

Today's Schedule

Time	Topic
1 – 2pm	Submission 101
2 – 2:45pm	Formatting 101: Using the Guide and Word Template
2:45 – 3pm	Break
3 – 4pm	Formatting 102: Copyright for your dissertation, thesis, and report
4 – 4:45pm	Formatting 103: Checking and fixing your document
4:45 – 5pm	Final questions

All seminars are being taped and will be available online later this week.



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Formatting 103: Checking and Fixing your Document

May 22, 2018

Overview

- Finding information and help
- Adobe Acrobat
- How to embed fonts
- Using the grid to check margins
- Editing documents in Acrobat
- Redaction tools to obscure text

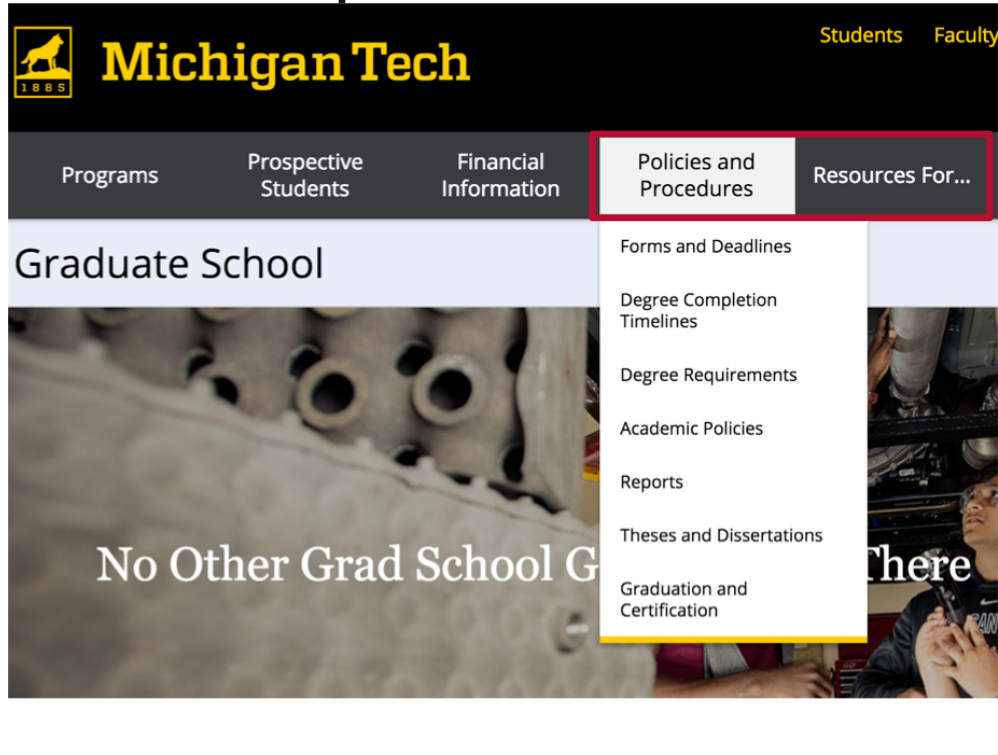


Who should I email?

gradschool@mtu.edu



What's important on the web?



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Students Faculty

Programs Prospective Students Financial Information **Policies and Procedures** Resources For...

Graduate School

No Other Grad School G... There

- Forms and Deadlines
- Degree Completion Timelines
- Degree Requirements
- Academic Policies
- Reports
- Theses and Dissertations
- Graduation and Certification



Current Students

Find a Resource



Academic

- [Forms and Deadlines](#)
- [Completion timelines](#)
- [Prepare dissertation, thesis or report](#)
- [MyMichiganTech](#)

[→ See all academic resources](#)



Professional

- [Succeeding in Grad School](#)
- [Graduate School seminars](#)
- [GSG serves you](#)
- [Career Services](#)

[→ See all professional resources](#)



Graduate Life

- [Get Involved](#)
- [Explore the Community](#)
- [Find Medical Support](#)
- [Family Support](#)

[→ See all graduate life resources](#)



Helpful Resources

- The Guide – describes all formatting requirements and has helpful links and copyright information
- Templates – Word and LaTeX
 - Easily format your document – see previous Formatting 101 for more information
- Theses and Dissertations – copyright section includes links to tools, FAQ and more



Today...

