



How to Deposit Your Graduate Project (Non-thesis) in Spectrum

A. Convert Your Document to a PDF/A Document and Assign a File Name to Your PDF/A Document

Before following the steps below, ensure you have the correct version of your final, accepted graduate project in electronic format. The file(s) must be named according to the following convention:

<author last name>_<degree>_<convocation>

where *<convocation>* is the convocation year preceded by either **S** (for Spring) or **F** (for Fall).

Example:

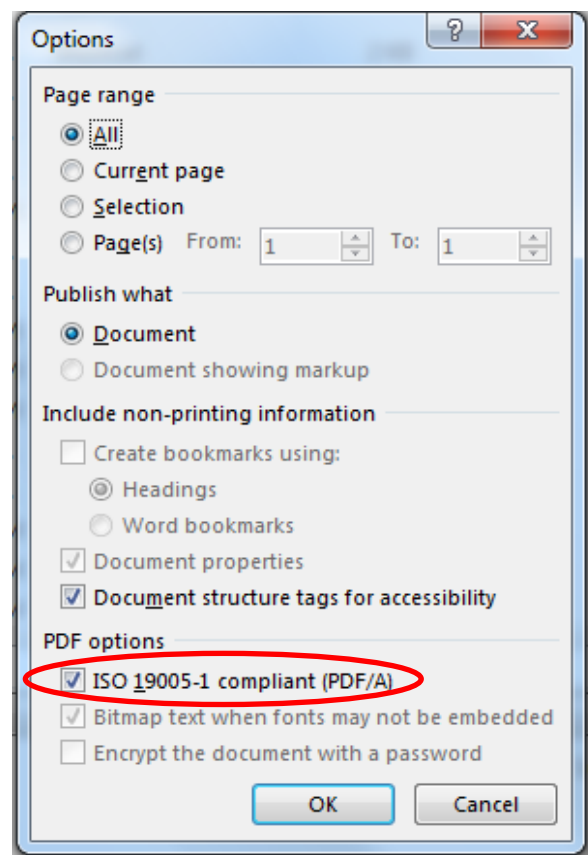
Kennedy_MA_S2017

Leblanc_MA_F2016

The required file format for deposit in Spectrum is **PDF/A**, which is different from a standard PDF file.

To save a **Microsoft Word** document as a PDF/A file:

1. On the Word **File** menu, choose *Save As*.
2. From the **Save as type** list, choose *PDF (*.pdf)* or *XPS Document (*.xps)*.
3. Click the **Options...** button. On the box that appears, under **PDF Options**, click next to **ISO 19005-1 compliant (PDF/A)** so that a check mark appears.



4. Click **OK**, then click **Save** to create the PDF/A file.

To create a PDF/A file from a standard PDF using **Adobe Acrobat**:

1. Name your file using the instructions above.
2. Open the PDF document with Acrobat. From the *Advanced* menu, choose **Preflight**.
2. Under *PDF/A Compliance*, select **Convert to PDF/A-1b**, then click the *Analyze and Fix* button to save the converted PDF/A document.

*If Adobe Acrobat displays error messages that prevent it from creating a PDF/A-compliant document, you can use **Acrobat Distiller** to create a PDF/A document:*

1. Open the PDF document with Adobe Acrobat.
2. From the *File* menu, choose **Save As**. For *Format*, select **Post Script (*.ps)**.
3. Open Acrobat Distiller. Under *Adobe PDF Settings*, set the *Default settings* to **PDF/A – 1b:2005(RGB)**.
4. From Acrobat Distiller **File** menu, choose *Open*, then select the Post Script file created in step 2.

B. Deposit Your Graduate Project in Spectrum

1. First, you will need to register in Spectrum:
 - a. Go to the Spectrum home page at <http://spectrum.library.concordia.ca> and click **Register**.



- b. In the fields provided, enter your email address, your Concordia Netname and your password, then click **Register**.

Optional Steps on the Deposit Page

Setting an Embargo:

If there are special circumstances that require you to place an embargo on your Graduate Project (i.e., make it unavailable for a specified period):

