



How to Prepare Your Thesis for Deposit in Spectrum

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

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 a File Name to Your 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 thesis. Do **not** submit a Microsoft Word file or a regular PDF to Spectrum.

Create a PDF/A using Microsoft Word or Adobe Acrobat (not Adobe Reader).

If you are using Microsoft Word, convert your Microsoft Word document to a PDF/A document by doing the following:

1. In Microsoft Word, select “**Save As**” and choose “**PDF or XPS.**”
2. In the dialogue box that appears for you to name your thesis, name your 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.

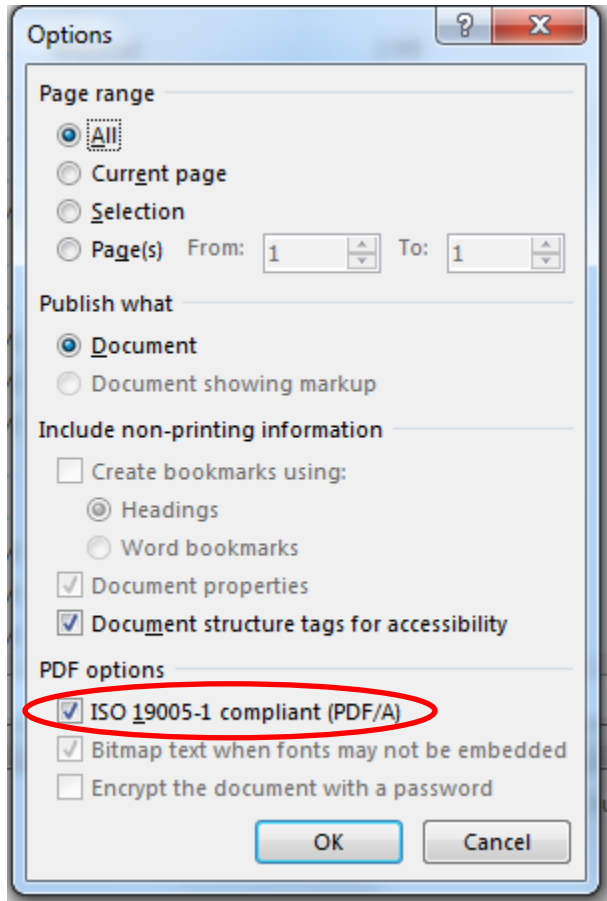
Example #1: If your last name is Bissonette, and you are submitting your MSc thesis for the Spring 2011 convocation, you should name your file as follows:

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

3. Now that you have named your file, click on the “**Options**” button before saving it. Click the PDF options box: **ISO 19005-1 compliant (PDF/A)**.



4. Click “**OK**.”
5. Click “**Publish**” to save your PDF/A document to your computer. You are now ready to go to Spectrum.

If you are using Adobe Acrobat, you can create a PDF/A document by doing the following:

1. Name your file using the instructions above.
2. Open the PDF document. Select “**Preflight**” from the Advanced menu.
3. Under “PDF/A Compliance,” select the “**Convert to PDF/A-1b**” option and click on “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, use Acrobat Distiller to create a PDF/A document by:

1. Open the PDF document using Adobe Acrobat
2. Click on **File** menu and choose **Save As**, select *Format* to be Post Script.
3. Open Acrobat Distiller, and under “Adobe PDF Settings”, set the Default settings to PDF/A – 1b:2005(RGB)
4. To create the PDF/A compliant file, Go to File > Open, and select the Post Script file created in step 2.

If you created your 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. **Open** the PDF document using Adobe Acrobat.
3. Click on **File** menu and choose **Save As**. In the *Save As* dialog box, select *Save as type* to be Post Script. Still in *the Save As dialog box*, choose “Settings”, and select Font Inclusion” to be “Embedded and Referenced Fonts”.
4. Open Acrobat Distiller, and under “Adobe PDF Settings”, set the Default settings to PDF/A – 1b:2005(RGB)
5. To create the PDF/A compliant file, Go to **File > Open**, and select the Post Script file created in step 3.

You will know that you have created a PDF/A document when you see a blue bar across the top of your document with the words “You are viewing this document in PDF/A mode.”

You are now ready to deposit your thesis in Spectrum. Please see “How to Deposit Your Thesis in Spectrum” for more information.

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