- For the sake of time, we'll talk about one way to accomplish the tasks I'm presenting using Word and Acrobat
- There is usually more than one way to accomplish all of the tasks, sometimes using different software





What is PDF?

- PDF = Portable Document Format
- Developed by Adobe in 1993
- Now is an open standard
 - ISO 32000-1:2008
- “enable users to exchange and view electronic documents independent of the environment in which they were created or the environment in which they are viewed or printed”



Why use pdf?

- Anybody can open and read the files
- As an open standard, anybody can create a reader at any time
 - Theoretically, someone could open the standard 100 years from now and write the software to make a pdf reader, even if Adobe no longer exists
- Can combine multiple file types into one file (xlsx, tiff, png, docx, etc.)



Recommended Software

- Adobe Acrobat DC Pro or Adobe Acrobat Pro
 - University owned computers: a site license is available – contact IT
 - Personal computers: Academic pricing at Best Buy (\$119)
 - Download a trial copy – 7 days for free
- Off campus? IT can set up remote desktop so you can access University software



Other Options

- Other software
 - Freeware – Google search “pdf creation”
- Mac users have a built in pdf maker and viewer (Preview)
- Word...Save As...
- Digital Commons and ProQuest offer PDF creation when you submit



Problems with Other Options

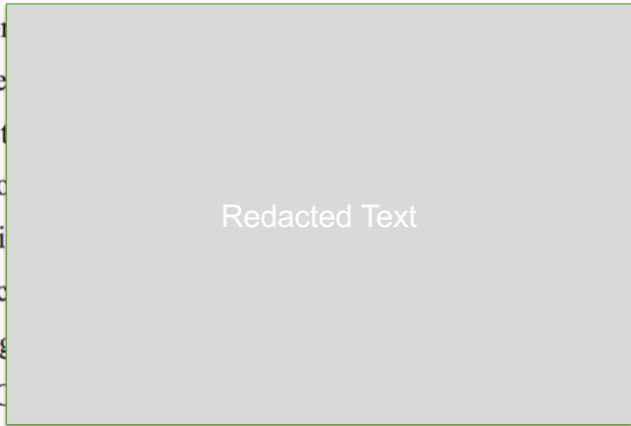
- May or may not embed your fonts
 - The converter provided by Digital Commons **will not** embed all of your fonts as we require
- May only convert one file
- May or may not maintain quality of graphics
- May or may not convert your document correctly
 - **Always** carefully check any document created with any PDF converter – including Adobe Acrobat



Table of Contents in Word (part of page 1 of 2)

Table of Contents

Abstract.....	5
Chapter I: Introduction.....	6
Importance.....	6
Susceptibility.....	6
General.....	7
Microbiology.....	7
Application.....	8
Objectives.....	9
Background.....	9
Conclusion.....	9



TOC after Digital Commons Conversion (page 1 of 9)

Table of Contents	
Abstract.....	5
REF	
Toc47	
92524	
04 h	
5	
Chapter I: Introduction.....	6
REF	
Toc47	
92524	
05 h	
6	
Importance	6
REF	
Toc47	
92524	

- Always check your document after conversion
- This error was on page 3 – it should have been obvious that something was wrong





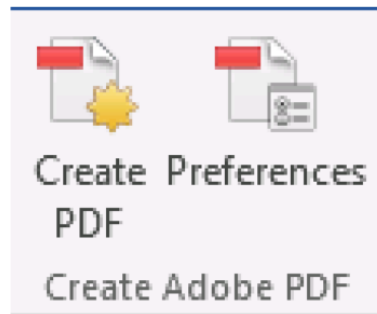
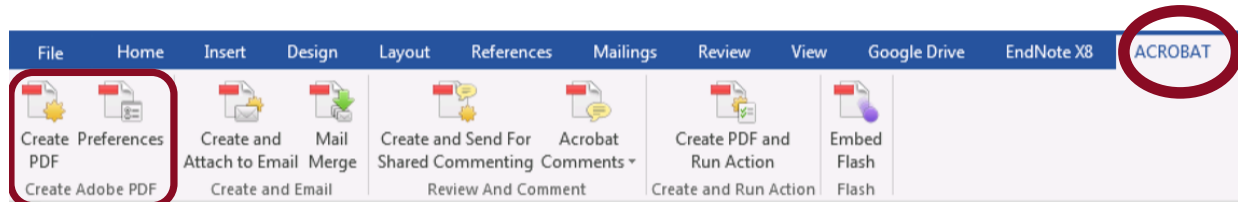
Why should I embed fonts?

