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# FINALIZING YOUR PDF/A FILE FOR ONLINE-PUBLICATION VIA DIGITAL REPOSITORY OPUS

## SETTINGS IN YOUR ORIGINAL FILE AND PROPERTIES OF YOUR PDF/A FILE

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## YOUR ONLINE PUBLICATION

We are happy about your intention to publish your doctoral thesis via the [Digital repository](#) of the Brandenburg University of Technology Cottbus-Senftenberg.

In order to ensure an unproblematic upload, long-term storage and usability of your file, please examine the following properties of your PDF/A file carefully and eliminate any possible deviations in your original file.

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The two versions of your thesis (electronic and printed) must be **identical in their content**. To avoid mistakes and unnecessary printing costs, please wait until the electronic document is fully prepared and checked by the University Library before printing.

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1. The [post-examination title page](#) is inserted.
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4. The metadata *Title*, *Author*, *Keywords*, *Copyright information* and *DOI* are embedded in the PDF document properties.
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## REQUIREMENTS IN DETAIL

### 1. TITLE PAGE

The title page of your thesis after the successful academic disputation differs from the one in the doctoral committee's copies. Please make sure to insert the [post-examination title page](#).

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Ensure that the title page contains up-to-date names of the University and of your Faculty. Check whether your strived academic degree corresponds to the [doctoral regulations](#) of your Faculty.

### 2. PERSONAL DATA

For personal data protection reasons, remove all unnecessary personal data from your file. Essential personal data can be found on the title page only (see point 1).

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It is recommended to delete your original signature, home address, private telephone number and possibly even your curriculum vitae. Other person's personal data, e.g. private e-mail addresses, should also be removed.

### 3. PAGINATION

Title leaf carries no visible page numbers.

The page count usually starts with lowercase or uppercase Roman numerals for pre-texts. The pages of the main text are numbered in Arabic numerals. Appendices can be numbered in Roman numerals.

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Make sure that every page number appears only once in your document.

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Please make sure that at least the fields *Title* (here: *Titel*), *Author* (here: *Verfasser*) and *Keywords* (here: *Stichwörter*) are populated. Embed also your [DOI](#) and your chosen [Creative Commons licence](#) (see below).

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All important file metadata will automatically be embedded in your file and placed correctly if you enter them using the [BTU PDF/A converter](#).

The chosen licence and DOI can be viewed in Adobe Acrobat Pro by selecting *Additional Metadata > Description* and *Additional Metadata > Advanced > dc:identifier* (here: *Zusätzliche Metadaten > Beschreibung | Erweitert*).

The image shows two overlapping windows from Adobe Acrobat. The top window is the Adobe Acrobat Reader 'Dokumenteigenschaften' (Document Properties) dialog, with the 'Beschreibung' (Description) tab selected. It displays the following metadata:

