

Converting Theses to PDF Format

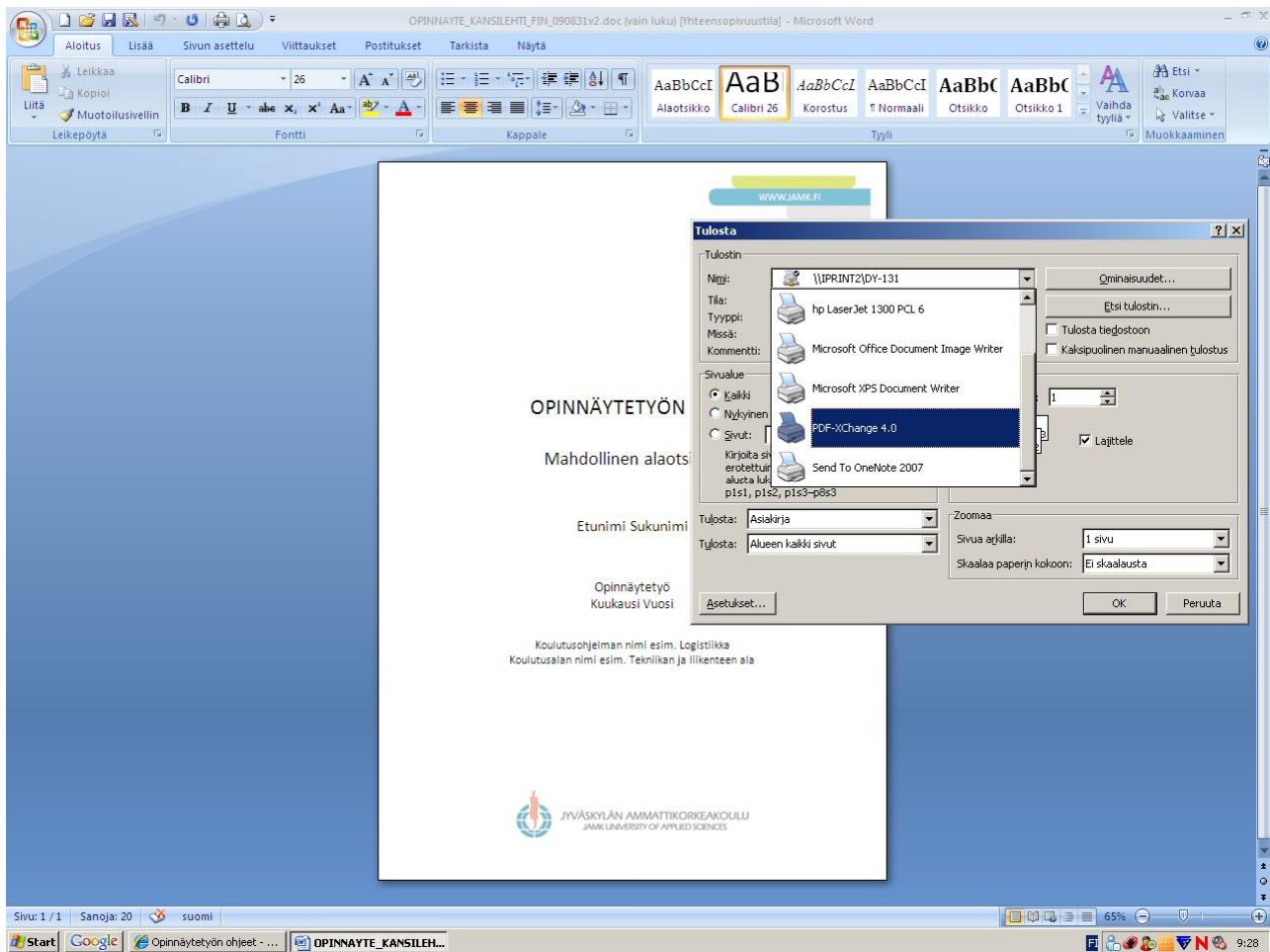


Figure 1

Open your thesis with any word processing software (Microsoft Word is used in this example). Microsoft Word is installed on JAMK computers, and OpenOffice can be used on Remote Desktop servers. Recommended converting program, the newest version of PDF-XChange, is installed on JAMK computers and on Remote Desktop servers.