- Embedding fonts includes them in the pdf file
- This allows anyone to view the document as you intended – even if they don't have the fonts
- File size is increased by about 5 MB per font
- ProQuest requires that most fonts be embedded
 - There are a few exceptions, but it is easier to embed all than to list the exceptions

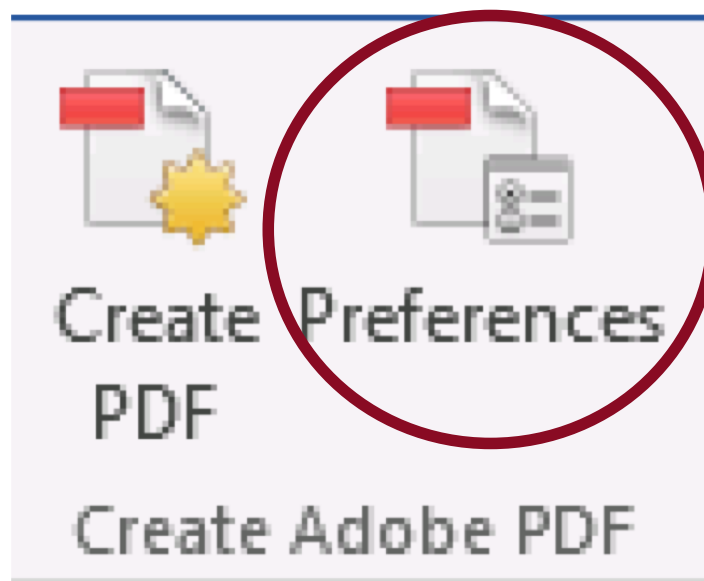


PDF tools in Word

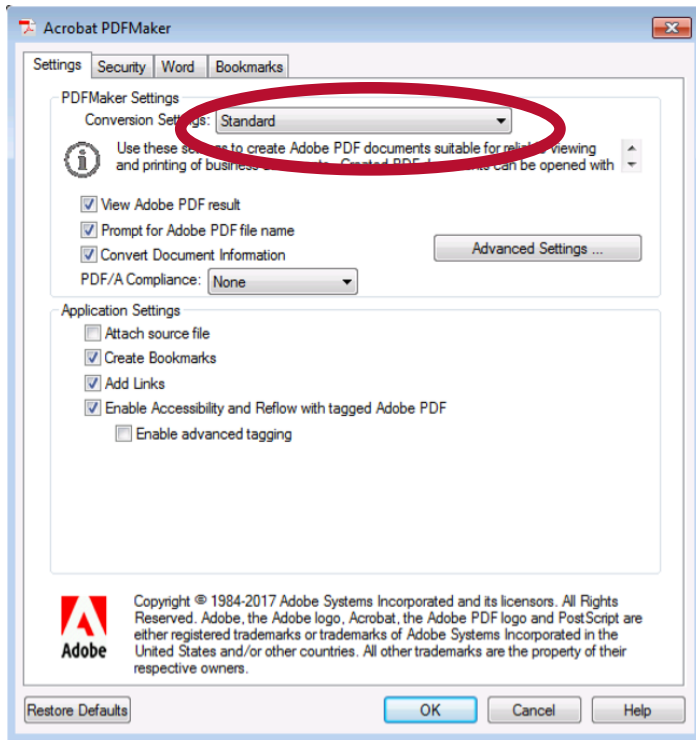
- Look for the Acrobat tab



Step 1: Set PDF Preferences



The Preferences Window



- Select a pre-set conversion setting
 - High Quality Print
 - Press Quality
- The default – “Standard” **will not embed all fonts**



