

## Formatting the Electronic Dissertation

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DO NOT USE THE MAC/APPLE PDF CREATION TOOL as it will NOT flatten your PDF properly.

If making a PDF from an MS Word file:

- Please use MS Word 2007+:
- Choose the Save As PDF or XPS option when saving NOT Adobe PDF

Standard theses are printed in portrait orientation (8.5" width x 11" height) and our standard product is produced using archival 8.5" x 11" White Vellum 60# paper – thesis must be saved in 8.5" width x 11" height. Theses not saved in this format or containing varied paper dimensions will not be able to be printed.

There are a couple of things to be aware of when creating your PDF for upload to our system – they are:

- Make sure your fonts are embedded – this is an option available in most PDF-producing programs. To check if your fonts are embedded:
  - Open Adobe Reader or Adobe Acrobat
  - Click on "Document Properties"
  - Click on "Fonts Tab"
  - Each font listed should have "(Embedded)" or "(Embedded Subset)" next to the font
  - If font does not have one of these next to it, font is NOT embedded
- Make sure images that are embedded in your document are the highest quality you can get. We suggest a minimum 300 dpi for images or graphics. Although in most cases lower dpi images print quality is acceptable in thesis, note that images under 300 dpi may print with a lower resolution resulting in poor print quality.
- Make sure you have permission to use any images contained within your thesis or dissertation.
- Depending on how you set up your original file (i.e. in Microsoft Word) there could be a great deal more "color" pages than expected because Microsoft uses RGB or process black which is a combination of colors to make black and unfortunately that is how it will print. If you have access to Adobe Pro, go to "Edit", "Preflight" and change the pages it's showing as color to a true black (K) then save a new PDF and use that for your upload.