

APPENDIX B: INSTRUCTIONS FOR PREPARING THE PDF FOR SUBMISSION

ProQuest requires that your main text be submitted as a PDF. American University requires that your submitted document contain the signed version of your thesis/dissertation title page. In order for your submission to be complete, you must complete the following steps:

1. Embed fonts
2. Convert your document to PDF
3. Replace the unsigned title page in your PDF with a scanned copy of the page signed by your committee members and the Dean of your school or college

This document explains how to complete steps 1-3 on a PC, using Microsoft Word 2010 and Adobe Acrobat Pro X. You may use other programs or methods as long as you produce a legible and complete PDF with your signed title page inserted in place of the unsigned version. Additional information on embedding fonts and creating PDFs can be found on the AU UMI submission site: [ETD Administrator FAQ](#)

There are 2 scanning stations on the lower level of the AU Library that are equipped with Adobe Pro software. One is in Media Services; the other is located near the Technology Services desk. If you prefer, a free trial of Adobe Pro can be downloaded at <http://www.adobe.com>.

1. Embed Fonts

Embed your fonts on the computer you used to create your document. To do this in Microsoft Word 2010, click on the **File** tab in the upper left-hand corner of the window. Click on **Options**, then **Save** and check the boxes for **Embed fonts in the file** and **Embed only the characters used in the document**. Then click **OK**. Next, save your document.

File Home Insert Page Layout

Save Save As Open Close

Info

Recent

New

Print

Save & Send

Help

Options

Exit

Informatic

G:\ETD\guideline

Protect Document

Check for Issues

Word Options

General

Display

Proofing

Save

Language

Advanced

Customize Ribbon

Quick Access Toolbar

Add-Ins

Trust Center

Customize how documents are saved.

Save documents

Save files in this format: Word Document (*.docx)

Save AutoRecovery information every 10 minutes

Keep the last autosaved version if I close without saving

AutoRecover file location: C:\Users\Becca\AppData\Roaming\Microsoft\Word

Default file location: C:\Users\Becca\Documents

Offline editing, options for document management servers, files

Save checked-out files to:

The server drafts location on this computer

The Office Document Cache

Server drafts location: C:\Users\Becca\Documents\SharePoint_Drafts

Preserve fidelity when saving this document: @2013 edits to 2011 FTD Style Guide

Embed fonts in the file

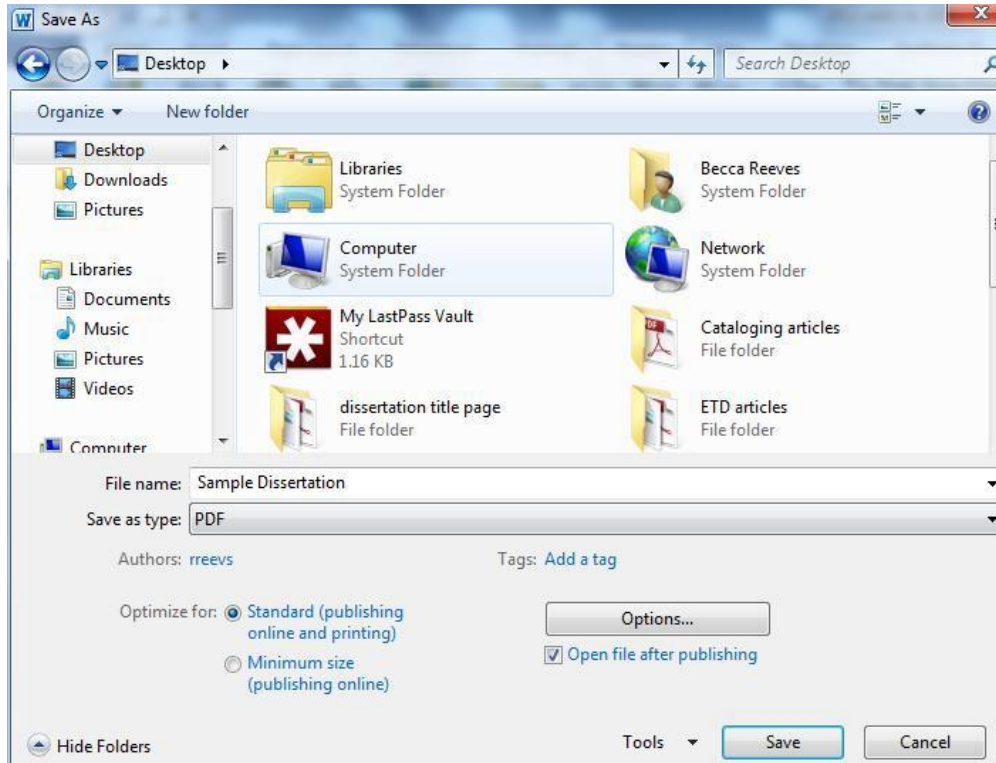
Embed only the characters used in the document (best for reducing file size)