Choose File -> Print

Choose printer PDF-XChange and click OK. (See Figure 1)

Save your PDF file with a new name.

NOTE! If your thesis consists of several files, you must convert each file to PDF format as mentioned above. You must also merge them together in the proper order (cover page + description pages + content + appendices) according to the following instructions:

Open the PDF-Tools program (Start->Programs->PDF-XChange->PDF-Tools). A demo version of PDF-Tools is not accepted. Choose Split/Merge and click Start. (See Figure 2)

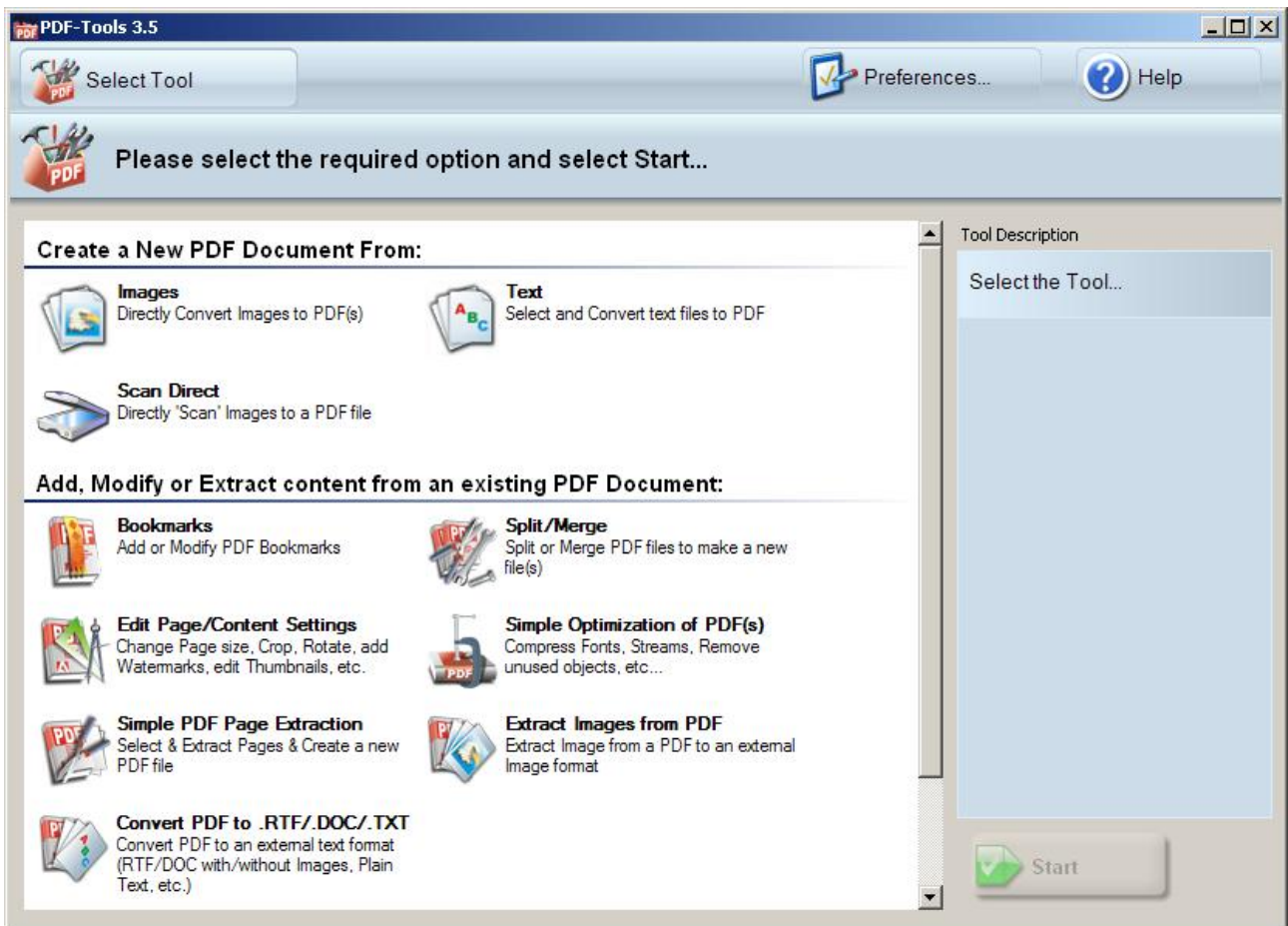


Figure 2

Click Add and choose all the PDF files that are part of your thesis (cover page + description pages + content + appendices). Sort the files in the right order by using Up and Down buttons. Finally, press Next. (See Figure 3)

