

## Guide for Creating PDF Files to Register with UTokyo Repository

This Guide provides information and recommended specifications when creating PDF files to be registered with the UTokyo Repository. While it is possible to register files with the UTokyo Repository which have specifications different from the recommended, please read through the information below carefully before creating the PDF files.

### <Instructions and suggestions>

#### 1. PDF converter and post-conversion checks

Conversion to PDF may sometimes be unsuccessful; for example, layout problems or loss of charts may occur in the PDF file created. In particular, special attention is required if using a PDF converting software other than Adobe's. After conversion, the PDF file created must be checked in respect of the following points.

- (1) Do all layouts appear correctly?
- (2) Do all charts and photos in the original file appear properly?
- (3) Are there any missing characters or letters?

#### 2. Versions of PDF viewer

It is possible that users of UTokyo Repository will not be using the latest version of PDF viewer shortly after its release. It is therefore highly advisable to make your PDF files compatible with earlier versions if you are using the latest Adobe Acrobat, etc., when creating PDF files.

#### 3. Embedding fonts

Omissions of letters or characters may occur if a file containing special font is converted to PDF without a setting embedding those fonts. Make sure that the option to embed all fonts is selected when creating a PDF file.

#### 4. Security settings

PDF files converted from your originals should not contain any security setting. Necessary security settings will be made by the University after receiving your files. When PDF files are publicized through the UTokyo Repository, the permission settings will be: editing not allowed, content copying not allowed, and printing allowed. However, no security settings are assigned to PDF doctorate theses of a degree holder qualified in or after 2013 (both printing and editing are allowed).

#### 5. File size

If your original file contains a large number of photos or charts, PDF file created may be of a very large size. Make sure to reduce the file size using the "Reduced Size PDF" command in the PDF creation settings. If the file size cannot be reduced to 50 MB or less, such a file must be divided into multiple files not exceeding 50 MB each.

### <Recommended specifications>

PDF creator/converter	Adobe Acrobat
Versions of PDF creator/converter	Acrobat 5.0 (PDF 1.4)-compatible or PDF/A-1
Embedding fonts	All fonts must be embedded.
Security settings	No security settings are allowed upon registration with UTokyo Repository. Permission settings given to publicized theses are as follows: printing allowed and editing and content copying not allowed. (When doctorate theses are publicized, no permission settings are set.)
File size	50 MB or less per file (multiple files allowed)*

\* 20 MB or less, if a file uploading tool provided on the University's intranet is used