Formatting Support: Word 2007

Guidelines for Preparing Electronic Theses, Dissertations, and Doctoral Essays

This document contains instructions for formatting conformant Portable Document Format (PDF) versions of theses to our database.

Please see the companion document "Organization, Formatting, and PDF Conversion Guidelines for Theses, Dissertations, and Doctoral/Lecture Essays" published by the Graduate School for instructions on document pagination, spacing, and other styling issues, as well as Graduate School policies regarding the editorial and publication process.

If at any time, you need help with the formatting or conversion of your thesis/dissertation, please contact the ETD Formatting Support Group at dfs@miami.edu or visit the Digital Media Lab in the Richter Library.

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Best Practices

In order to ensure that the text in the PDF version of theses or dissertations will look the same on all machines today and in the future, it is required that you submit PDF documents containing copies of the fonts you have used. In technical terms, this is referred to as "embedding" fonts. As per the Graduate School's Formatting Guidelines, only Arial, Times New Roman, and Courier New are considered acceptable fonts, with the main text sized at 12-point. While generating PDF files is easy to do, please pay close attention to the instructions on embedding fonts.

Use the Same Software and Computer While Writing

Students may create conformant PDF documents using Microsoft Windows, Apple Macintosh, or Linux operating systems. However, because the text data in documents often renders differently in different versions of the same software, we strongly recommend that students generate their final PDF documents using the same computer and software they used to author their original document. All of the text in a Microsoft Word 2003 document may not display correctly when opened in Microsoft Word 2007, and vice-versa.

Working with Multimedia Files

Because it is possible that print copies of student theses are provided to students and their advisor, you are encouraged to think of your theses/dissertations as electronic documents which will also be printed. For this reason, if your thesis or dissertation contains non-printable multimedia files, DO NOT embed them within the PDF. You may upload these separately in addition to the dissertation itself, to make them available in the electronic database. A list of acceptable multimedia files is found on page 6.

Tips:

1 – We strongly recommend that students generate their final PDF documents using the same computer and software they used to author their original document.

2 – If your thesis or dissertation contains non-printable multimedia files, DO NOT embed them within the PDF.

3 – For help creating your multimedia supplemental files, please visit the Digital Media Lab in the Richter Library

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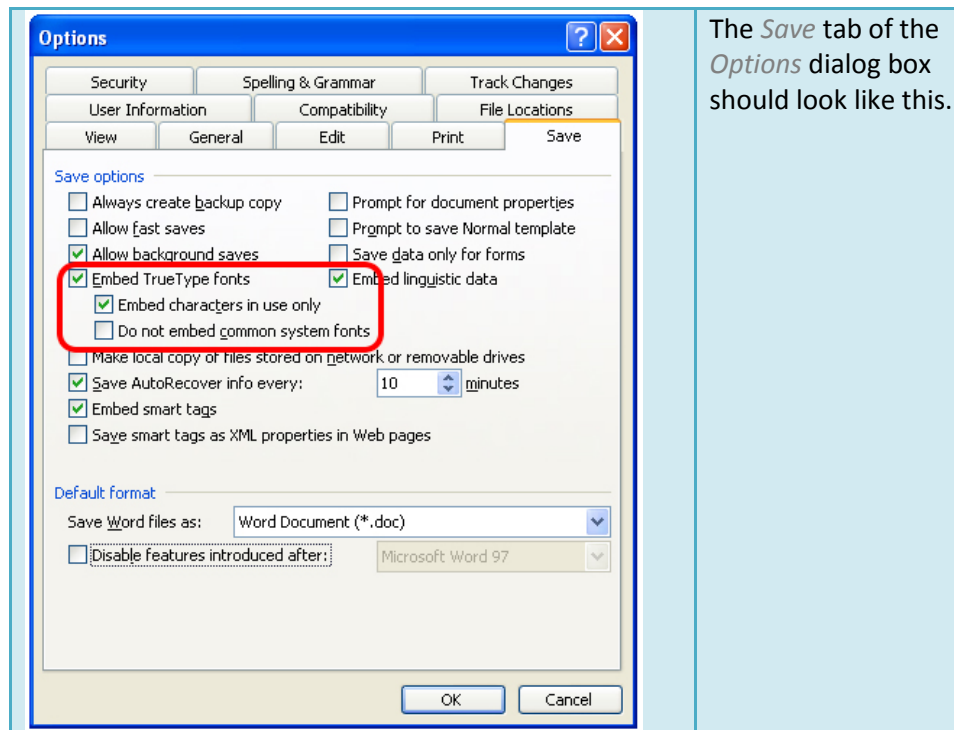## Converting From Microsoft Word 2007 to a PDF (Windows Only)