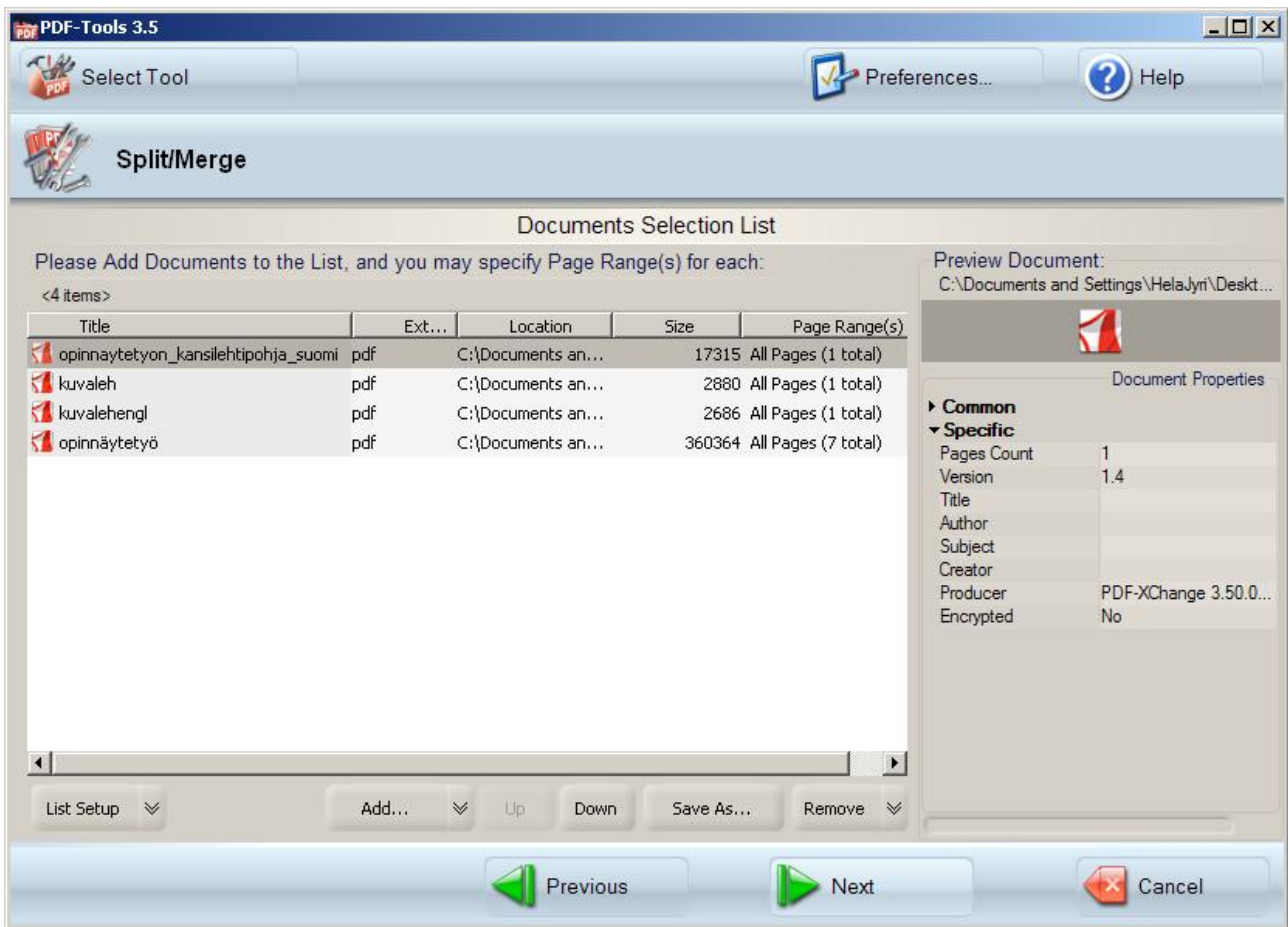


Figure 3

Select the options All Pages to One Document and Include Merged bookmarks in output PDF. Click Next. (See Figure 4)

