## How to Save A Thesis as a PDF/A (Archive)

**You must convert your thesis document into a PDF/A document**. This is necessary for the University of Alberta Libraries to digitally preserve your thesis for long-term access. Do not submit a Microsoft Word file or a regular PDF to Thesis Deposit.

PDF/A is an ISO Standard for the long-term archiving of electronic documents. It forms the basis for archival document storage by universities, libraries and museums worldwide, as well as being the preferred format for long-term digital preservation by the Library and Archives of Canada. **An archival PDF (PDF/A) version of the final copy of your thesis is required for final thesis submission.** 

PDF/A documents have specific properties that ensure for long-term access, including these basic requirements:

- Fonts are embedded
- No audio or video content can be embedded in the document
- Linking to JavaScript or other executable files is not allowed
- The document must not be encrypted or have a security password

**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:

• Select "Save As" (IGNORE the 'Save as PDF' option that appears under File in Word 2010)



• 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:

- Enter the year and month your thesis was submitted to FGSR
- 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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Check your thesis document for any unexpected adjustments to fonts, figures and tables. If there is a problem, or if you aren't able to convert your file using MS Word, try using Adobe X Pro, available in most IST labs.

# B. Adobe Acrobat X Pro or Adobe XI Pro

If you are using Adobe Acrobat X Pro or XI Pro, you can create a PDF/A document using the following steps:

- 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: <u>http://etd.vt.edu/PDFA-1b\_Tutorial\_PC.pdf</u>