

Preparing a PDF Document for Submission

Most Current Version of Microsoft Word in the Windows or Mac OSX Operating System

The MS Word installation on most University computers allows for saving documents as PDF files. Once you have your document (or series of documents) formatted and finalized, choose SaveAs from the File menu, and the save panel will appear. On that panel choose “Adobe PDF” from the drop-down list. You will be asked to name the document.

Old versions of MS Word installation may not have PDF capabilities, so we encourage you to use a University computer for this process. There are several “word to pdf” utilities online, but we have not found one that reliably converts all tables, figures, and special symbols. (If you know of one, please let us know!)

TeX Typesetting Systems

Most TeX systems in UNIX, MacOS, or Windows provide the ability to save files as PDF. If you are using a system that does not have this feature, then you may save the file as postscript or DVI and use a converter to change the document to PDF. There are a variety of reliable converters available online.

Other Word Processors or Typesetting Systems

If you are using a different system to format your manuscript and you are uncertain how to create a PDF document, please contact the Graduate School. We will try to determine the process if you send us the name / version of the software and the name / version of the operating system.

Merging a Series of PDF Documents

The Adobe Acrobat professional software allows for PDF documents to be manipulated in a variety of ways. The easiest method for assembling several PDF documents into one is to start by opening one of the documents. If there is a Documents menu, you will find commands to insert, extract, delete or replace pages. If there is not a Documents menu, you will find “Pages” on the left sidebar; expanding that sidebar you will find commands to insert, extract, delete or replace pages.

Please note that the Acrobat *Reader* software is very limited in its ability to manipulate a file. The professional version of Adobe Acrobat is available on most University computers, so assemble your document before leaving campus or visit a copy store (such as FedEx-Kinkos) to assemble your document, where you may be required to pay a small fee for the service.

Important Note About Page Numbering

In some situations, the PDF file conversion may result in slightly different pagination of your document. We encourage you to build your PDF document and then check the page breaks (avoid widows, orphans) and page numbers in the table of contents. If you see a problem, change the pages involved and replace them via the Documents menu in Adobe Acrobat.

Mailing the PDF Document to Us

Depending on the size of your document, you may be able to email it to the Graduate School as an attachment. If the document is too large, as when you use many figures and tables, email filters may prevent us from receiving the attachment. If we do not receive or cannot read the attachment, we will request that you send a CD with the file. To avoid delays in processing your final grade and graduation audit, we encourage you to both email the file **and** send or bring us a CD.

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