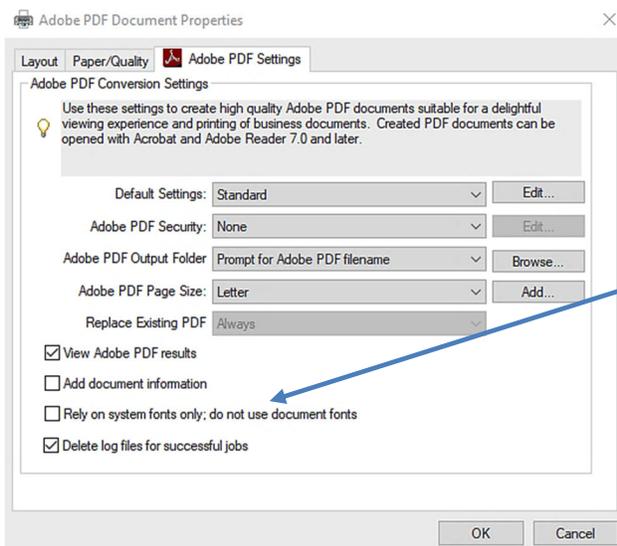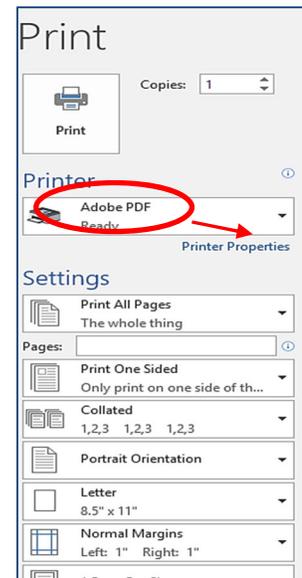
Select the **Adobe PDF Settings tab.**

Uncheck **"Rely on system fonts only; do not use document fonts"**

Click **OK**

Select **Print.** The file is saved as a PDF file.

On a Mac select **File > Print. Click on the PDF button** on the bottom of the window. Select **Save as PDF.**
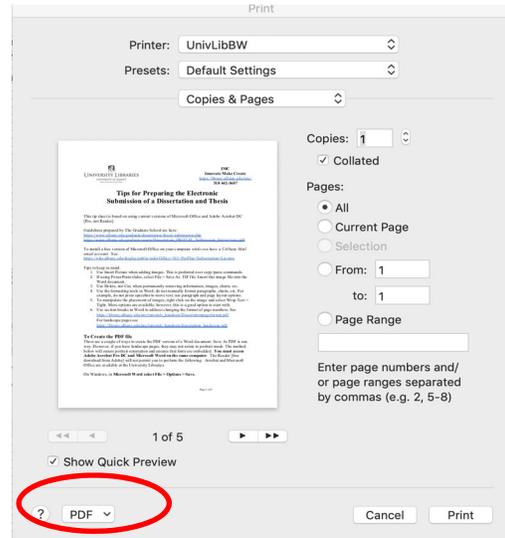
Embed fonts in Adobe Acrobat and confirm format/layout

1. Open the file in Adobe Acrobat. Confirm that page numbers and page formatting are correct. If editing is required, return to the Word document and make changes. Repeat steps to create the PDF file.
2. **Search Tools;** search for **Preflight.** Select Preflight
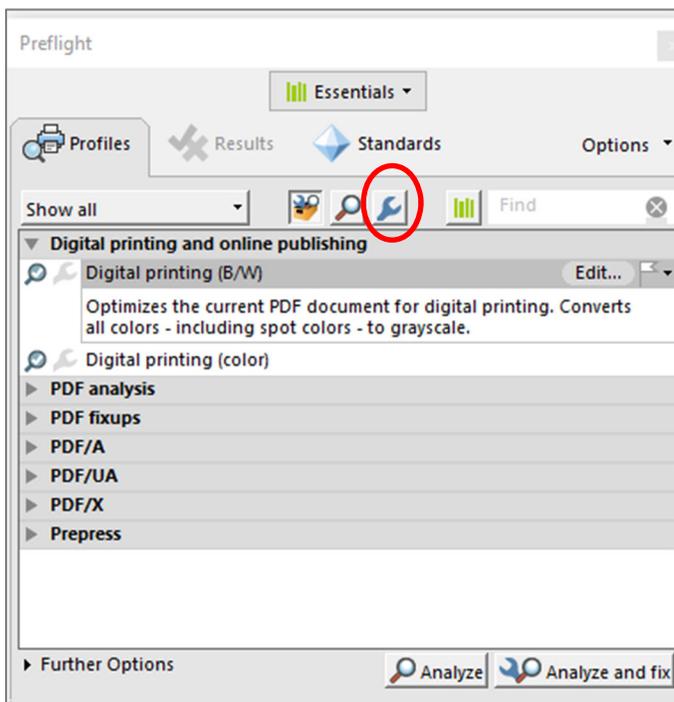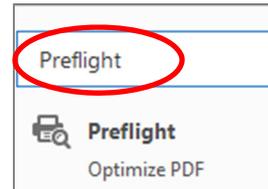
When the Preflight window opens confirm that the **Profiles** tab is selected.

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

Scroll down and select **Document > Embed Fonts**. Select **Fix.** Save the file.
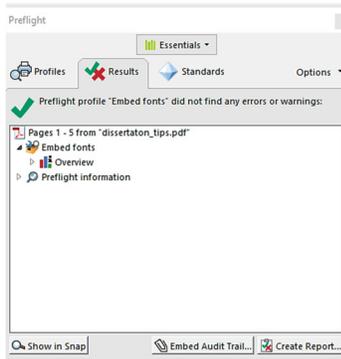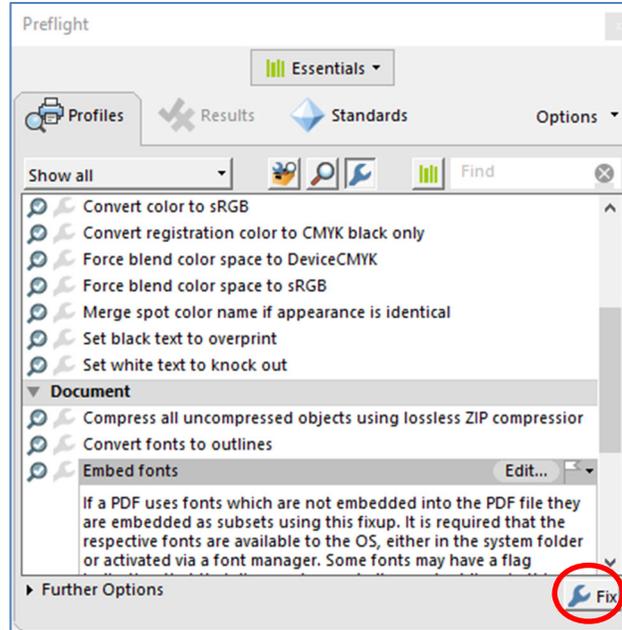
When the process is complete, a report window opens.

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.