Do not embed common system fonts

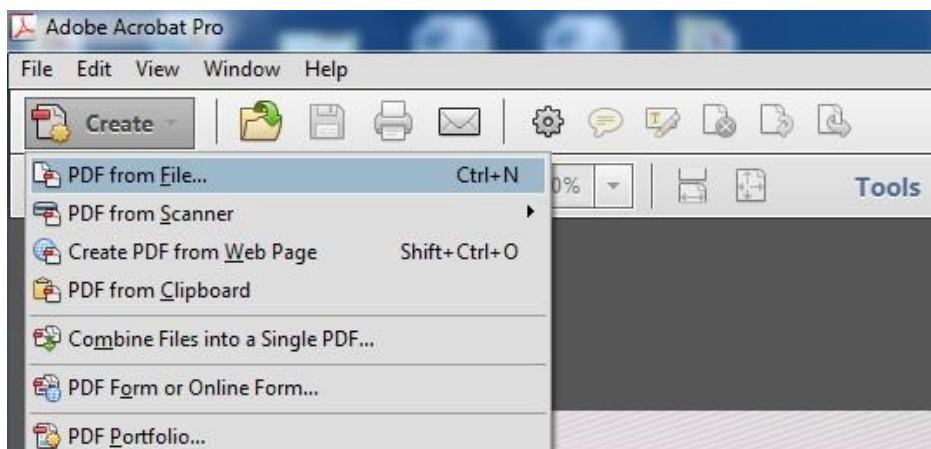
OK Cancel

2. Convert to PDF

You can do this by using either Microsoft Word or Adobe Pro. To convert to PDF in Word, click on the File tab, click on **Save As**, change the **Save as type** to **PDF** and click **Save**. This will save a new copy of your document in PDF format.



