

## Converting your thesis into a PDF-file

The thesis has to be deposited with the feeding form as one single PDF-file. It is easiest to convert your thesis into a PDF-file if you first save your whole thesis as one single word processing file, including the cover page, abstract, table of contents, the text itself and the appendices). The thesis should comply to the requirements of the faculty.

**Please Note!** After you have filled out the abstract form you should copy it to your desktop (CTRL+A) and attach (CTRL+V) the abstract to your thesis between the cover page and the table of contents. You need to keep the settings of the abstract form. If you are using Word, after you have transferred the abstract to Word click on the icon (Paste options) on the right lower corner on the abstract page and choose Keep Source Formatting.

### Creating a PDF-file

You can convert a Word-file into a PDF-file in the university computer labs using PDFXChange.

Alternative 1.

1. Open your thesis file with Word.
2. Choose **Print** and the printer **PDF-Xchange 4.0**.
3. Choose Properties and in **Fonts** tick **Embed all Used Fonts**.
- 4 Choose **Paper** and from the menu in **Resolution** choose 600 dpi or more
5. Choose **Paper** and from the menu in **Page Size** choose A4 and also check that your Word file has A4 as the paper size.
6. Choose **Security** and check that **Use PDF Security** is not ticked.
7. Accept the settings by clicking **OK**.
8. Choose where you want to save your PDF-file and name your PDF-file (do not use Scandinavian letters or other special characters) and choose **Save**.

Alternative 2. (can be done on your own computer if you have installed Word 2007)

1. Open your thesis file with Word.
2. In Word choose **PDF-Xchange 4**.
3. Choose **Settings** and follow the instructions in Alternative 1: item 4-7.
4. Choose **Convert to PDF**.
5. Choose where you want to save your PDF-file and name your PDF-file (do not use Scandinavian letters or other special characters) and choose **Save**.

## Combining PDF-files

The PDF-Xchange program includes PDF Tools with which you can combine PDF-files into one single PDF-file.

1. Open **PDF Tools** which can be found: Start > Programs > PDF-Xchange > PDF-Xchange PDF Tools 4.0.
2. Choose **Split/Merge** and after that **Start**.
3. Choose the files you want to combine into one with **Add**. You can pick one file at a time or several simultaneously if you have saved them in the same folder.
4. Arrange the order of the files (choose the file and click **Up** or **Down**).
5. If needed choose the pages in each file that you want to include in the combined single file (double click the name of the file).
6. Choose Next.
7. Choose **All Pages to One Document** and after that Next.
8. Check that the pages are in correct order (the green arrow on the left side of the document) and choose Next.
9. Check the PDF-settings and choose Next.
10. Choose the folder for saving the PDF-file, name the file and choose **Process**.
11. Finally choose **Finish**.

If you have problems with converting your thesis into a PDF-file or with depositing your thesis please contact the campus library:

- Social Sciences (phone 191 23362 and 191 23786)
- Humanities (phone 191 23803)
- or the HelpDesk (phone 191 55555).