Converting Word & Latex to PDF/A

Electronic Theses and Dissertation Submission – Memorial University

MS Word | LaTeX | PDF

Need more help? Please come to the <u>Digital Media Centre</u> at the QEII Library for in-person assistance.

- I. Converting an MS Word Document to PDF/A
- Open the Word document containing the final version of your Thesis or Dissertation. Select 'File' – 'Save As'.
- 2. Select 'PDF' from the 'Save as type' dropdown menu.

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5. In the 'Save Options' window, check 'Embed fonts in the file'. Uncheck the two boxes below that.

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6. Click 'OK' to close the 'Save Options' window. Click 'Save' to create your PDF/A. Upload this file to the electronic submission interface.

II. Converting a LaTeX document to PDF

- 1. Render your LaTeX document to a dvi file.
- 2. Preview the document for accuracy using the <u>xdvi tool</u>.
- 3. Use the dvips program to convert the dvi file to a postscript (.ps) file
- 4. Use the <u>ps2psdf program</u> to convert the postscript file to a pdf file. The program ps2pdf is freely available for Unix/Linux, and will usually be pre-installed on RedHat versions of Linux.

III. Converting a PDF Document to PDF/A

1. Chose the 'File' menu – 'Save As Other' – 'Archivable PDF (PDF/A)'. Save.



- October 25, 2013