Guidelines for Formatting a Digital Thesis & <u>FAQs</u>

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PDF	Where possible use the latest version of the software to create your PDF.
Creation	 Adobe Acrobat Professional is available in the Information Commons and many Student Labs.
	Make it backwards compatible to Adobe Acrobat v 5.0.
	Use settings to minimise the file size.
	All fonts should be embedded. The easiest way to check that you have converted your files correctly is if you can copy and paste words from the PDF.
Document	PDF is the preferred format.
Formats	 However all document formats are accepted, these will be converted to PDF for online delivery by library staff.
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Filenames and sizes	 Filenames should contain only alphanumeric characters (a-z, 0-9), underscores, or hyphens.
	 Largest size file that can normally be accepted is 512 MB.
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FAQs	Frequently Asked Questions: FAQs

