

# Lakehead University

## Electronic Theses and Dissertations Preparation Tutorials

### PDF for Electronic Submission

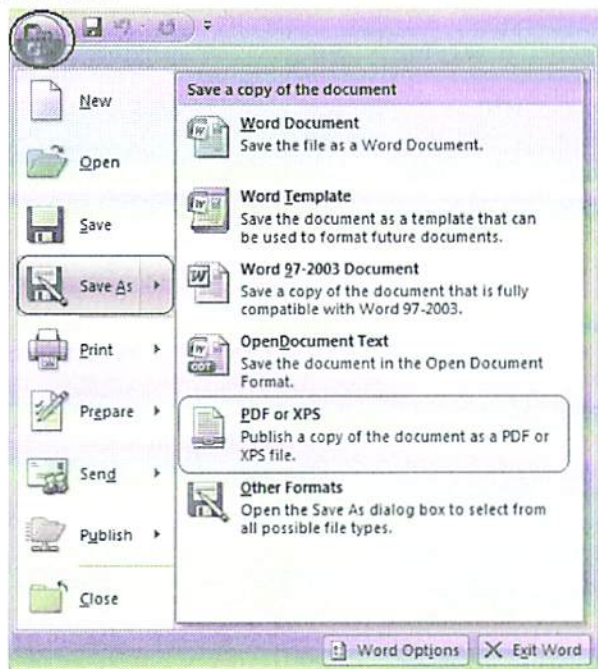
#### *Introduction*

Theses or dissertations are usually submitted in PDF format. They should be named, based on your name, **Lastname\_Firstname.pdf**. Microsoft Word 2007 and 2010 have the capability to convert word documents into PDF files. However, the PDF creation functionality is an add-on feature of Word 2007. Some additional steps need to be taken to install the feature. OpenOffice has a built-in PDF creator. We recommend following the instructions below to create PDF files.

#### *Microsoft Word 2007*

For Word 2007, check to see if the PDF creator add-in is installed:

- Click on the **Office** button in the top left and choose **Save As**. What you see may be similar to the following screen shot. The **Office button**, **Save As**, and **PDF or XPS** menu items are highlighted in the screen shot.



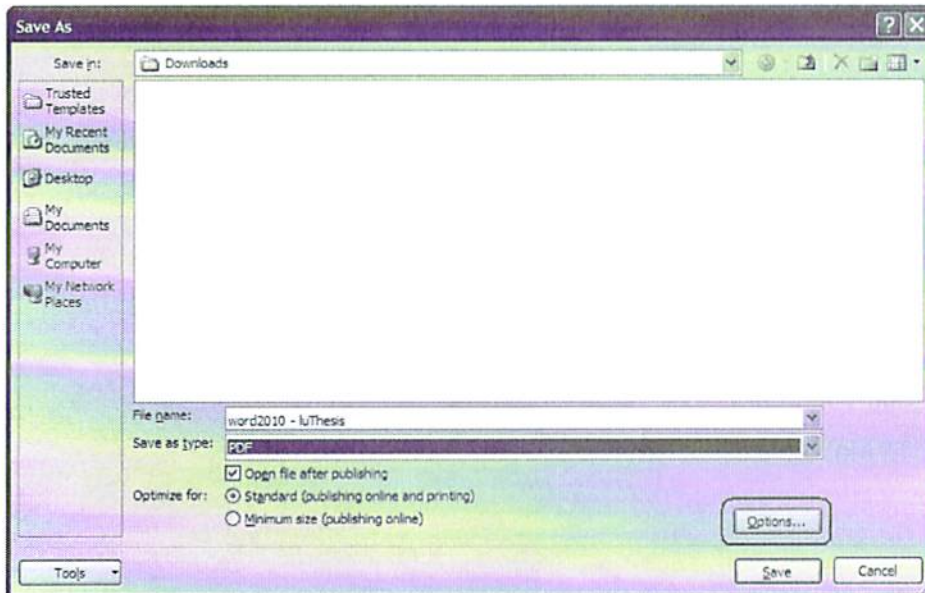
- If, under **Save As**, you see **PDF or XPS** option, then the add-in is installed. See the instructions on how to convert your theses into PDF format.
- If, under **Save As**, you see **Find add-ins for other file formats**, then the add-in is not installed. See the next section for instructions on how to install it