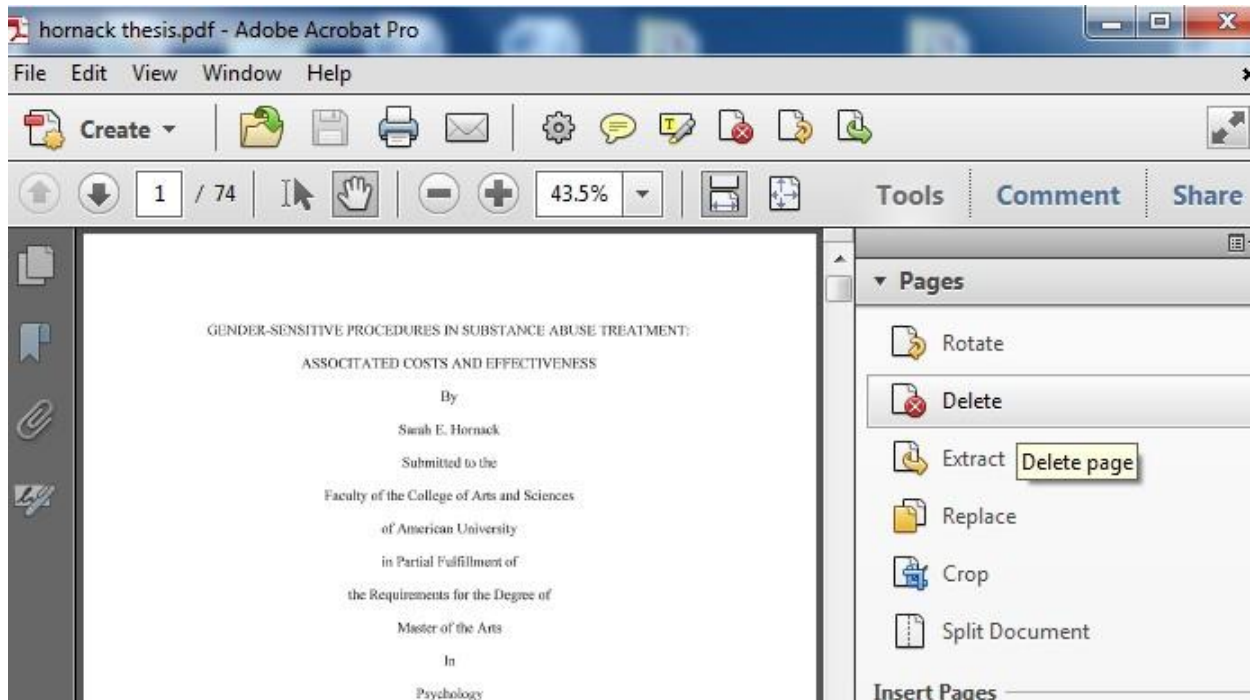
To convert to PDF using Adobe Pro, start by opening Adobe Pro. On the toolbar, click **Create** and select **PDF from File**. Browse for and select your original file. When the PDF has been created, be sure to save and name it.



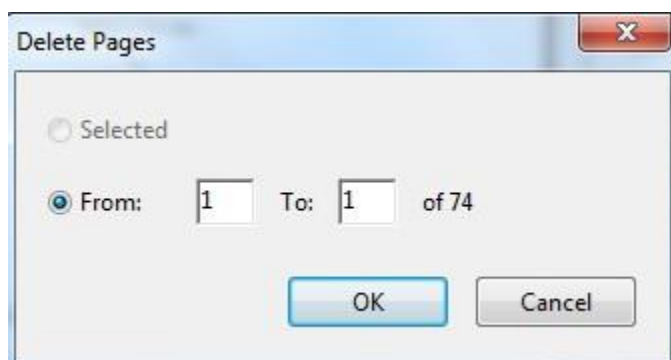
3. Insert signed title page

You will need to have a print copy of your title page signed by your committee members and the Dean of your school or college after your thesis/dissertation has been approved. Scan this page and save the file to a location from which you can easily retrieve it. Use the steps below to insert this page into your PDF before you submit your thesis or dissertation.

1. Open Adobe Pro
2. Click on **File** and open the PDF of your thesis/dissertation
3. Click on **Tools**, expand the **Pages** menu and select **Delete** from the list