There are five basic steps to convert your Word 2007 document to a PDF.

*If you have written your thesis/dissertation in multiple documents (multiple *.doc files), please be sure to follow the additional instructions.*

Step 1: Embed fonts in Word 2007.

Don't leave home without your fonts! If you are taking your word files somewhere to convert them to PDF, you must embed your fonts in the word files *before* you leave the computer on which you have composed your document. This is especially important if you are using multiple computers to edit your document(s).

1. Open your document.
2. Click on the Microsoft Office button.
3. Click the "Word Options" button at the bottom of the frame.
4. On the "Save" tab, click to select the "Embed fonts" in the file check box. Check the box for "Embed only the characters used in the document (best for reducing file size). Make sure that the box "Do not embed common system fonts" is not checked.
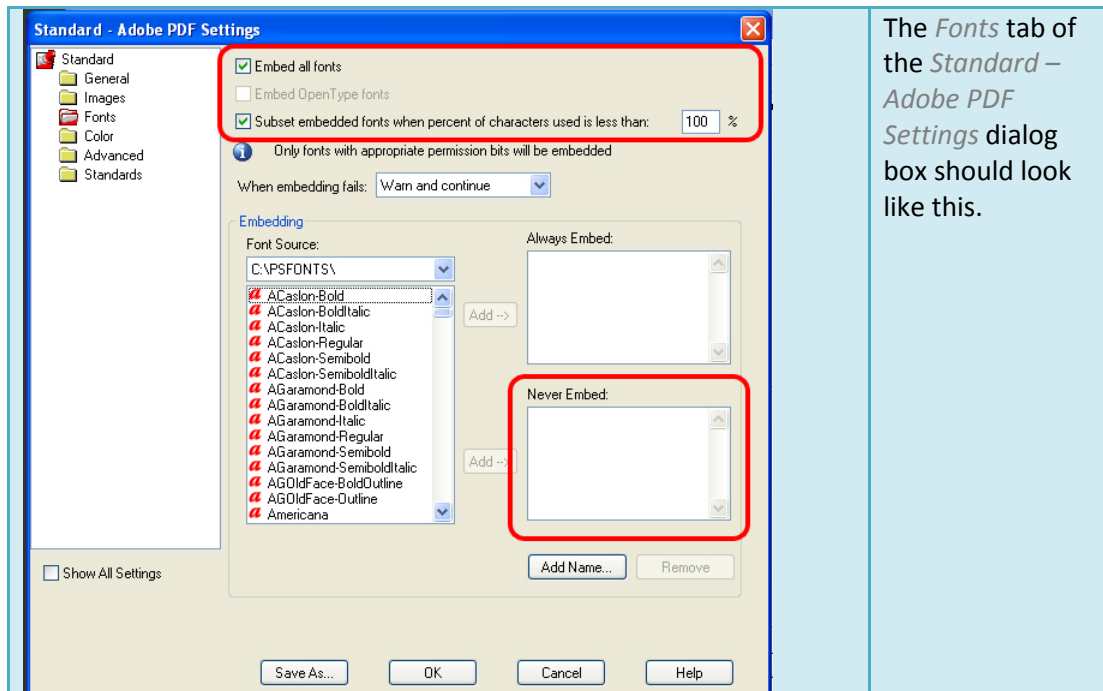

The *Save* tab of the *Options* dialog box should look like this.

