

Creating a PDF File from a Microsoft Word Thesis

Rensselaer requires that electronically-submitted theses or dissertations be in Adobe Portable Document Format. Your PDF files must have all fonts embedded, be text-searchable, and must not be encrypted. The resolution should be at least 600 dpi. You will need to submit two PDF files.

File 1: For doctoral candidates, a PDF file consisting of the *abstract title page* and the abstract (not more than 350 words). Note that the abstract title page is not the same as the title page for the dissertation.

For masters candidates, a PDF file consisting of the thesis title page and the abstract.

File 2: A PDF file containing the complete thesis or dissertation.

If you have prepared your manuscript using Microsoft Word, the recommended software for conversion to PDF is a current version of the Adobe Acrobat program (not the free “reader”). *Versions 6 and 7 are current for 2006-7.* You can obtain Acrobat Pro from the [Campus Computer Store](#) at a very favorable student price. Acrobat Pro is also available in the Sage 4510 PC Lab and on the machines in the VCC north lobby with the Sage 4510 image. Both the Folsom and Architecture Libraries have several machines (the ones connected to scanners) with Acrobat Standard.

Tips while preparing your Word document

Use the Rensselaer Word thesis templates and read the instructions! (Please see the Help Desk page, [Preparing a thesis with Microsoft Word](#) .)

Avoid unusual fonts if possible. The safest way to ensure a good-looking PDF document is to use Times-Roman (or Times New Roman), Arial (or Helvetica), and Symbol.

If you are going to create the PDF file on a different computer than the one on which you prepared the Word file (such as a computer in the Sage 4510 PC lab), you need to ensure that the fonts necessary for viewing and printing the resulting PDF file are available during PDF creation. Before saving the original document, specify that the fonts should be embedded: In Word, go to **Tools > Options** and select the **Save** tab. Check the options “Embed TrueType fonts” and “Embed characters in use only”.

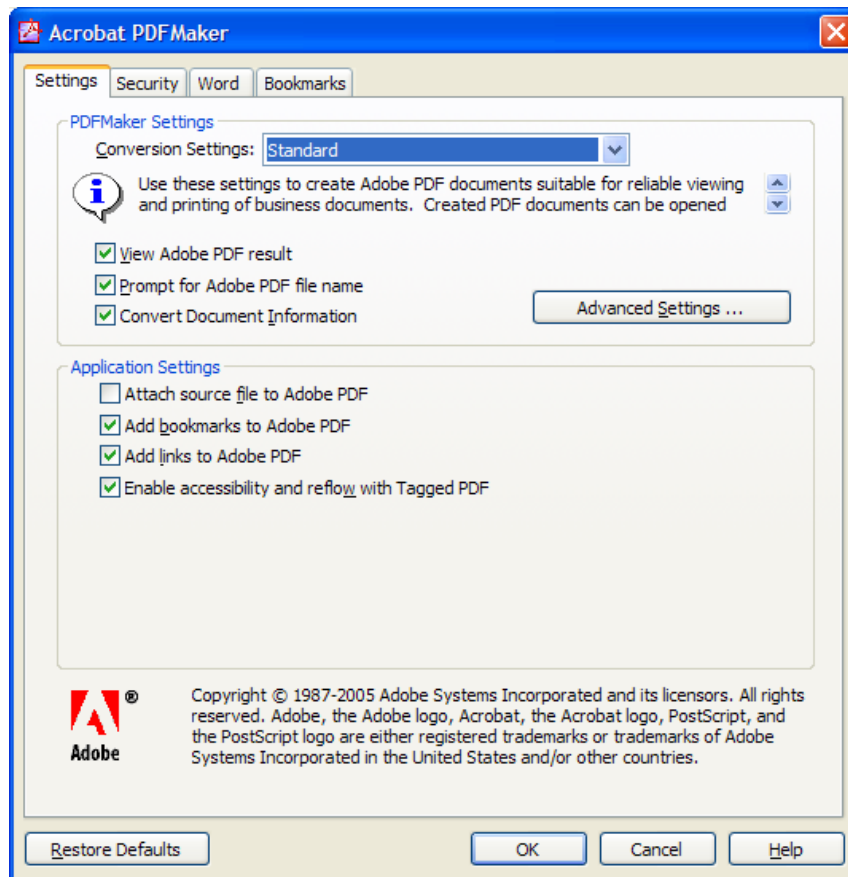
Creating the PDF files

When Adobe Acrobat is installed, a new menu item called **Adobe PDF** is added to Microsoft Office applications. This menu item enables you to create Adobe PDF files quickly and easily using Adobe’s PDFMaker (not to be confused with the inferior “PDFWriter”). A PDF file created using the following simple method preserves links, styles, and bookmarks present in the source file. (For very detailed information on creating and manipulating PDF files see:

