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- Fonts are embedded
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IMPORTANT NOTE: Occasionally the PDF/A creation process may result in adjustments to fonts, figures and tables. **It is each student's responsibility to review the PDF/A version of their thesis to ensure that everything is displaying properly prior to submission.** If you need help resolving a problem like this, see the below instructions. If you still need additional help, please contact grad.services@ualberta.ca for assistance.

Instructions for PDF/A creation:

If possible and applicable, **do not use the Mac versions of Word/Adobe, use PC/Windows versions**. Recent versions of Mac Word software do not have a save as PDF/A option.

A. Microsoft Word

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

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- File name: In the dialogue box that appears for you to name your thesis, name your document using this formula:
  lastname_firstname_middleinitial(s)_submissionyearmonth_degree

Tips:
- o Enter the year and month your thesis was submitted to FGSR
- o Enter the abbreviation for your degree. Examples: MA, MSc, PhD
  - Example: If your name is Jill M. Smith and you are submitting your PhD thesis in April of 2014, you should name your file as follows:
    - Smith_Jill_M_201404_PhD

- Under Save as Type: select **PDF**
- Options: under **PDF options**, select **ISO 19005-1 compliant (PDF/A)**
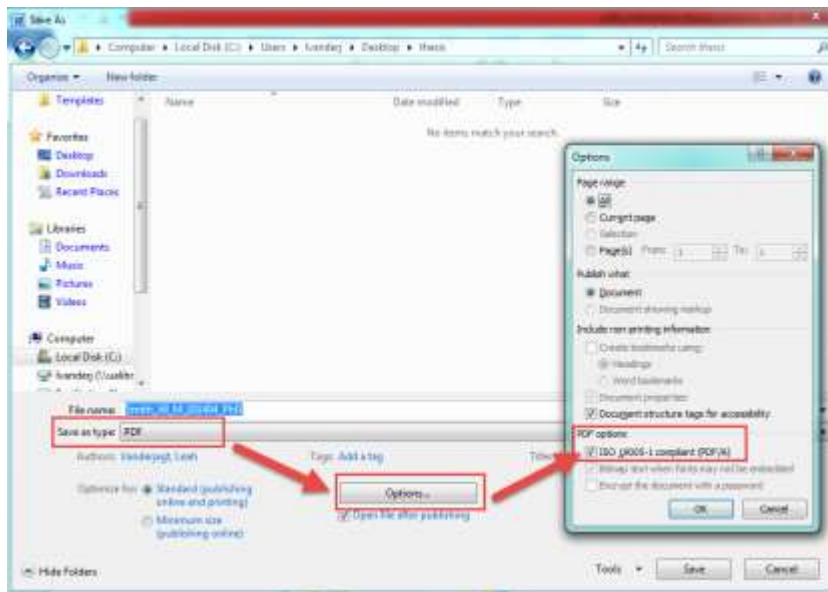

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B. Adobe Acrobat X Pro or Adobe XI Pro

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- Select "**Save As**"
- Name your file using the instructions above.
- **Save as type**: select **PDF/A (*.pdf)**
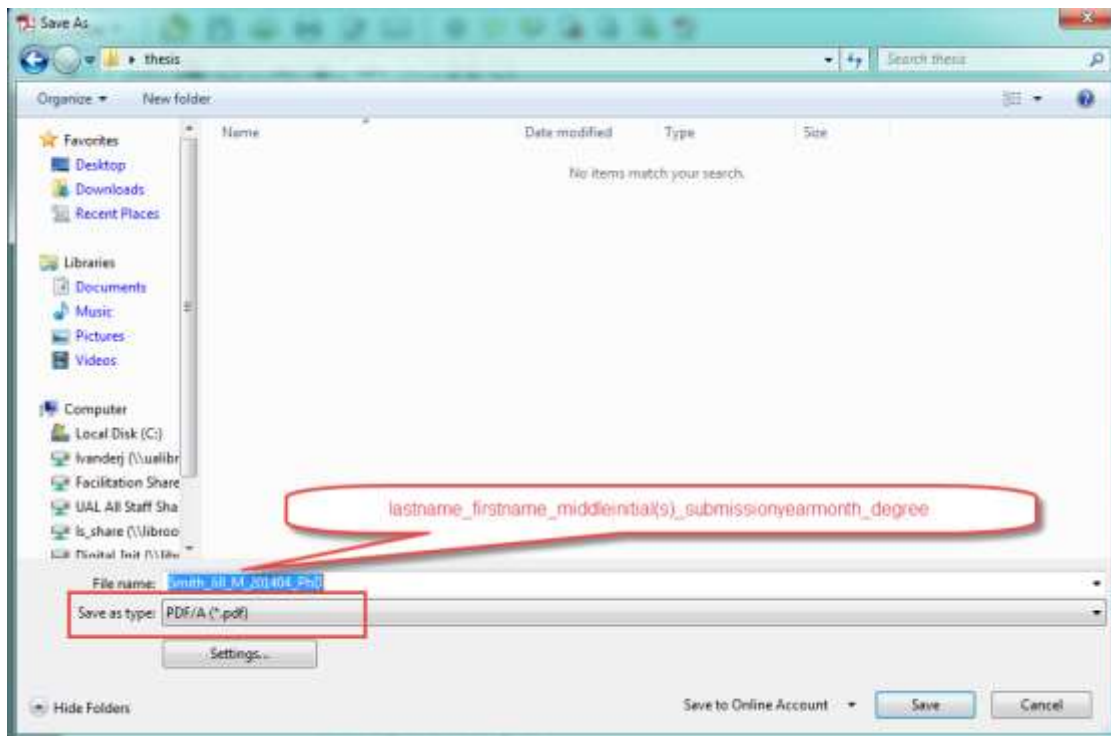
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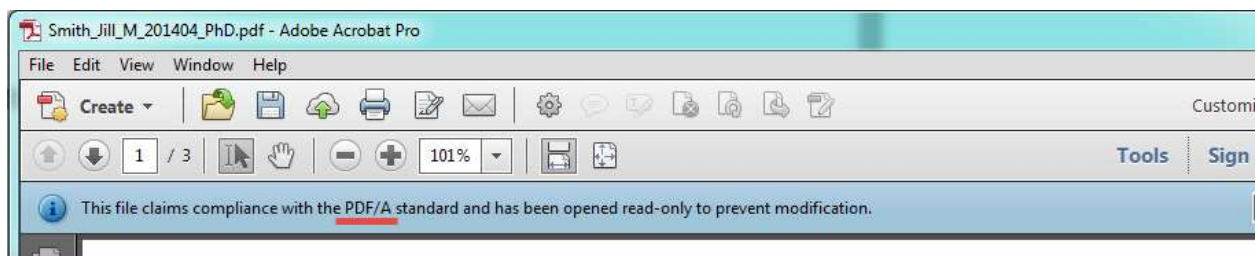
C. LaTeX users:

If you are using LaTeX, this is a helpful conversion guide: http://etd.vt.edu/PDFA-1b_Tutorial_PC.pdf