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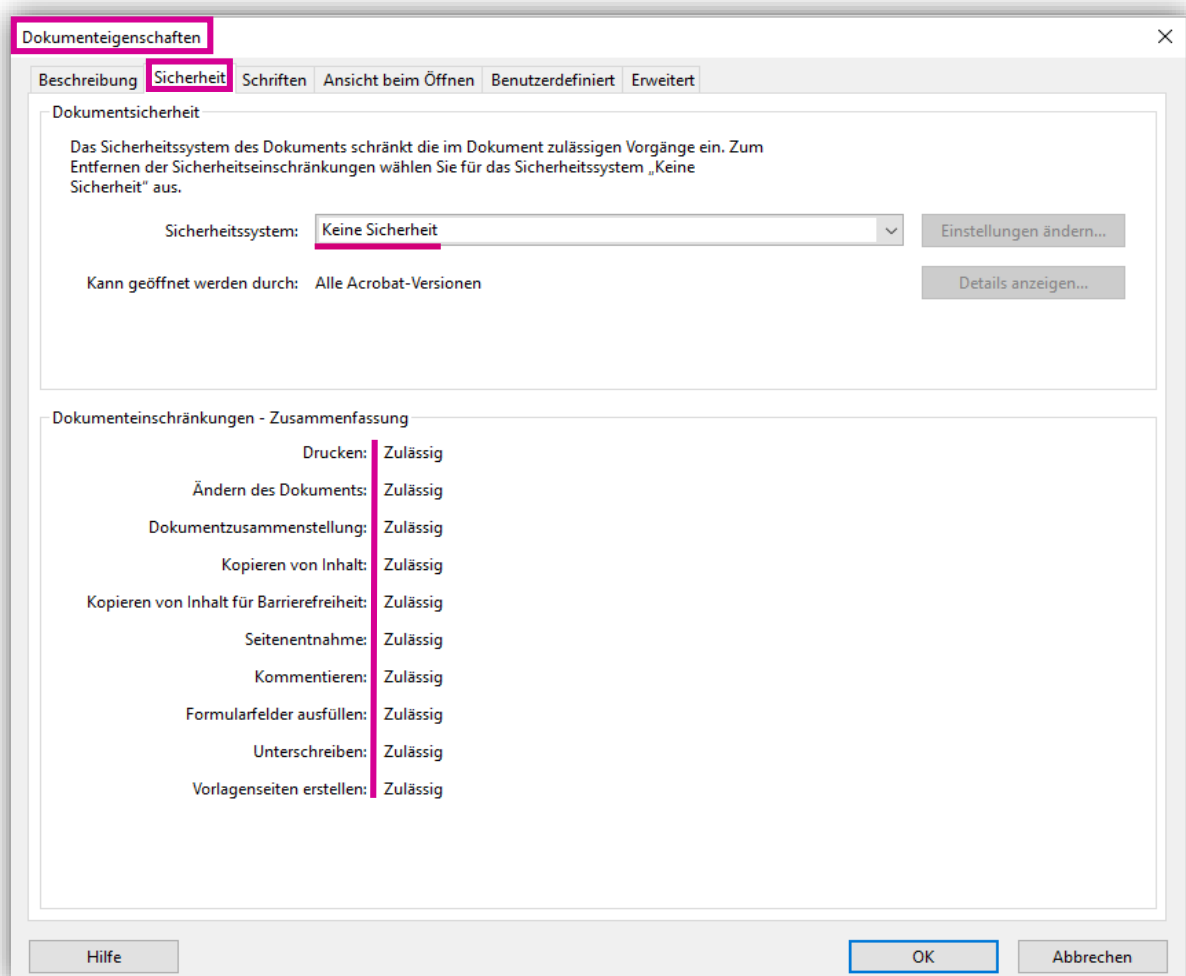
## 5. DOCUMENT PROPERTIES > SECURITY

Choose the tab *Security* in the dialog box *Document Properties*. In the *Document Restriction Summary*, all functions are marked as “allowed” (here: *Zulässig*).