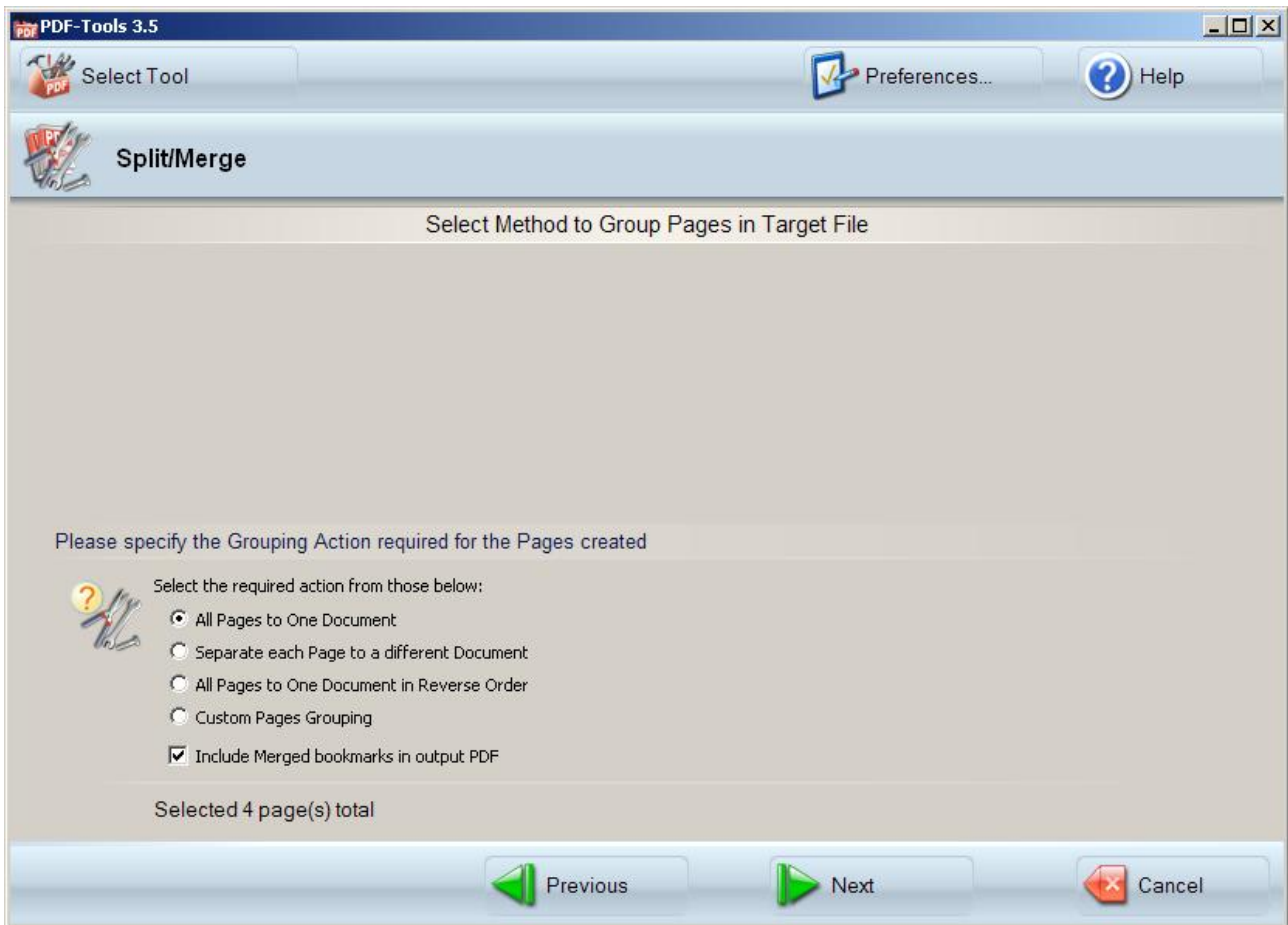


Figure 4

The following options must be selected: PDF Specification: Version 1.4, Page Layout: Single Page and Page Mode: Show None. Then click Next. (See Figure 5)