5. Click "OK".
6. Save your document.

MULTIPLE FILES: If you are using multiple files, repeat the above steps for each Word file.

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Step 2: Adjust Adobe Acrobat Professional Settings.

Personal Computers: If you are doing this on your personal computer, you will not need to repeat this step every time you convert to PDF. If you need to resubmit the PDF after making changes to your Word documents, the settings created in the steps below will still be saved on your computer.

Non-Personal Computers: If you are doing work on a shared computer (i.e. a computer in the Otto G. Richter Library), you will have to setup Adobe Acrobat each time you use a computer.

1. Open Adobe Acrobat Professional.
2. Click on "**Edit**", then "**Preferences**…".
3. Select "**Convert To PDF**" from the Categories column, then "**Microsoft Office Word**" from the Converting To PDF column.
4. Click "**Edit Settings…**". The Adobe PDF Settings for supported documents dialog box opens.
5. Select "**Standard**" from the Adobe PDF Settings dropdown.
6. Click the "**Edit…**" button to the right of that dropdown.
7. In the Standard – Adobe PDF Settings dialog box, select "**Fonts**" from the list of folders on the left.
8. Check the boxes "**Embed all fonts**" and "**Subset embedded fonts…**".
9. In the **Never Embed** box (lower right), remove all fonts that appear in the box by highlighting the font and clicking "**Remove**".
    a. You may remove multiple fonts by holding the "Shift" key and using the "↓" (down) key to highlight them.

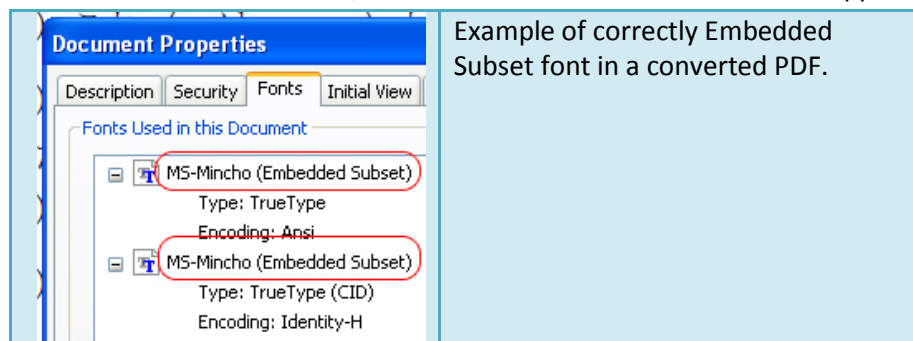The *Fonts* tab of the *Standard – Adobe PDF Settings* dialog box should look like this.

10. Click "**Save As**" and save with file name "**Embed all fonts**". Click the "**Save**" button.
11. Click "**OK**". Click "**OK**" again. Click "**OK**" again.

Step 3: Convert your Word file into a PDF.

SINGLE FILE: If you have one Word document (one *.doc file), follow these instructions:

1. In Adobe Acrobat Professional, click "**File**", "**Create PDF**", "**From File**" and then browse to the document.
2. Select the document and click "**Open**".
3. Wait for Acrobat to perform its conversion. This can take several minutes for large documents.
4. Check that your fonts are embedded and subset:
    a. Go to "**File**", then "**Properties**".
    b. Click on the "**Fonts**" tab.
    c. Next to each font listed, the words "**Embedded Subset**" should appear.

