Creating PDF Documents

All theses and dissertations must be submitted electronically in Portable Document Format (PDF). Your PDF files must have all fonts embedded, be text-searchable, and must not be encrypted. All information regarding the format of the actual thesis or dissertation can be found in the *Thesis Manual*, online at http://thesis.tamu.edu/thesis-manual.

PDF is the format required by Texas Digital Library and ProQuest which are the electronic document libraries that Texas A&M uses to electronically publish manuscripts. Therefore, it is imperative that your document is in PDF and follows their guidelines. You can find more information regarding Texas Digital Libraries and ProQuest guidelines at: http://repositories.tdl.org/tdl and http://www.proquest.com/assets/downloads/products/UMI_PreparingYourManuscriptGuide.pdf
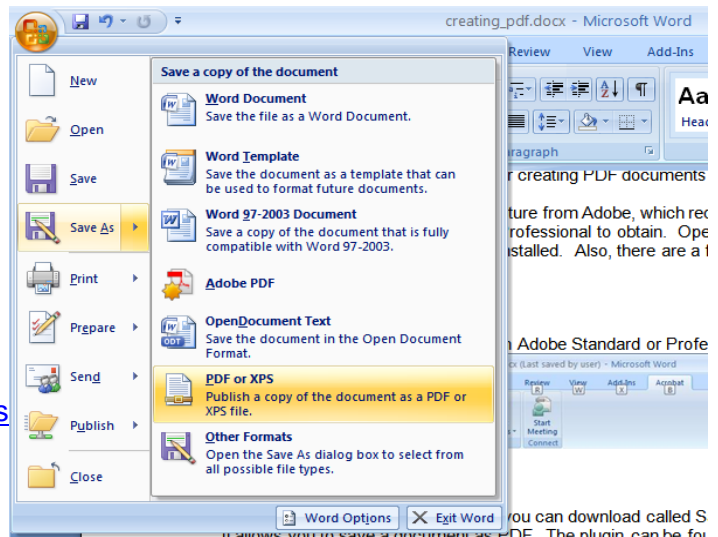
This handout presents information on creating PDF files of your manuscript. Adobe Reader is a freely downloadable product that allows you to view PDF files. Unfortunately, it does not allow you to create them. Options are listed below depending on the original format of your manuscript and software available.

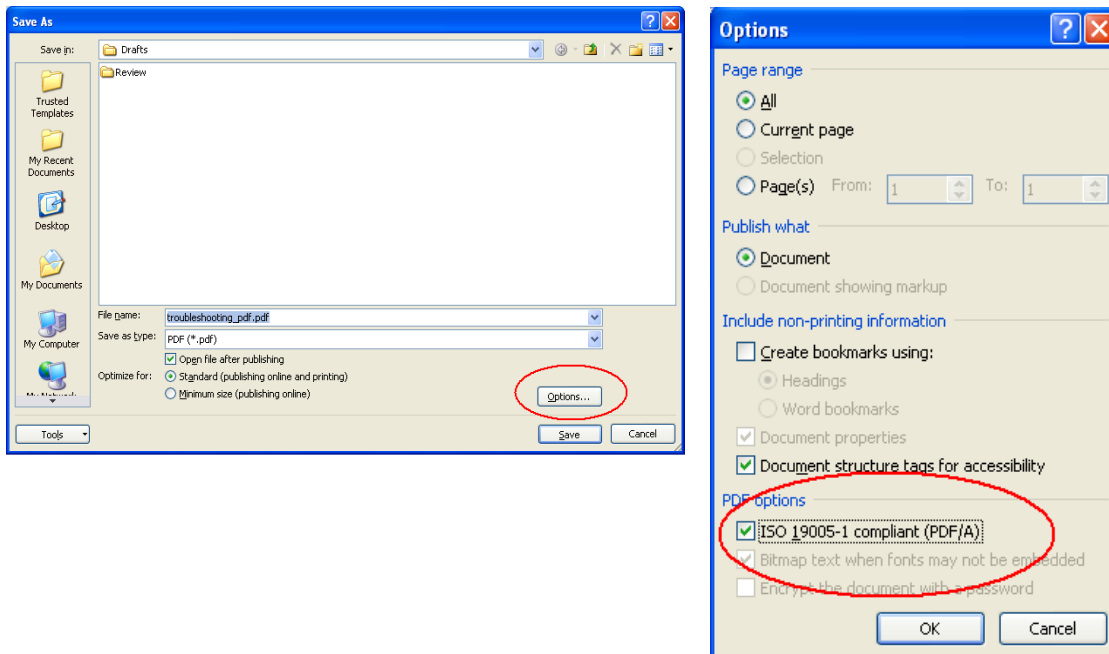### Word Formatted Manuscripts

Save as PDF and XPS plugin

One option is to use SaveAsPDFand XPS.exe. Microsoft provides this free plug-in that you can download into Word 2007 and is automatically included in Word 2010. It adds another option in the **File → Save As → PDF or XPS**.

The plugin for Word 2007 can be found at http://www.microsoft.com/downloads/details.aspx?FamilyID=4d951911-3e7e-4ae6-b059-a2e79ed87041&displaylang=en

In the **Save As** dialog, click on the **Options** button to bring up the PDF options for the plugin.

Select the **ISO 19005-1 compliant (PDF/A)** checkbox. This ensures that your fonts are embedded and that your manuscript is in compliance with publishing guidelines.