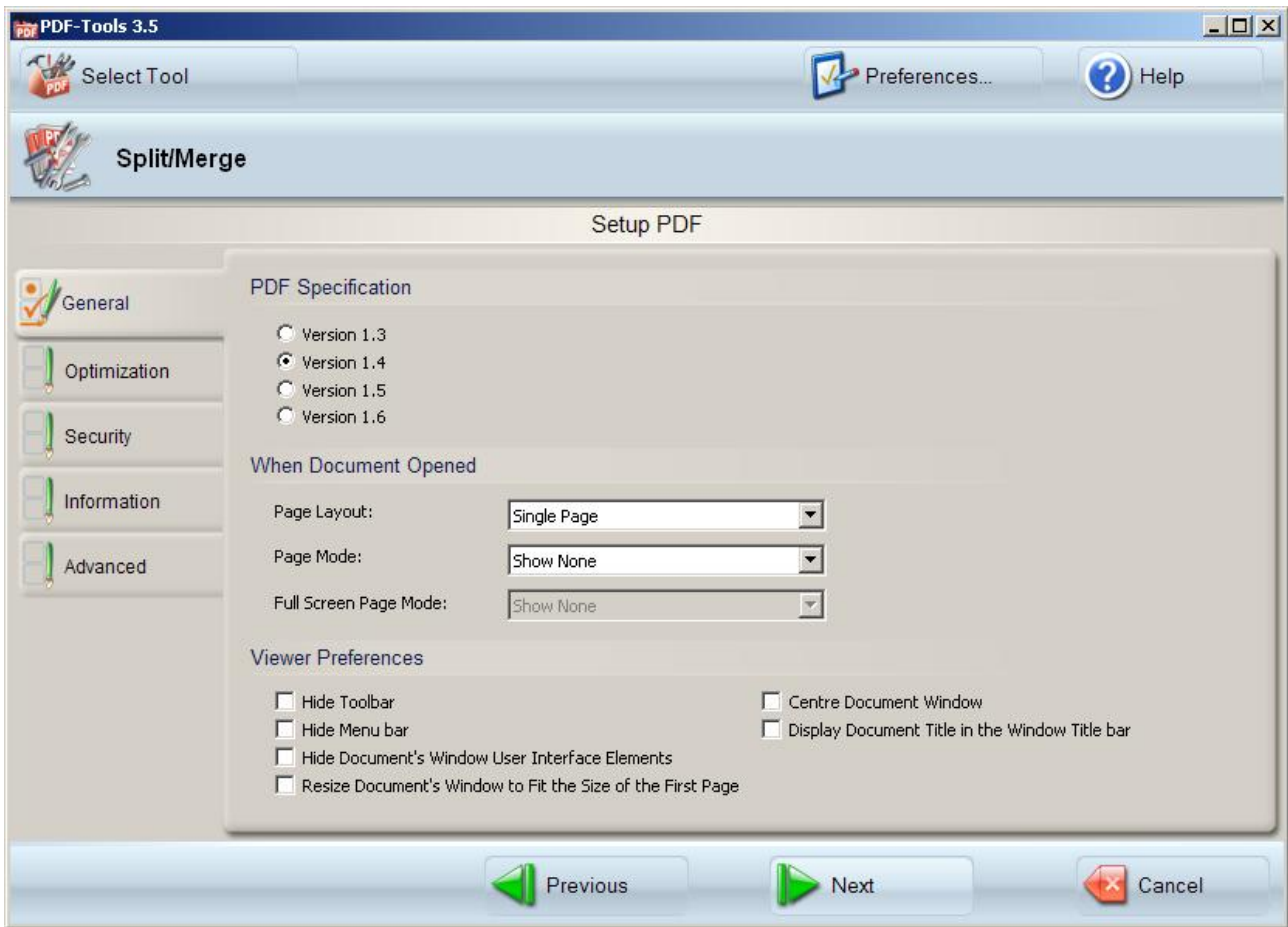


Figure 5

Click Browse to specify the destination folder.