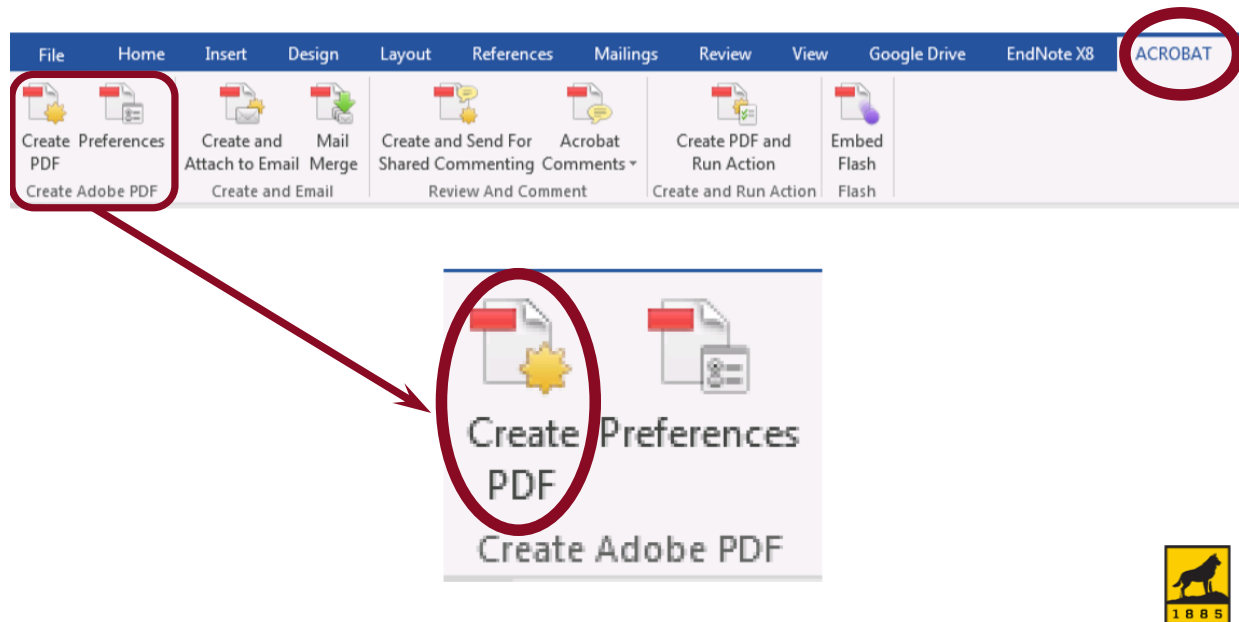
PDF Preferences

- PDFs are not “one size fits all.” There are many options available to create them.
- Think of a printer and all of the options available:
 - Double sided, draft mode, multiple pages printed on one page, etc.
- PDF files have similar (if not more) printing options available.



