

## 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

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### 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:

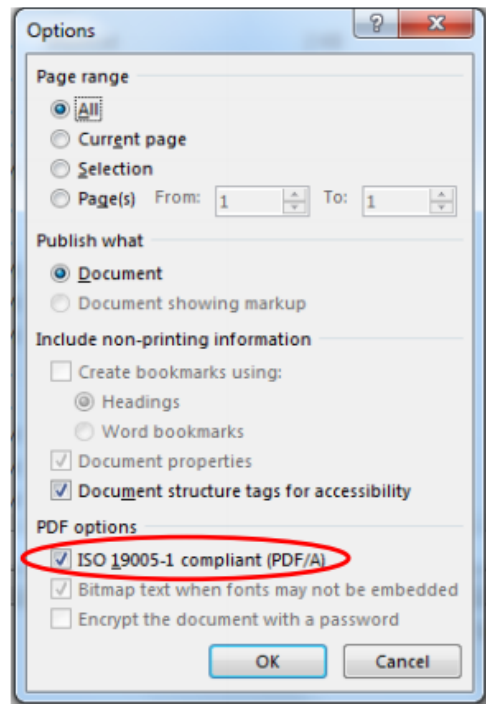
Kennedy\_MA\_S2017

Leblanc\_MA\_F2016

## Convert Your Document to a PDF/A Document

To 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 (\*.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 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.

To 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 computer (Adobe Acrobat by itself is insufficient). If you do not have access to Adobe Acrobat Pro, then use a Library PC and follow the instructions outlined in the section: To save a **Microsoft Word** document as a PDF/A file using a PC.

1. Open the Word **File** menu, choose *Print*.
2. Click and hold the **PDF** button on the bottom left of the window until a menu appears.
3. Select the option **Save as Adobe PDF**. A dialog box will appear.
4. From the Adobe PDF Settings drop down menu, choose PDF/A. If you are given a selection of format options, choose PDF/A – 1b:2005 (RGB).
5. Click **Continue**.
6. Click **Save** to save the document.

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