Name your PDF file in the field Destination File Name.

Unselect the option View each Document after creation. Finally, click Process. (See Figure 6)

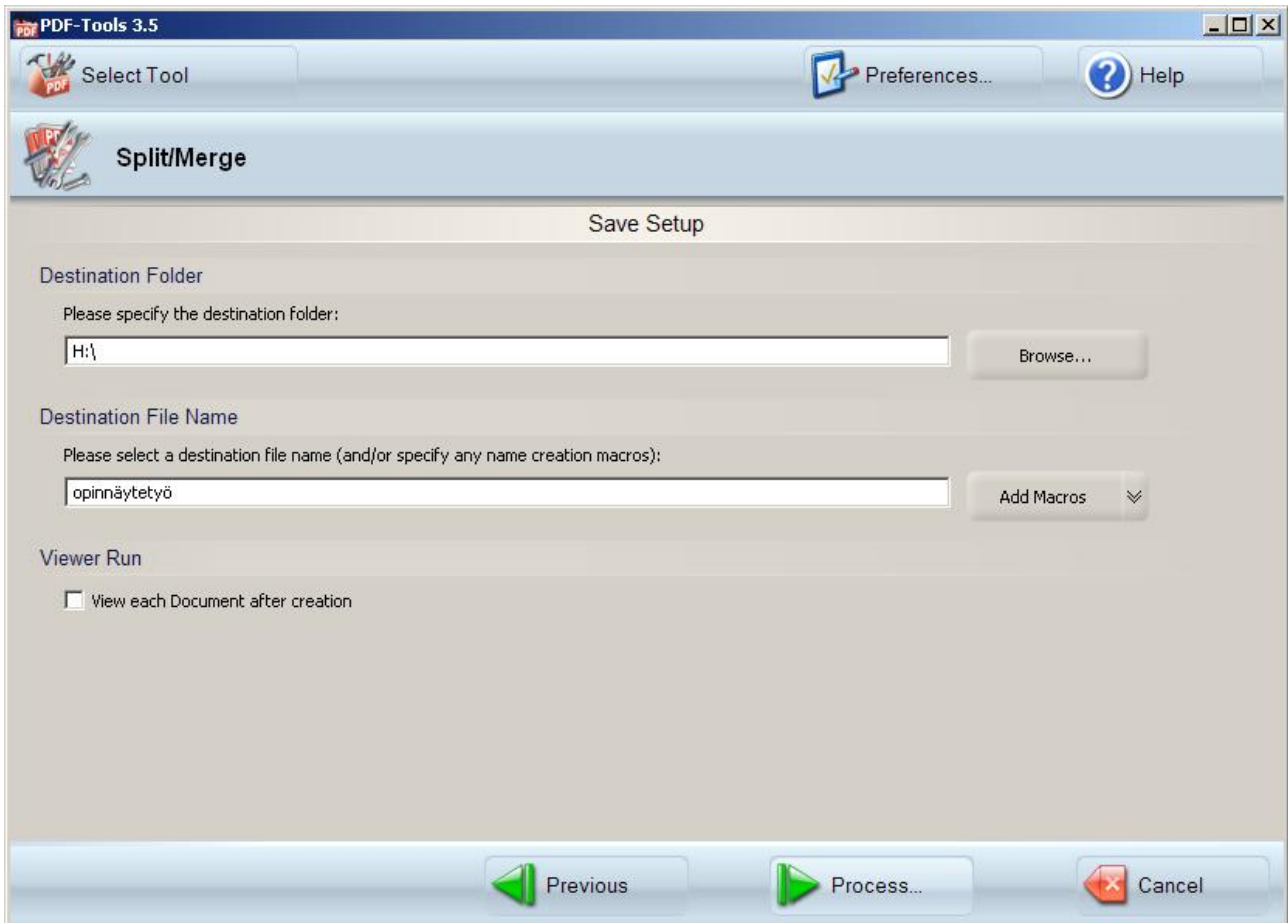


Figure 6

Click Cancel (see Figure 7). You will return to the window of Figure 2, where you can close the program.

