

Guidelines for formatting a digital thesis and [FAQs](#)

PDF creation	<ul style="list-style-type: none">• Where possible use the latest version of the software to create your PDF.• Adobe Acrobat Professional is available in the Information Commons and many Student Labs.• Make it backwards compatible to Adobe Acrobat v 5.0.• Use settings to minimise the file size.• All fonts should be embedded. The easiest way to check that you have converted your files correctly is if you can copy and paste words from the PDF.
Document formats	<ul style="list-style-type: none">• PDF is the preferred format.• However, all document formats are accepted, these will be converted to PDF for online delivery by library staff.• If you do not have PDF conversion software, Library staff can assist.
Filenames and sizes	<ul style="list-style-type: none">• Filenames should contain only alphanumeric characters (a-z, 0-9), underscores, or hyphens.• Largest size file that can normally be accepted is 512 MB.• If the total file size is larger than 512 MB, please contact the University Research Repository staff at Ask us
Security settings on PDF's	<ul style="list-style-type: none">• Ensure no security setting is placed on your PDF, access restrictions can be placed on the document by Library staff.• Outline any access restrictions on the Thesis Consent Form, or by selecting the appropriate access option when depositing your thesis online.
Datasets	<ul style="list-style-type: none">• If you have data collections or appendices that supplement your thesis, Library staff can assist in archiving these datasets, please contact us for more information.
Contact details	<ul style="list-style-type: none">• Ask us
FAQs	<ul style="list-style-type: none">• Frequently Asked Questions: FAQs