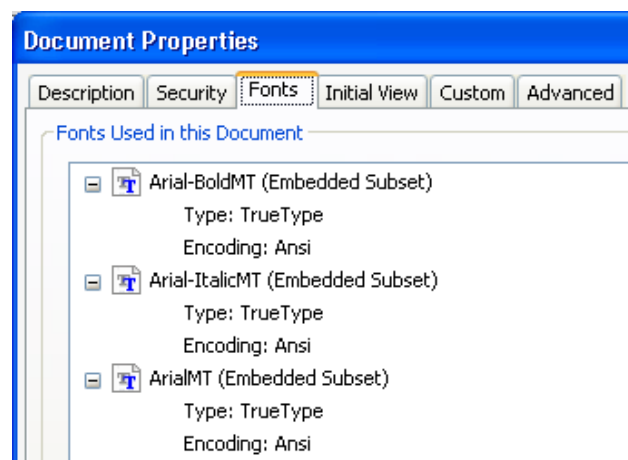
Create PDF

- Look for the Acrobat tab



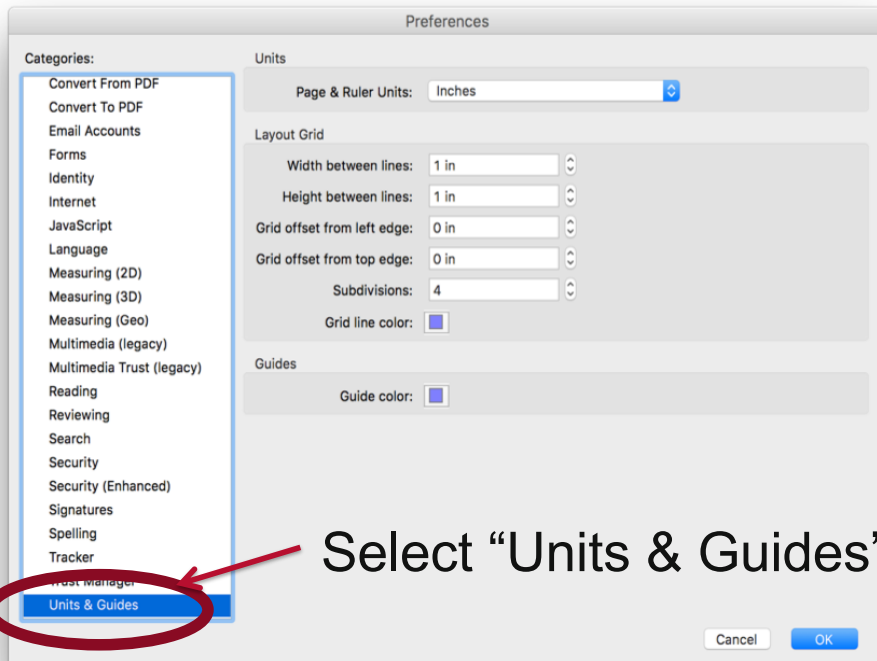
Check embedded fonts

- Open the PDF file
- File...Properties
 - Click on the "Fonts" tab. All of the fonts are listed.
 - Embedded fonts will have "Embedded" or "Embedded Subset" next to them