#### Word 2007: How to install the add-in if it is not installed:

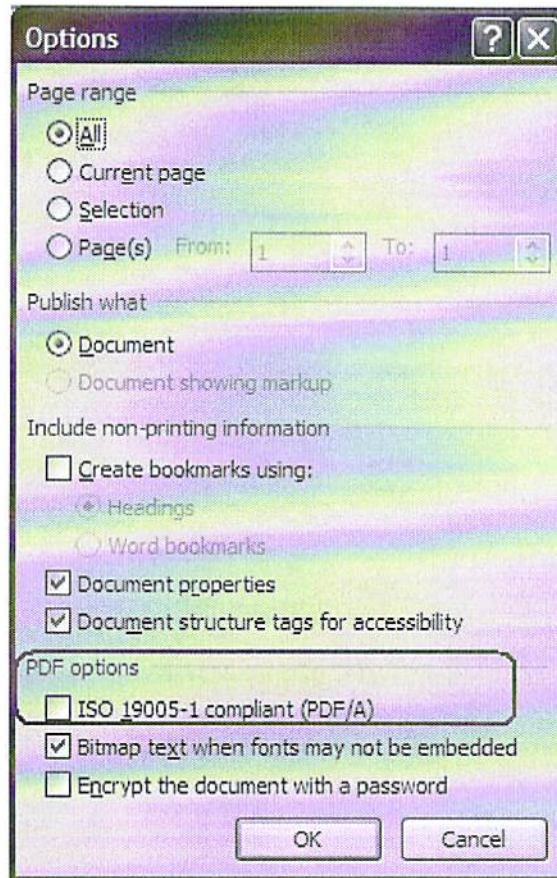
- Close **Word**
- Use your web browser to open the following URL: <http://www.microsoft.com/en-us/download/details.aspx?id=7> .
- Click on **Download** button on the page and saving **SaveAsPDFandXPS.exe** file to your hard disk.
- Double-click the **SaveAsPDFandXPS.exe** program file on your hard disk to start the Setup program.
- Follow the instructions on the screen to complete the installation.
- Open **Word**.

#### How to save a Word 2007 file as PDF using the add-in:

- Click on the **Office** button and choose **Save As/PDF or XPS**.
- Click on the **Options** button which is right above the **Save** button and highlighted in the following screen shot.



- The Options dialog box looks similar to the following:



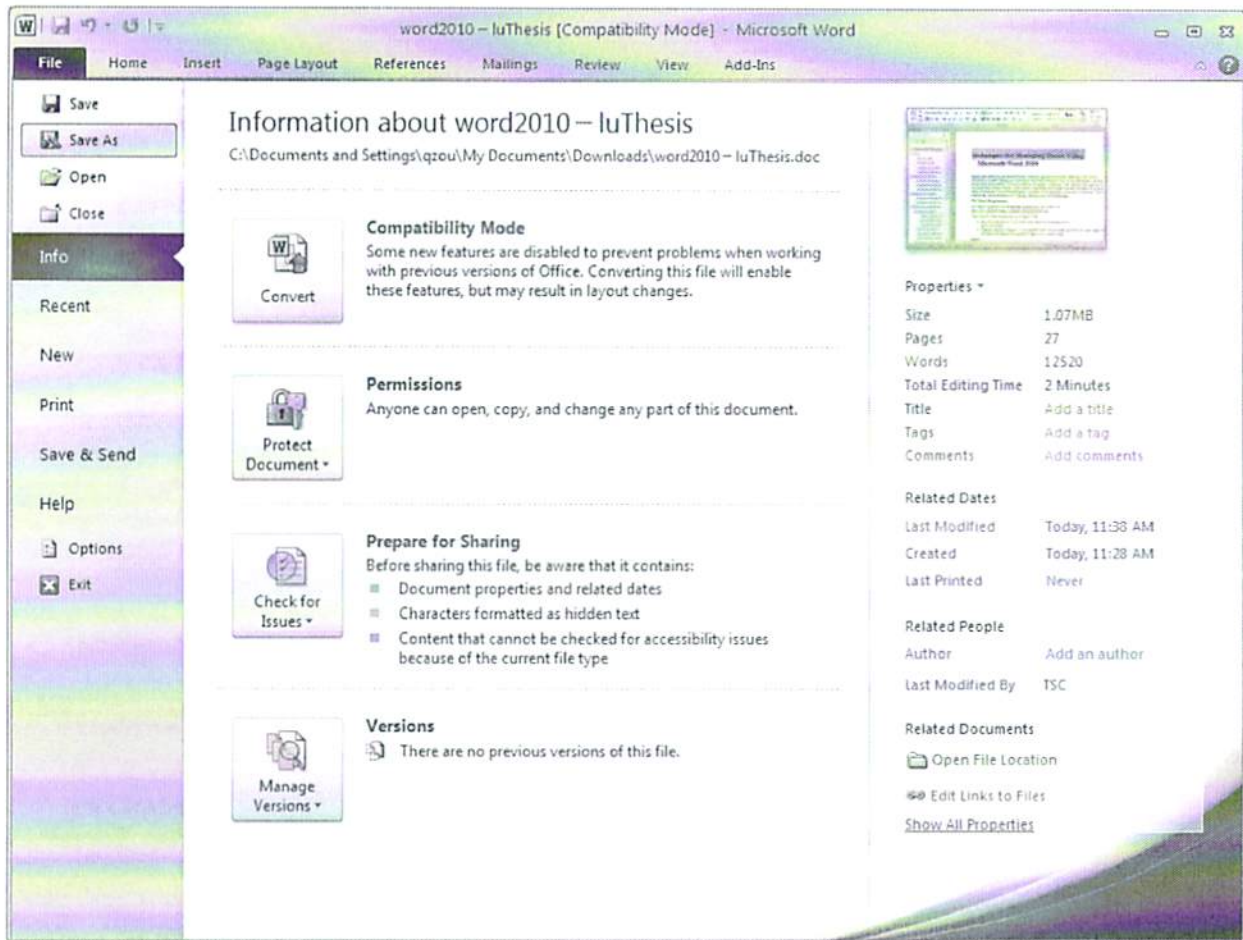
- Click on the first check box “ISO 19005-1 compliant (PDF/A)” under **PDF options** highlighted in the screen shot shown above.
- Click on **OK**.
- Browse to where you want it saved, type in the name you want it to be called (based on the **Lastname\_Firstname.pdf** format), and click **Publish/Save**.
- Then you should be able to find your PDF file under the folder you chose to save your file.

