

## THESIS & DISSERTATION QUICK GUIDE: FORMATTING YOUR PDF

We suggest you use the following method in order to make the page numbering easier to accomplish: First we suggest making 5 different files in Microsoft word:

1. **Blank page:** simply open MS word and save a document named blank page that has only one page with nothing typed on it.
2. **Copyright page:** Make the copyright page into a separate document. The reason being is that this copyright page has a different formatting from the rest of the thesis/dissertation and is a page that although is part of the final thesis/dissertation is not counted nor numbered. Save this document and name it copyright. In order to perfectly center the copyright vertically and horizontally you may follow the following steps:  
**Vertical alignment**
  - a. Highlight the text and click on the center text command under the paragraph section in the home tab of MS word.**Horizontal alignment**
  - b. Click on the page layout tab. Expand the page setup section by clicking on the bottom right hand corner of the box.
  - c. After the page setup window opens, click on the layout tab.
  - d. Under the vertical alignment option, choose center and click ok.
  - e. Your copyright text should be vertically and horizontally centered on the page.
3. **Title pages:** We call title pages the Title Page and the Listing of Committee Members Page. These are the first pages in the thesis/dissertation and although counted, they are not numbered. We suggest you make a separate file in MS word with these two pages (do not number them). Name the file Title pages.
4. **Preliminary pages:** We call the preliminary pages all of those that are numbered with roman numerals (iii, iv, v, vi, etc.). The first page that is numbered in the thesis/dissertation is the Abstract with number iii (see the thesis manual p.11). You must start this file with the abstract and finish before the main text (that is, before Chapter 1, which is where the Arabic numbers start). In order to correctly number these pages by starting with number iii, follow these steps:
  - a. Click on the insert tab next to home in MS word. Under the section Header and Footer, click on page number.
  - b. Choose the option Format page numbers...
  - c. Under this window, choose Number format: i, ii, iii... in the drop down menu and under page numbering select Start at: iii.
  - d. Again, under the section Header and Footer, click on page number.
  - e. Under the option Bottom of page, choose the centered option.
  - f. This file should have the page number starting at iii in the bottom and center of the page.

Save this file separately as well and name it Preliminary Section under MS Word.

- 5. Main Document:** We call Main Document to the rest of the thesis/dissertation which begins with Chapter 1 and finishes with the Bibliographical Sketch. You will also make a separate file out of this section in MS Word named Main Document. To number these pages, follow these steps:
- a. Click on the insert tab next to home in MS word. Under the section Header and Footer, click on page number.
  - b. Under the option Bottom of page, choose the centered option.
  - c. This file should have the page number starting at 1 in the bottom and center of the page.

You should now have 5 different files in MS Word. The following step is to save each of these file in a PDF format. To do this, simply choose **Save as** and under **Save as type:** look for PDF. Select this option and click on **Save**. Your files are now converted in PDF documents.

### **Putting everything together:**

To merge all these five files together to build the final thesis/dissertation document you must use the Adobe Acrobat 9 Pro software. This software is available in many of the labs around campus, and for sure in the Academic Services Building computer labs. To build the final thesis/dissertation document follow the Contents of the Thesis instructions on p. 11 of the Thesis Manual and these steps:

1. Open Adobe Acrobat 9 Pro.
2. Click on File → Open → then, open your Title Page document that is saved in PDF: Now you have your Title Page and your Committee Members page.
3. If you follow the instructions on P.11 of the Thesis/Dissertation Manual, you will see that a blank page must be inserted between the Title Page and the Committee Page. To do this click on Document → Select Insert Pages → From File, choose your Blank Page PDF document created earlier and click Select. A small Insert Pages window pops up, choose Location: AFTER and select Page: 1 of XX and click OK.
4. A blank page should appear between your Title Page and the Thesis/Dissertation Committee Page.
5. Next, add your Copyright page. Again, to do this click on Document → Select Insert Pages → From File, choose your Copyright PDF document created earlier and click Select. A small Insert Pages window pops up, choose Location: AFTER and select Page: 4 of XX and click OK (Please remember to insert another blank page after the Committee Page).
6. Add another blank page after the Copyright page.
7. Next, add your Preliminary Pages Document. Again, to do this click on Document → Select Insert Pages → From File, choose your Preliminary Pages PDF document created earlier and click Select. A small Insert Pages window pops up, choose Location: AFTER and select Page: 6 of XX and click OK.
8. Insert Blank Pages where appropriate according to the Instructions in the Thesis Manual P. 11
9. Finally, add the Main Document at the end. Once again, to do this click on Document → Select Insert Pages → From File, choose your Main Document PDF created before and click Select. A

small Insert Pages window pops up, choose Location: AFTER and select Page: X of XX (the last page) and click OK.

Your Thesis/Dissertation is built, correctly numbered and ready to submit. Please remember that a PDF file's content cannot be modified and if you need to make any correction, you will need to make the correction in word and again convert it to PDF and repeat the procedure to build your corrected Thesis/Dissertation again.