Adobe Acrobat Standard and Pro

Another option is to use Adobe Acrobat Standard or Pro software. It can be purchased from http://software.tamu.edu or can be found on all Open Access Lab machines. If Adobe Standard or Pro is installed, it will add an extra tab into Word 2007. Inside your document open the **Acrobat Tab** and click **Create PDF**.
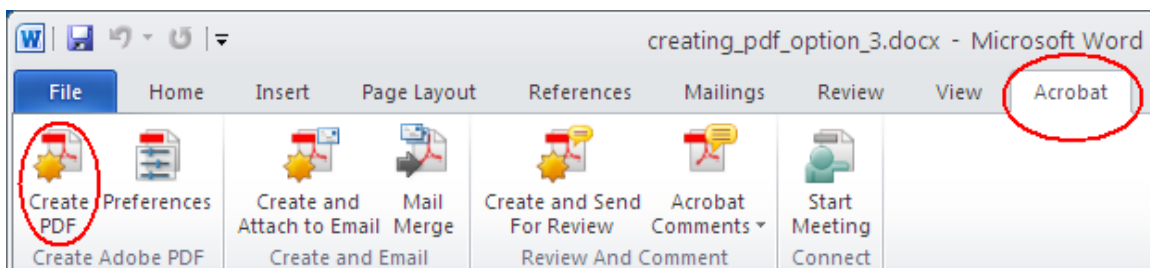
LaTeX Formatted Manuscripts

In LaTeX, you will need to convert your DVI file to PDF. pdflatex is a tool that is included in all of the LaTeX distributions that does this for you. Run the following command.

pdflatex *FileName*

Verifying the PDF Created Is within Guidelines

The following techniques can be used to determine whether your documents conform to Thesis Office Guidelines. If you followed the instructions provided above, your manuscript should be compliant. If not, please notify the Thesis Office and we will assist you.

Encryption Must be Turned Off

Open the PDF version of the manuscript in Adobe Reader, which can be downloaded for free at http://get.adobe.com/reader.

Place your cursor inside the body of the document and Right-Click. Select **Document Properties** and select the **Security** Tab.

Verify that Security Method is showing **No Security**, as indicated in the screenshot.

Also, **Printing** needs to be **Allowed**. The others are not required.

Your document will eventually be part of public domain and encryption needs to be turned off in order for it to be publicly viewed.
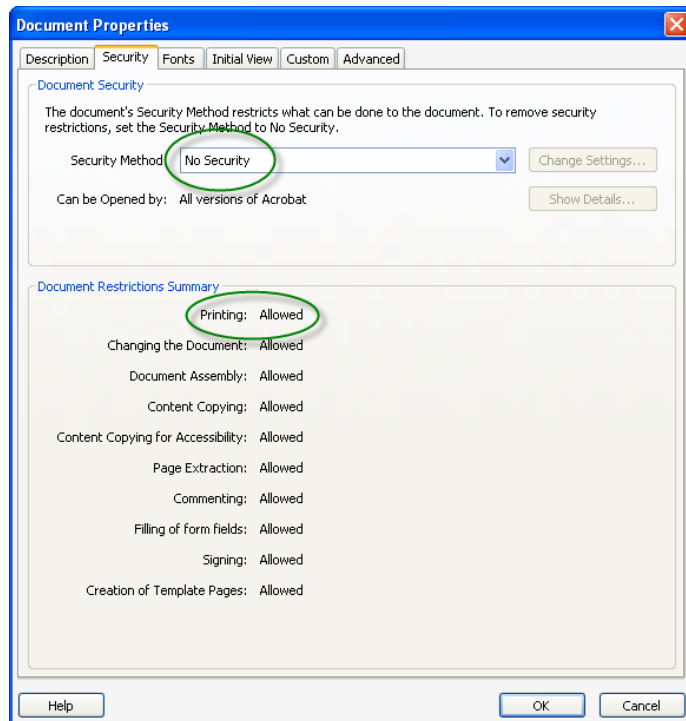
All Fonts Must be Embedded

Open the PDF version of the manuscript and Right-Click somewhere inside the document. Select **Document Properties** and Select the **Fonts** tab.

Verify that all fonts are showing as **Embedded Subset** as indicated to the right.

Note: Embedding is required so that everything needed to view your manuscript remains with your document, allowing it to be viewed, no matter what the current default fonts may be.
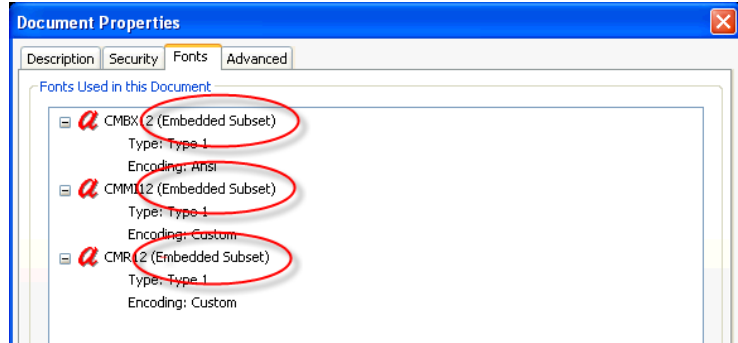
Text Must be Searchable

Open your document in Acrobat Reader and click on the **Binoculars** along the side of the page. That will open the **Search** text box. Enter some text to search on and click Search.

You should get results similar to what is shown in the figure below. This should not be a problem if you created your manuscript using the instructions provided in this document.