## **Microsoft Word 2010**

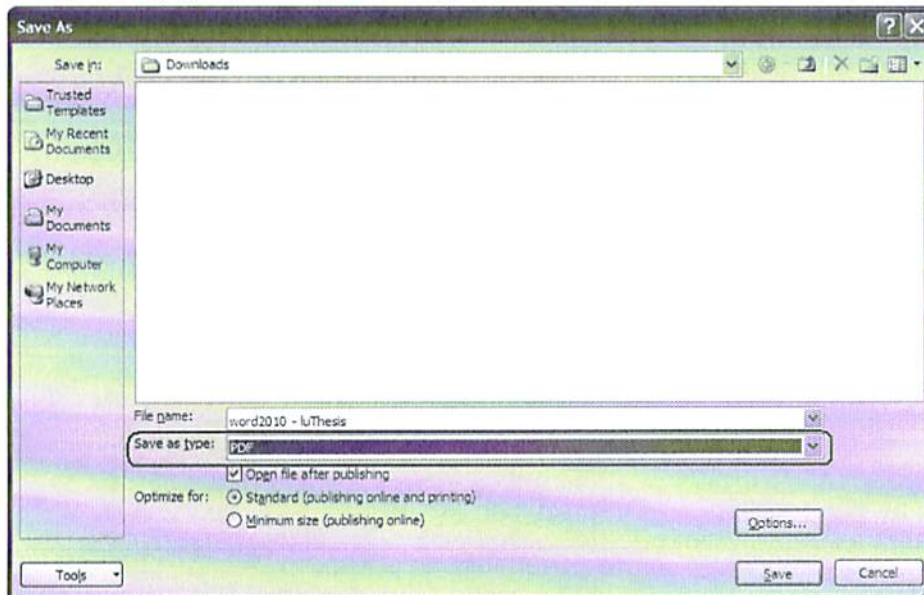
### **How to save a Word 2010 file as PDF:**

- Click on the **File** menu/tab and choose **Save As**. Your screen may look like the following:

