<u>Preparing a Thesis or Dissertation for Online Submission through the ETD Administrator</u>

1) Prepare the signed title page for incorporation into the thesis:
   a) Scan the signed title page with original faculty signatures to an image file (a .jpg file would be best). Do not create a PDF when you scan the page; it will not work properly. A scanner is available in the Periodicals Department of the Axinn library.
   b) Save the scanned image somewhere easy to find on your computer.

2) Incorporate the signed title page into your manuscript:
   a) Assuming you are using Microsoft Word, open the Word document of your thesis/dissertation.
   b) Place the cursor where you would like the signed title page to be (it should replace any unsigned title page you have).
   c) Click the INSERT tab, choose INSERT Picture.
   d) Browse to the scanned titled page that is now an image file, highlight it and click "Insert".
   e) Check the formatting of all subsequent manuscript pages to make sure everything is the way you want it.

3) Convert the entire thesis/dissertation (including the signed title page) into a PDF. The instructions below are for Microsoft Word 2007, but Microsoft Word 2010 is very similar:
   a) Open the Word document.
   b) Click the Office button in the upper left hand corner (or the "File" tab in Word 2010).
   c) Select "Save as".
   d) Choose the "PDF or XPS" option (Word 2007 only).
   e) Under "Save as Type", use the drop-down menu to choose PDF. You will see something like this:
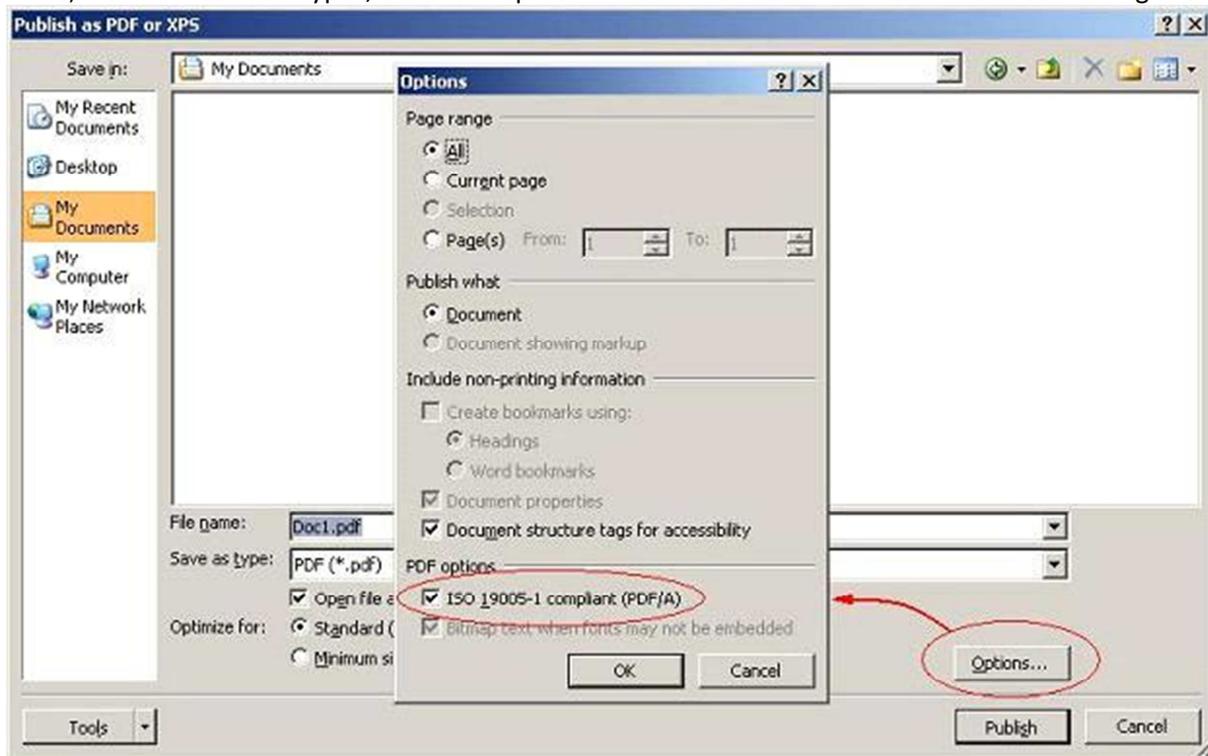
   f) Click the Options button (see above)
   g) Check the box next to "ISO 19005-1 compliant (PDF/A)"
   h) Click "OK"
   i) Click the "Publish" (or "Save") button to create the PDF file. Save it somewhere easy to find.

Now that you have your manuscript with the signed title page in a PDF format, you are ready to electronically submit it to the Hofstra University library.

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