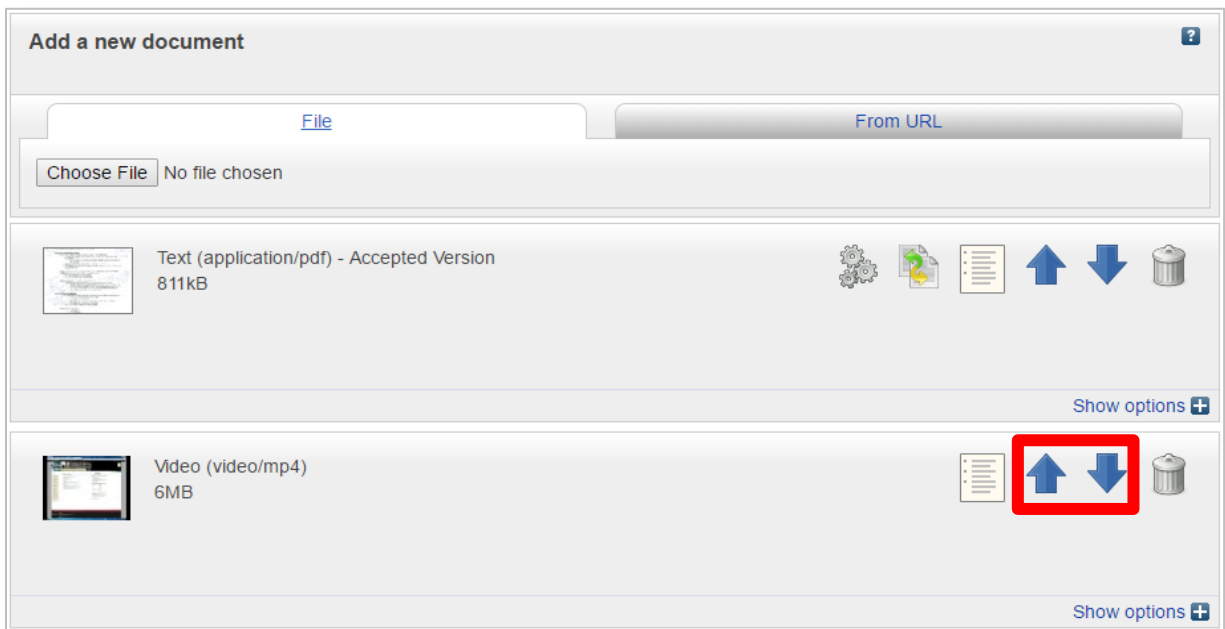
- a. In the Metadata section below the file icon, open the *Visible to* dropdown list and choose **Repository staff only** from the list.
- b. Then, specify the *Embargo Expiry Date* (the date the Graduate Project should become visible to the public) in the field provided.

Specifying Special Terms of Use:

Under *Terms of Use*, you can define the permitted uses for your Graduate Project (that is, what the people who access the Graduate Project are allowed to do with it). The default Terms of Use are the Spectrum [Terms of Access](#), which allow the paper to be used for “personal research or study only.”

Alternatively, you may wish to make your work available for a wider range of uses under a **Creative Commons** licence. Information about Creative Commons licences can be found at <http://creativecommons.org/licenses/>. To apply a Creative Commons licence to your online Research Paper, open the *Terms of Use* dropdown list and choose the desired licence type.

8. If there are other files that accompany your graduate project (for example, a video file) simply repeat Step 6. This means, under *Add a New Document*, click **Choose File**. Select the appropriate document file from your computer, then click **Upload**. When the file has been successfully uploaded, a file icon will appear *under* the Metadata section of the previous document you uploaded. Use the arrow buttons to move the document up or down, depending on where you would like it to display.



9. In the Metadata section below the file icon, open the *Content* dropdown list and select the option that best describes the content of the file. For the *Type* dropdown list, Spectrum automatically detects the correct format.
NOTE: Please read [Spectrum policies](#) to see which file formats are recommended for preservation and access.

The image shows two overlapping dropdown menus from a web form. The left menu is titled 'Content:' and has a 'Supplemental Material' dropdown selected. Below it, a list of options is shown: UNSPECIFIED, Draft Version, Submitted Version, Accepted Version, Published Version, Updated Version, Supplemental Material (highlighted in blue), Presentation, Cover Image, Additional Metadata, Questionnaire, Data, User Guide, and Other. The right menu is titled 'Type:' and has a 'Video' dropdown selected. Below it, a list of options is shown: Video (highlighted in blue), Text, Slideshow, Image, Video, Audio, Archive, and Other. The form also includes labels for 'Description:', 'Language:', and 'Terms of'.

10. When you have finished, click **Next**.
11. On the *Details* screen, enter descriptive information about your Graduate Project in the fields provided. Fields marked with red asterisks are required. To see information about a particular field, click the question mark icon (?) next to it.

<i>Title</i>	The title of your Graduate Project. Do not enter or copy-paste the title of your project in ALL CAPS.
<i>Abstract</i>	Copy-paste your Graduate Project's abstract.
<i>Author</i>	Enter your family name, your given name or initials and (optionally) your email address. Your email will not be visible online unless you enable that setting in your Spectrum profile.
<i>Division</i>	Scroll down the list and select the appropriate faculty and department.
<i>Status</i>	Normally, you should select Unpublished .
<i>Date</i>	Enter the date when the project was submitted or completed.
<i>Date Type</i>	Select Completion .
<i>Institution</i>	Select Concordia University .
<i>Degree Name</i>	Enter the degree name. For example: M.A.
<i>Program</i>	Enter the name of your department. For example: Philosophy.
<i>Convocation</i>	Specify Spring or Fall and the year of your convocation.

You may also fill out optional fields specifying the name(s) of your advisor(s), the number of pages in the project, etc.

When you have finished filling out all the required fields, click **Next**. Spectrum will remind you if you have forgotten to include any required information.

12. Read the Concordia University Research Repository Non-Exclusive Licence. You are agreeing to this licence when you deposit your Original Research Essay.
13. To complete the deposit process, click **Deposit Item Now**.

Your paper will not become available online immediately. Deposited papers are checked by an editor before being made available in Spectrum.

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