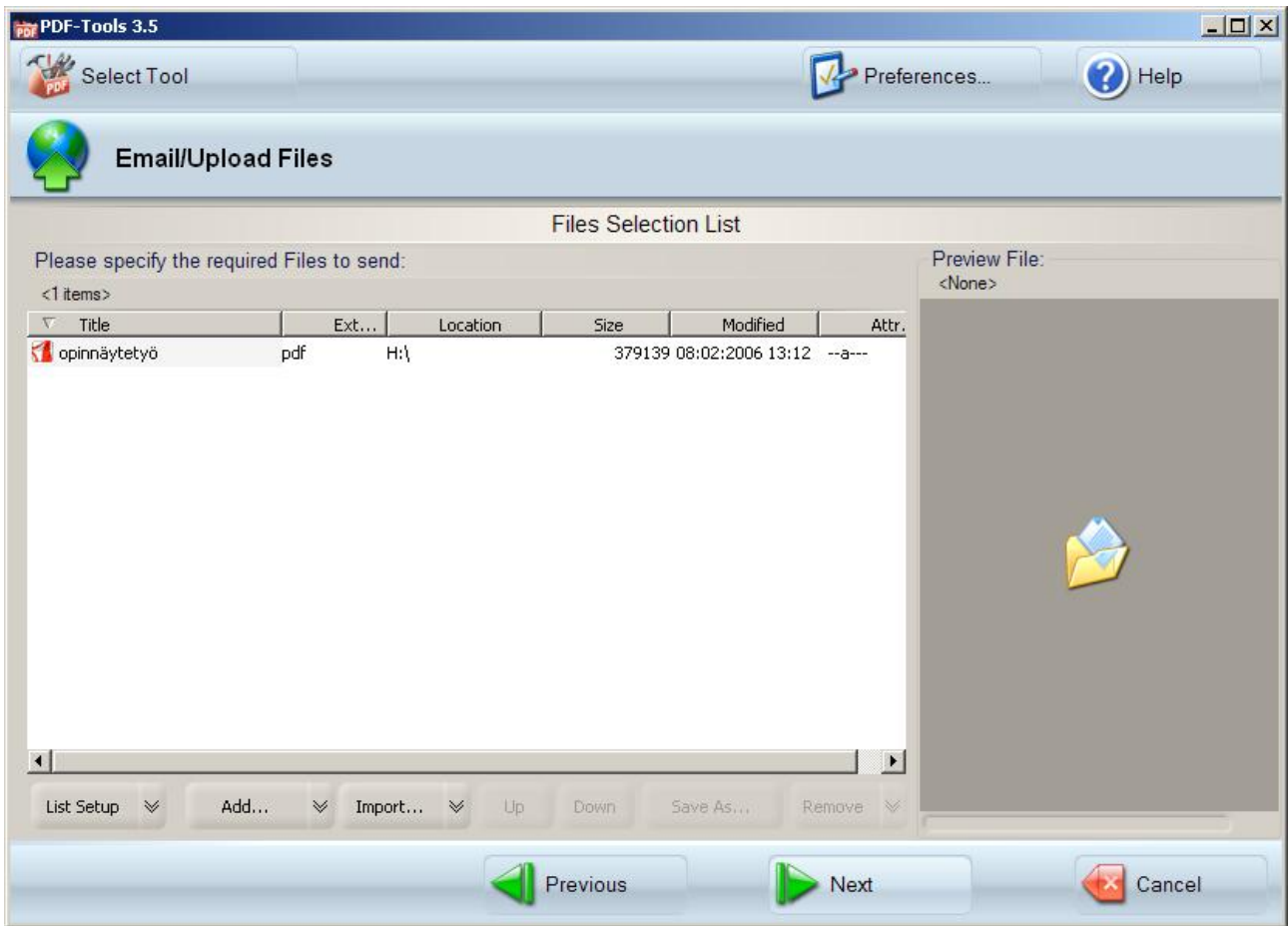


Figure 7

Finally, open your complete PDF format thesis and revise it. If you face any problems, please contact the library.