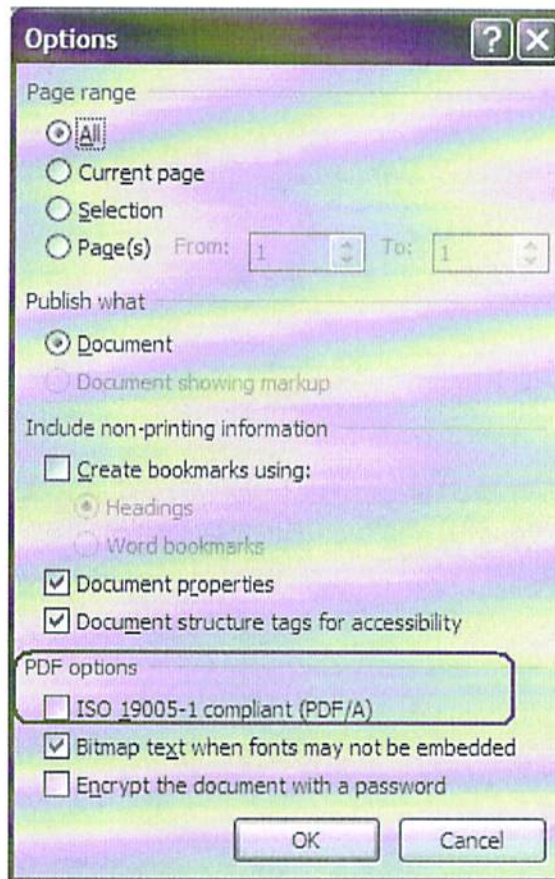




- Choose PDF (\*.pdf) beside Save as type:



- Click on **Options** which is right above the **Save** button.
- The Options dialog box looks similar to the following:

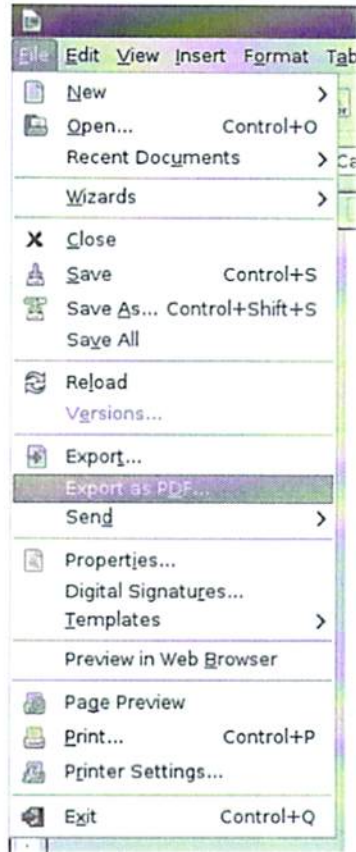


- Click on the first check box “ISO 19005-1 compliant (PDF/A)” under **PDF options**.
- Click on **OK**.
- Browse to where you want it saved, type in the name you want it to be called (based on the **Lastname\_Firstname.pdf** format), and click **Publish/Save**.
- Then you should be able to find your PDF file under the folder you chose to save you file.

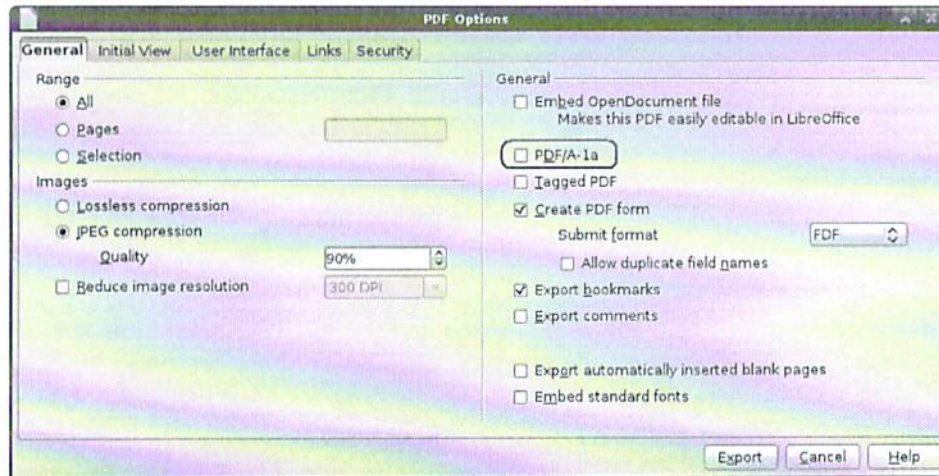
## ***OpenOffice***

### **How to save a OpenOffice file as PDF:**

- Click on the **File** menu/tab and choose **Export as PDF ...**



- You see a dialog box similar to the following:



- Check the second option **PDF/A-1a** (highlighted in the screen shot above) under the **General** settings of the **General** Tab.
- Click on **Export** button.
- Browse to where you want it saved, type in the name you want it to be called (based on the **Lastname\_Firstname.pdf** format), and click **Save**.

- Then you should be able to find your PDF file under the folder you chose to save.