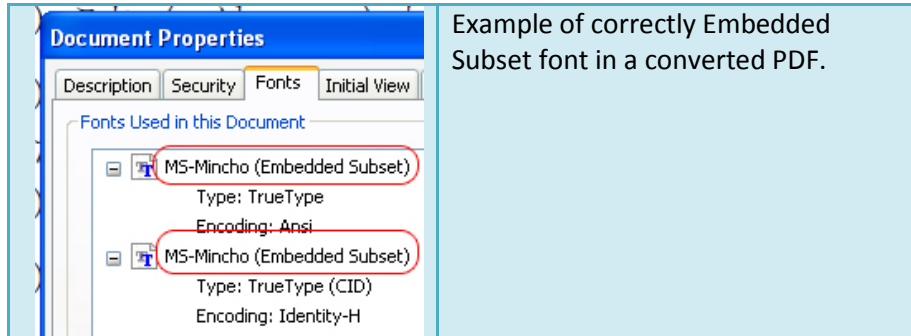Example of correctly Embedded Subset font in a converted PDF.

5. Name your electronic thesis file according to the file naming convention and click **Save**.

Save your PDF onto an external drive or e-mail it to yourself. Always keep a backup copy of all updated Word documents as well.

MULTIPLE FILES: If you have multiple Word documents, follow these instructions:

1. In Adobe Acrobat Professional, click "**File**" then "**Create PDF**" and "**Merge Files into a Single PDF**".
2. In the dialog box, click "**Add Files**", "**Add Files**" again, and then browse to the documents.
3. Select the document and click "**Add Files**". Repeat this step until all your documents are listed in the Combine Files dialog box.
    a. You can also shift-select or ctrl-select multiple documents in the browse window.
4. The documents are listed by filename in the order they were selected. You can change the order by highlighting the file and clicking the "**Move Up**" or "**Move Down**" buttons on the bottom of the dialog box.
5. Once you have the files in the order you want them to appear in the PDF, click "**Combine Files**".
6. Wait for Acrobat to perform its conversion. This can take several minutes for large documents.
7. Name your electronic thesis file according to the file naming convention and click **Save**.

8.   Check that your fonts are embedded and subset:
     a.   Go to "**File**", then "**Properties**".
     b.   Click on the "**Fonts**" tab.
     c.   Next to each font listed, the words "**Embedded Subset**" should appear.

Example of correctly Embedded Subset font in a converted PDF.

Save your PDF onto an external drive or e-mail it to yourself. Always keep a backup copy of all updated Word documents as well.

Step 4: THE MOST IMPORTANT: Double-check your conversion.

Once your PDF has been created, it is important that you thoroughly check your thesis/dissertation for any inconsistencies.

   ✓   Make sure that all pages are numbered correctly.
   ✓   Make sure that all tables and figures are correct.
   ✓   Make sure that all equations or symbols that were used converted properly.

If you have any problems with the conversion, please contact the ETD Formatting Support Group at dfs@miami.edu.

Recommended File Formats

This is a short list of recommended file formats for the Supplemental Materials. If you are not sure how to create these formats or want more information about your specific project, please contact Dissertation Formatting Support at dfs@miami.edu.

Image Files

- BMP (bitmap image file)
- PNG (Portable Network Graphics Format)
- TIFF (Tagged Image File Format)
- JPEG (Joint Photographic Experts Group)
- JP2 (Joint Photographic Experts Group 2000)

Audio Files

- MP3 (MPEG Layer 3)
- WAV (Waveform)
- MIDI (Musical Instrument Digital Interface)

Video

- MPEG (Moving Pictures Expert Group)

Spreadsheets and Databases

- TXT   (Plain Text)
- CSV   (Comma-Separated Values)

Students are recommended to export spreadsheets and databases to a tab-delimited or comma-separated text file. When possible, students are encouraged to encode data sets in text files in the UTF-8 or UTF-16 Unicode character encoding.

Program Code

Students may upload uncompiled codes in the programming language(s) of their choice. Instructions for running submitted programs may be included in the Dissertation itself, in a separate README file, or both.