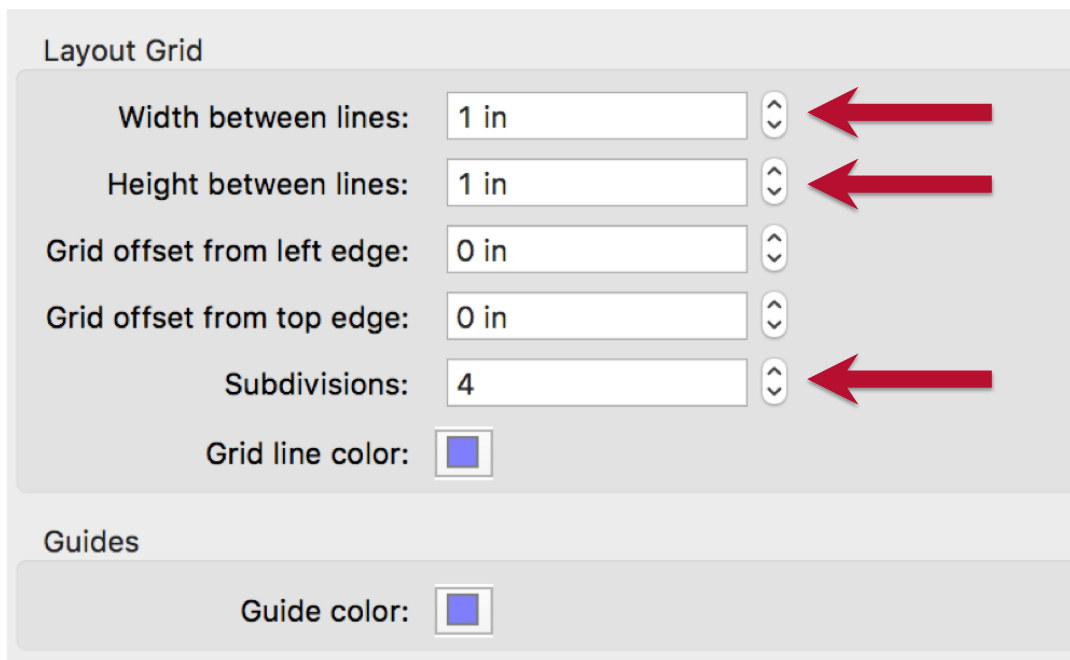




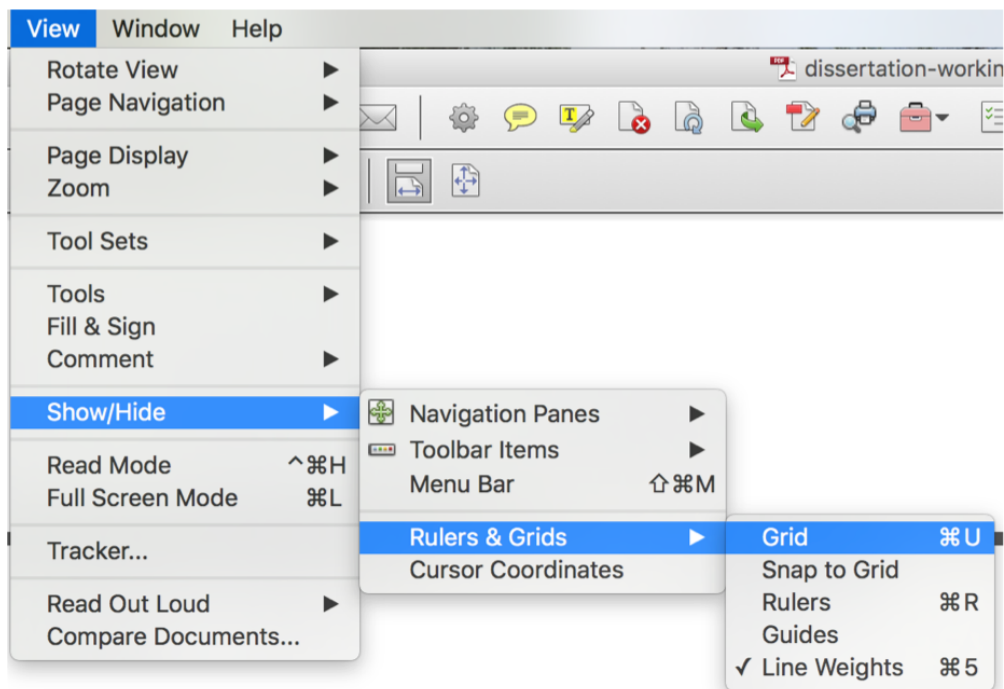
Acrobat Preferences



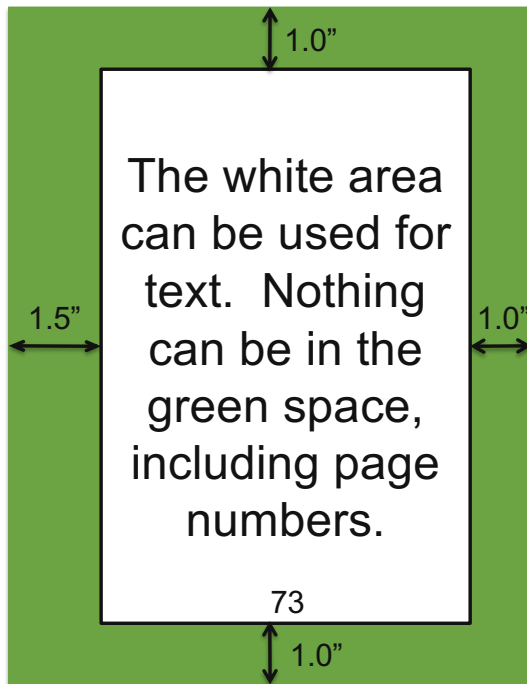
Acrobat Preferences



Turn on Grid from View Menu



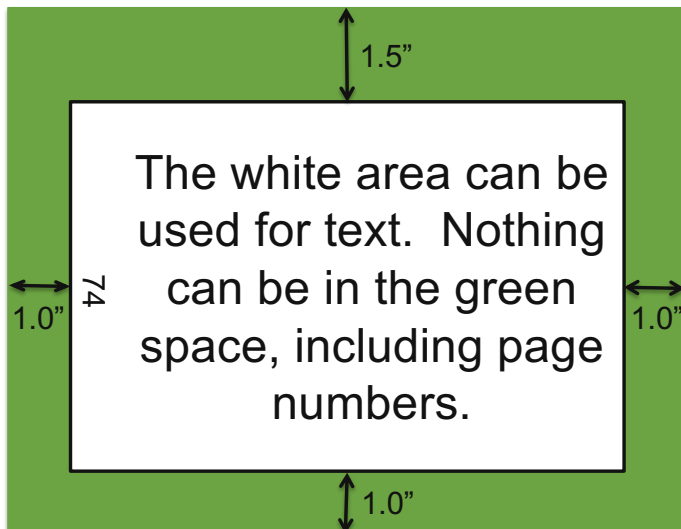
Margins for a Portrait Page



- Portrait page, 8.5 x 11
- Single sided document
- Binding edge is on the left
- Non-binding edge margin is on the top, right, and bottom



Margins for a Landscape Page



- Landscape letter page
- Single sided document
- Binding edge is on the top
- Page numbers rotated (see 74 in figure)
- Non-binding edge margin is on the left, right, and bottom
- See Guide for double sided formatting



