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

Quick Guide

To prepare your Graduate Project (Non-thesis) for deposit in Spectrum, please do the following:

A. Insert the blank signature page with the TYPED names (not original handwritten signatures) of your Supervisor, Examiners, Chair, etc. at the beginning of your main document.

B. Convert your document into a PDF/A document. Note: A PDF/A document is different from a regular PDF. A PDF/A is used for archiving electronic documents for the long-term.

C. Name the PDF/A file using the specified naming convention, for example: Kennedy_MA_S2018.pdf

Detailed Instructions

Prepare and Insert the Signature Page into Your Graduate Project (Non-thesis)

You will need a copy of the signature page with the TYPED names of your Supervisor, Examiners, Chair, etc.

The original signature page (with handwritten signatures) should **not** be included in the copy deposited in Spectrum. Obtain a blank signature sheet from your department, and complete the form.

Insert the completed form at the beginning of your Graduate Project (Non-thesis) document.

For Studio Arts: A Graduate Project (Non-thesis) from the Department of Studio Arts should include visual documentation within the text document, or, audio, visual or audiovisual documentation accompanying their text document. Accompanying files should follow a naming convention that is in keeping with the convention mentioned above, for example:

Smith_MFA_S2019_image_01

Assign a File Name to Your PDF/A Document

Name the PDF/A file using the following naming 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

Convert Your Document to a PDF/A Document

You **must** convert your Microsoft Word document into a **PDF/A document**. A PDF/A document is necessary for Spectrum to best preserve your document. Do **not** submit a Microsoft Word file or a regular PDF to Spectrum.

Create a PDF/A using Microsoft Word or Adobe Acrobat Pro DC (not Adobe Reader). You will know that you have created a PDF/A document when you open it in Adobe Acrobat. A blue bar will appear across the top of your document with a claim that the file is compliant with the PDF/A standard.

Save a Microsoft Word document as a PDF/A file using a PC

1. On the Word **File** menu, choose *Save As*.

2. From the **Save as type** list, choose *PDF*.

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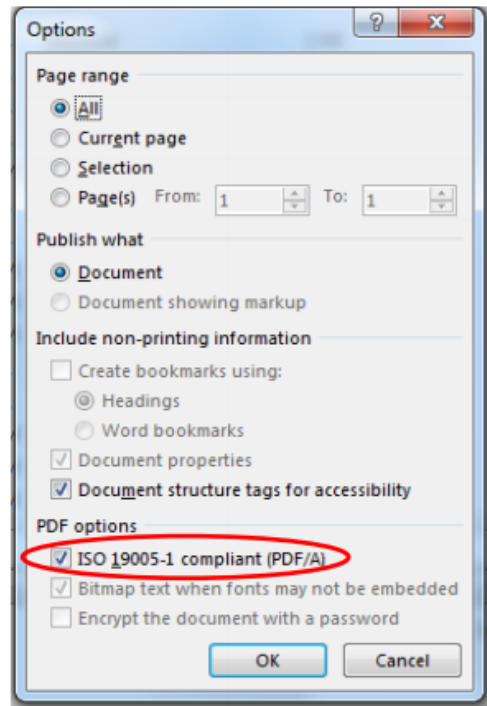
4.   Click **OK**, then click **Save** to create the *PDF/A file*.

Create a PDF/A file from a standard PDF using Adobe Acrobat Pro DC using a MAC or PC computer

Follow the instructions below. Please note, that you will need to have Adobe Acrobat Pro installed (Adobe Acrobat by itself is insufficient). If you do not have access to Adobe Acrobat Pro, then use a Library PC.


1.   Name your file using the instructions above.

2.   Open the PDF document with Acrobat Pro DC. From the **Tools** menu, choose *Protect & Standardize*, **PDF Standards**, then select **Save as PDF/A**.

3.   Click on **Settings** button which will open a *Preflight* menu. Select **Save as PDF/A-1b** , and check both "**Apply corrections**" and if regular conversion fails "**Re-convert via PostScript**".

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

Save a Microsoft Word document as a PDF/A file with a MAC computer

You will need to have Adobe Acrobat Pro installed on your Mac (Adobe Acrobat by itself is insufficient). Creating a PDF/A from a Word document on a Mac requires exporting a regular accessible PDF from WORD, and then converting that document to PDF/A standard with Adobe Acrobat Pro.

1.   Export your Word document as an accessible PDF: on Microsoft Word **File** menu, select **Save As**

2.   From the **Save as Type** dropdown menu, choose **PDF**.

3. In the dialogue box that appears name your document using the file naming convention outlined in the section: Assign a File Name to Your PDF/A Document

4. Under "File Format" select "**Best for electronic distribution and accessibility**" and click on "**Export**".

File Format: PDF

⦿ Best for electronic distribution and accessibility
(uses Microsoft online service)

◯ Best for printing
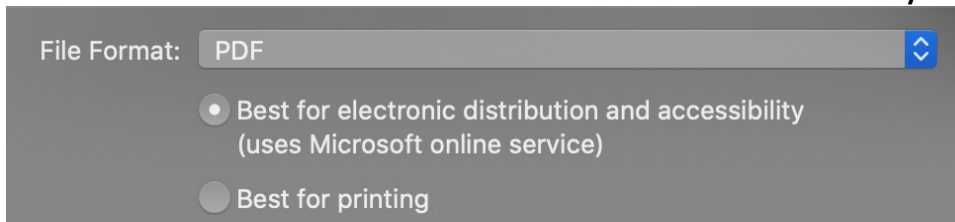
5. Using this exported PDF, convert it to a PDF/A document by following the instructions in the section: Create a PDF/A file from a standard PDF using Adobe Acrobat Pro DC using a MAC or PC computer.

If you do not have access to Adobe Acrobat Pro, then use a Library PC and follow the instructions outlined in the section: Save a Microsoft Word document as a PDF/A file using a PC. Students can also access Microsoft Word for PC through a cloud-based virtualization service that replicates the computers at the Library. More information about the Desktop as a Service pilot project.

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