



## How to Prepare Your Thesis for Deposit in Spectrum

Electronic deposit of your thesis in Spectrum is required for graduation.

### Quick guide

- A. Insert the blank signature page with the TYPED names (not original handwritten signatures) of your Supervisor, Examiners, Chair, etc. into your main thesis document.
- B. Convert your document into a PDF/A document.
- C. Name the PDF/A file using the naming convention specified by the Thesis Office. Note: A document that is PDF/A is different from a regular PDF.

### Detailed instructions

Prepare and insert the signature page into your thesis .....	1
Convert your document to a PDF/A document and assign it a file name .....	2
File naming convention for your PDF/A document .....	2
Save a Microsoft Word document as a PDF/A file using a PC .....	2
Save a Microsoft Word document as a PDF/A file using a Mac.....	3
Save a LibreOffice Writer document as a PDF/A file using Linux, Mac, or Windows .....	4
Create a PDF/A file from a standard PDF using Adobe Acrobat Pro DC using a Mac or PC.....	4
Create a PDF/A file using LaTeX or other software.....	5
Deposit your thesis in Spectrum.....	5

### Prepare and insert the signature page into your 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. Your department will submit one copy of the original to the Thesis Office and keep the remainder.

Download a blank signature sheet to type the names of your Supervisor, Examiners, Chair, etc., at:

<http://www.concordia.ca/students/graduate/forms.html>

Insert the typed signature page after the title page, as the second page of your thesis document. You will now have your full thesis document as one Word document.

## Convert your document to a PDF/A document and assign it a file name

You **must** convert your Microsoft Word document into a **PDF/A document**. A PDF/A document is necessary for Spectrum to best preserve your thesis. 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.

## File naming convention for your PDF/A document

When saving your thesis, name the PDF/A document using this formula:

Lastname\_Degree\_ConvocationYear

### Tips:

- Capitalize the first letter of your last name. Example: Smith
- Enter the abbreviation for your degree. Examples: MA, MSc, MASc, MCompSc, PhD
- For your convocation, enter F for Fall, or S for Spring.
- For Year, put in the year for your upcoming convocation.

**Example #1:** If your last name is Bissonette, and you are submitting your MSc thesis for the Spring 2011 convocation, you should name your file as follows:

Bissonette\_MSc\_S2011.pdf

**Example #2:** If your last name is Rousseau and you are submitting your PhD thesis for the Fall 2012 convocation, you should name your file like this:

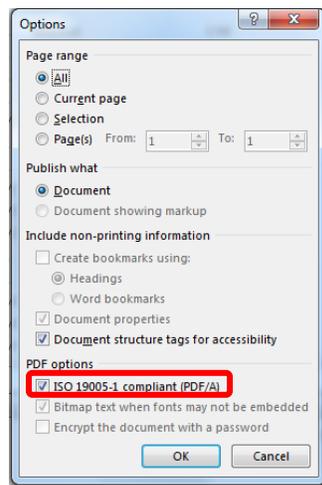
Rousseau\_PhD\_F2012.pdf

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

Convert your Microsoft Word document to a PDF/A document by doing the following:

1. In 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: File naming convention for your PDF/A document.

4. After naming your file, click on the **Options** button before saving it. On the box that appears, under **PDF Options**, click next to **ISO 19005-1 compliant (PDF/A)** so that a check mark appears.

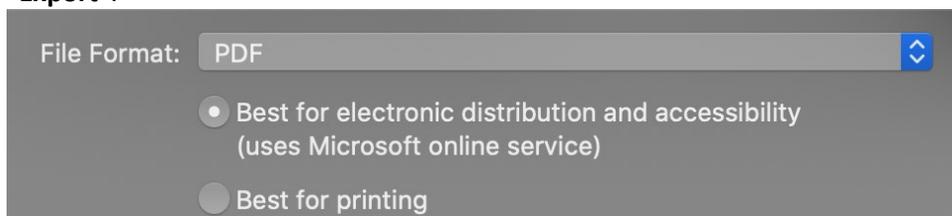


5. Click **OK**
6. Click **Save** to save your PDF/A document to your computer.

### Save a Microsoft Word document as a PDF/A file using a Mac

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: File naming convention for your PDF/A document.
4. Under “File Format” select “**Best for electronic distribution and accessibility**” and click on “**Export**”.



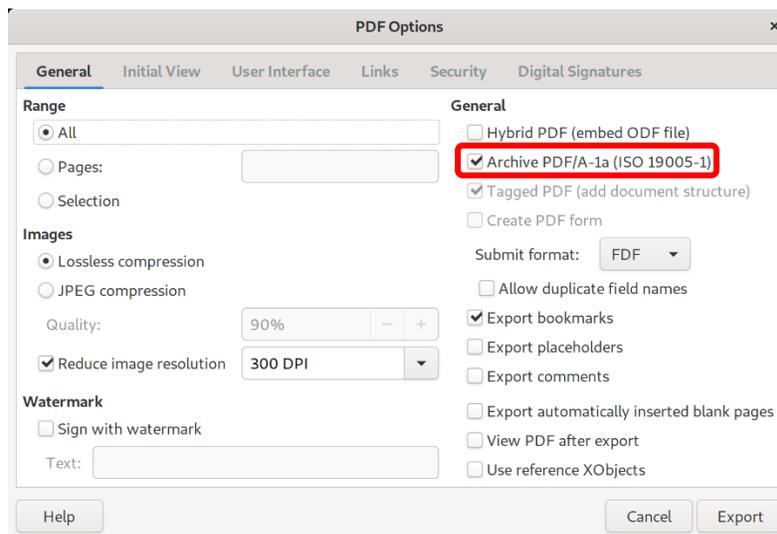
5. Using this exported PDF, convert it to a PDF/A document by following the instructions in the section: Create a PDF/A file from a standard PDF using Adobe Acrobat Pro DC using a Mac or PC.

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](#).

## Save a LibreOffice Writer document as a PDF/A file using Linux, Mac, or Windows

Convert your LibreOffice document to a PDF/A document by doing the following:

1. In the LibreOffice **File** menu, select **Export As** then select **Export as PDF**.
2. In the PDF Options dialogue box, under the **General** tab, choose **Archive PDF/A-1a (ISO 19005-1)**. Then click **Export**.
3. In the dialogue box that appears, name your document using the file naming convention outlined in the section: File naming convention for your PDF/A document.
4. After naming your file, click **Save** to save your PDF/A document to your computer.



## Create a PDF/A file from a standard PDF using Adobe Acrobat Pro DC using a Mac or PC

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 outlined in the section: File naming convention for your PDF/A document.
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.

## Create a PDF/A file using LaTeX or other software

1. Create a PDF using your method of choice. For example, using *dvipdfm* is one of several ways of producing PDF output from LaTeX.
2. Follow the steps listed in the section: Create a PDF/A file from a standard PDF using Adobe Acrobat Pro DC using a Mac or PC.

## Deposit your thesis in Spectrum

You are now ready to deposit your thesis in Spectrum. Please see [How to Deposit Your Thesis in Spectrum](#) [PDF] for more information.

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September 2020