http://www.adobe.com/education/pdf/etd/etd_tutorials.pdf .)

1. Open your thesis or dissertation in Microsoft Word.
2. Open the **Adobe PDF** menu and choose **Change Conversion Settings**.
3. The Adobe PDFMaker dialog box will open. It contains four tabs with a number of different options. Note that the default settings will create a PDF file with the required

features. Click the **Restore Defaults** button at the bottom to make sure that the defaults are selected. The window should look like:



4. For faster conversion, uncheck the last box for “Tagged PDF.” (Tagged PDF is not required. It allows text to reflow when magnified or viewed on a handheld device and also works better with screen readers used by the visually impaired.)

5. Click **OK** to save your settings.

6. Click the **Adobe PDF** menu and choose **Convert To Adobe PDF**.

7. When prompted, type a file name (or accept the default name suggested by Microsoft Word), and click **Save**. When the conversion is complete, your document will automatically open in Acrobat.

After making the PDF file for your complete thesis or dissertation, both masters and Ph.D. students need to make a second PDF file, as follows.

Ph.D students: You need to create a PDF file containing the “abstract title page” and the abstract. As described in the instructions for using Rensselaer’s Word thesis templates, download [RPIabstitlepage.doc](#) and replace the highlighted text with your own information. Insert a page break and copy and paste the text of the abstract (no more than 350 words) on the second page. Save the file, and convert to PDF using the steps above.

Masters students: You need to create a PDF file containing the title page of your thesis and the abstract. Simply copy and paste the text of your title page and abstract to a new blank Word document, save the file, and convert to PDF using the steps above.

Note that, using the Acrobat program, it's also possible to extract pages from an existing PDF file to a new file:

- In the original PDF file, select the **Pages** tab.
- In the left pane displaying the pages, select the pages to copy.
- Click the down-arrow next to "Options" at the top of the pane and select **Extract Pages**
- Click **OK**. The selected pages will open in a new file with a temporary name.
- Use **Save As** to choose a new name.

You can also use Acrobat to combine PDF files. Just select

File > Create PDF > From Multiple Files ...

And follow the directions.

Checking the PDF Files

You should check your PDF files to make sure that everything has converted properly. To do so, open the PDF file in Acrobat and page through to visually make sure it looks right. To more formally check your fonts, follow these steps:

1. Go to **File > Document Properties**. Select the **Fonts** tab.
2. In the window that opens, you should see a list of fonts.
3. Verify that all are either Type 1 or TrueType (TT) fonts.
4. You should see "Embedded Subset" for all fonts (with the possible exception of Times, Arial/Helvetica and Courier).
5. Select OK to close the Font window.

You can conduct a second check of fonts as follows:

1. From the **Advanced** menu, click on **Use Local Fonts** to turn this option off (the check mark should disappear).
2. Page through your PDF file to visually inspect each page as it would appear on another computer without the same fonts as yours.

Finally, print a copy of your file (as described below) and verify that everything prints as expected.

Printing the PDF Files

To print a PDF file, go to **File > Print...** and select the printer.

In the print window that appears, there are two important steps:

1. Make sure that **Page Scaling** is set to **None**. This is important to ensure correct margins.
2. To minimize the possibility of printing problems, click the **Advanced** button in the lower left corner. A second dialog box will appear. In this window:
 - Be sure the "Print as Image" box is **NOT** checked.*
 - Make sure **PostScript Options** is selected.
 - In the drop-down box for "Font and Resource Policy," select **Send for each Page**.

Click **OK** to close the dialog box and click **OK** again to print the document.

**If you still encounter printing problems, as a last resort you can select the "Print as Image" box. This will result in a huge file that can take a very long time to print.*