Checking Margins

- Rotate pages so each page is in portrait orientation with binding edge on left
- Single sided documents
 - Rotate all landscape pages 90° counter-clockwise
- Double sided documents
 - Rotate all landscape pages 90° counter-clockwise
 - Rotate all even pages 180°



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Editing Documents in Acrobat

Editing a PDF file

- The ability to edit depends on what you are editing
- Editing text can be limited – depends on the fonts embedded, formatting of the page, and version of Acrobat
- Figures can generally be resized and moved on the page
- All edits are manual - it's good for a few pages or a quick fix



Editing tools

Adobe Acrobat DC Pro

Search Tools...

 Create PDF

 Edit PDF


 Export PDF


 Comment

Adobe Acrobat Pro XI


Tools | **Fill & Sign** | **Comment**

Content Editing

 Edit Text & Images

 Add Text

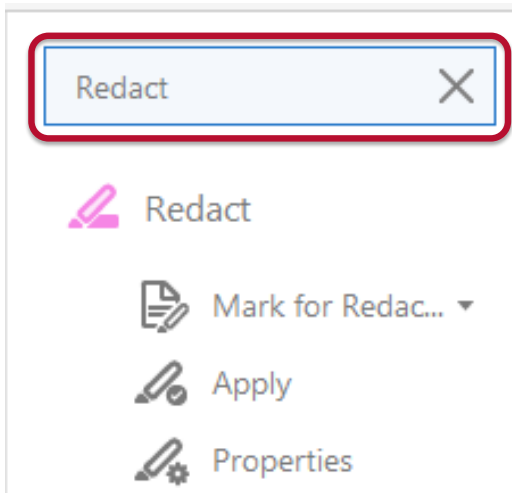
 Add Image

 Export File to...





Redaction Tools (DC Pro)



- Search for “Redact”
- Right click on “Redact” and add as a shortcut
- Click on “Redact” to display tools
- Use “Mark for Redaction” to select items to redact
 - Signatures
 - Proprietary information
 - Etc.



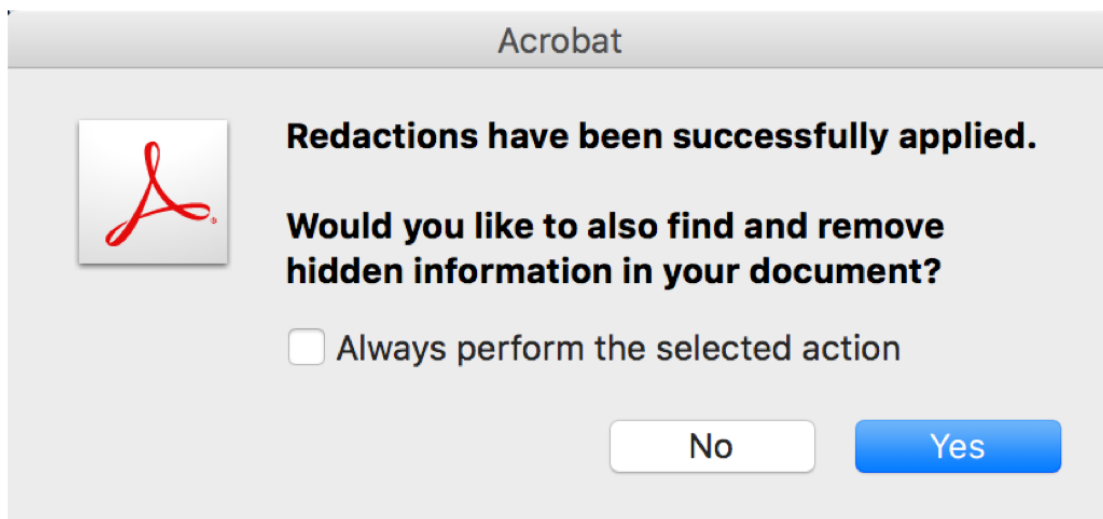
Redaction Tools (DC Pro)



- Mark for Redaction – can select “Text and Images,” “Pages,” or “Find Text”
- Select items to redact
- Select “Apply” when complete



Other hidden data can be contained in metadata



Take home messages

- A PDF file is not one-size-fits-all
- Adobe Acrobat contains a number of tools to edit and check your PDF file
- Presentations, slides, and other resources available online



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