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View in Adobe Acrobat Pro



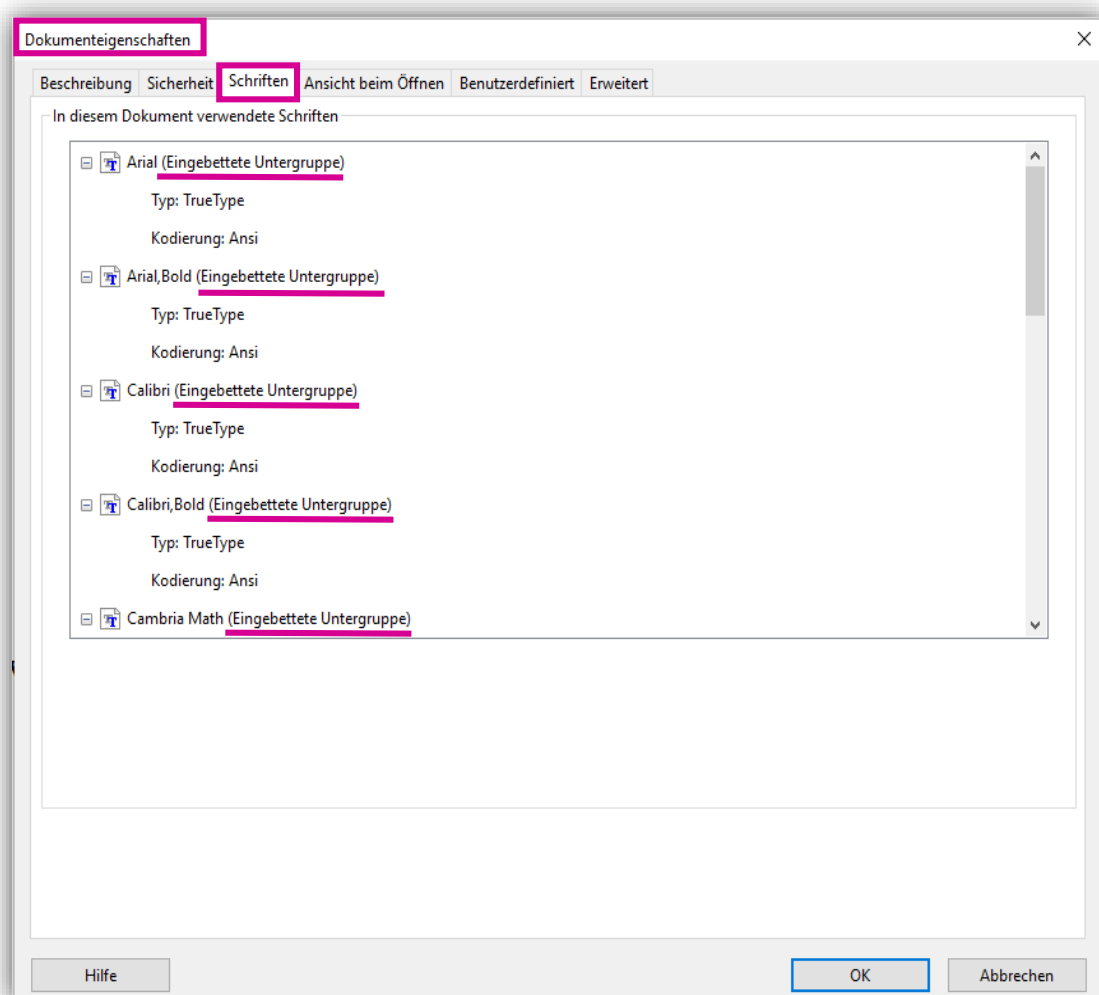
## 6. DOCUMENT PROPERTIES > FONTS

The next tab in the dialog box *Document Properties* is *Fonts*. When fonts are correctly embedded in your original file, all textual elements will be saved and displayed without losses in your PDF/A document, too. This is especially important when using fonts with ligatures, special characters, symbols, non-Latin characters or non-standard fonts.

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All fonts must be embedded in the PDF/A (here: *Eingebettete Untergruppe*). If fonts are not marked as embedded, make sure to embed the fonts in your original document and recreate the PDF/A.

In MS Word, this can be achieved easily by choosing and ticking *File > Options > Save > Embed fonts in the file*.