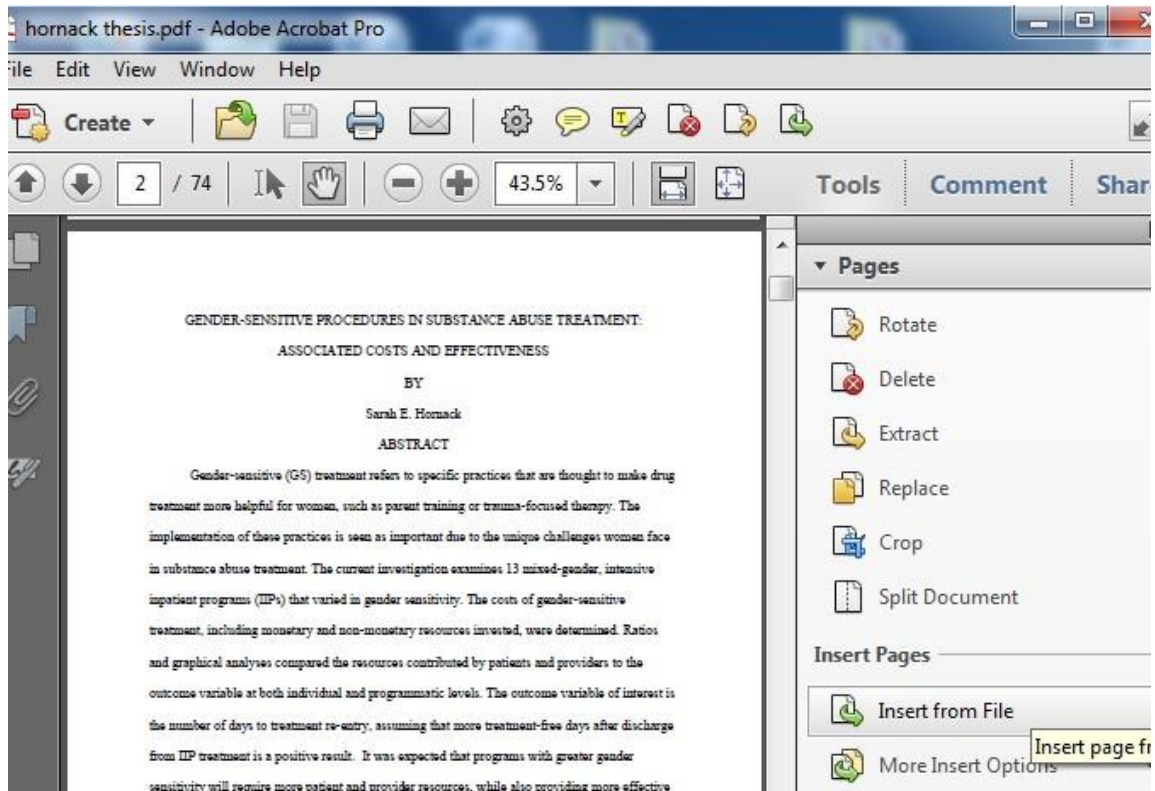


4. In the dialog box that opens up, make sure you have selected **From: 1 to 1** and click **OK**

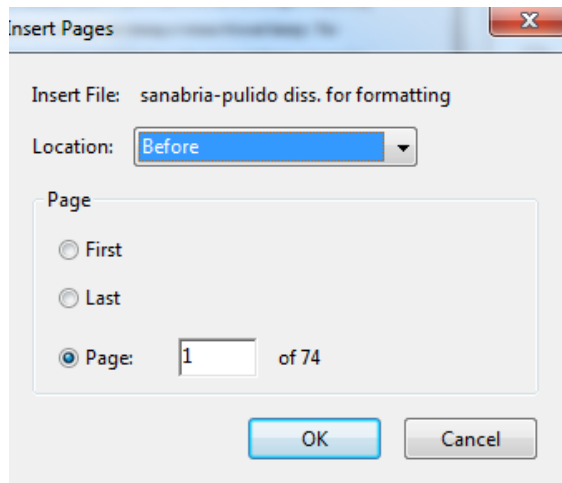


5. Your unsigned title page will be deleted and you can now insert the signed title page.

- Click on **Tools** and select **Insert from File** under the **Pages** menu



- Locate the file of the signed title page in the dialog box that opens and click **Select**.
- In the **Insert Pages** dialog box that now opens, set **Location** to **Before** and **Page 1**, then click **OK**.



- Your signed title page has been inserted. Be sure to save the changes to your PDF. This is the file you will submit online.