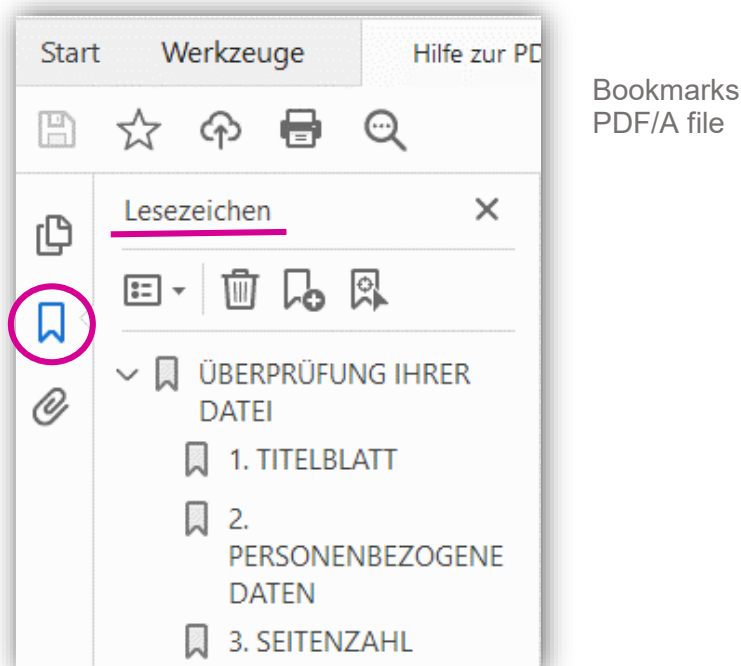
## 7. ADDING BOOKMARKS

When working with style templates (here: *Formatvorlagen*) while writing your document, a table of contents will automatically be created based on your chapter headings. After the conversion, the document structure will be adopted in the PDF/A and bookmarks (here: *Lesezeichen*) will be created. Bookmarks enable users an easy and quick orientation within text.

### *Pay particular attention to:*

Alternatively, style templates for headings can be added at a later point manually. In MS Word, the individual headings must be marked and then connected with the corresponding heading style via *Home > Styles > Heading 1 (2, 3, 4...)*. When saving the file as PDF, click on the button *Options* and choose *Create bookmarks using: > Headings*.

With Adobe Acrobat Pro, bookmarks can be added one by one per hand directly in the PDF.





## 8. COPY TEST FOR TEXT

Please test if you are able to copy parts of your text without losses in quality. To do so, use a text editor (e.g. MS Word) and simply copy & paste different parts of your text.

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It is especially recommended to test symbols, chemical and mathematical forms and equations, non-Latin alphabets (e.g. Greek, Cyrillic), fonts with ligatures or non-standard fonts.

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[Help for LaTeX users](#) (in German and English)

## 9. IMAGES

All images must be embedded in your PDF/A file. They must not contain references to external sources such as websites.

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If unwanted automatically generated alternative texts or mouseover texts indicating the paths to images' original location are visible, make sure to remove these.

In MS Word (depending on the version), the function can be found: 1. for a selected image under *Format Picture > Layout & Properties > Alt Text > Description* or 2. for all images under *File > Options > Accessibility*. Alternatively, when saving the document, unticking the box under *File > Save As > PDF > Options > Include non-printing information > Document structure tags for accessibility* can help. Alternative texts for individual images can also be edited in Adobe Pro under *Tools > Accessibility > Set Alternative Text*.

## 10. PDF/A FORMAT

The submitted file must be compliant with the long-term archiving format PDF/A, specifically with its basic level (-1b or -2b). Files in the accessible level (-1a and -2a) will also be accepted.

For format validation and conversion, the [BTU PDF/A converter](#) is available to all BTU members. In addition, the metadata filled out in this tool will automatically be transferred and correctly placed into the PDF/A file during the conversion process (see point 4).

For more information on PDF/A formats and long-time archiving, see:

[TU Berlin: Creating PDF/A-compliant files](#)

[PDF/A in a nutshell 2.0](#)   [PDF/A Kompakt](#)

[S. Henneberger: Erstellung und Bearbeitung von PDF-Dokumenten...](#)

[SLUB Dresden: Technische Standards für die Ablieferung von Netzpublikationen](#)

[ETH Zürich: Erstellung von leistungsfähigen PDF-Dokumenten mit LaTeX](#)

## CONTACT

**Zdenka Günzel**  
T +49 (0)355-69 2161

**Simone Schad**  
T +49 (0)355-69 3205

**Silvia Möller-Hübinger**  
T +49 (0)355-69 2493

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