

## BASIC INFORMATION ON SUBMITTING TBU THESES AND DISSERTATIONS:

1. Since 3<sup>rd</sup> October 2016 it has been obligatory to all TBU students to submit their bachelor's and master's theses or dissertations as PDF/A documents according to the Rector's Directive SR/33/2019.
2. The reason for this is the elimination of the number of printed copies along with the preservation of readability in the long-term perspective.
3. Submitting theses and dissertations as PDF/A documents takes just three easy steps in MS Word program.

If you need help, don't hesitate to ask our librarians.

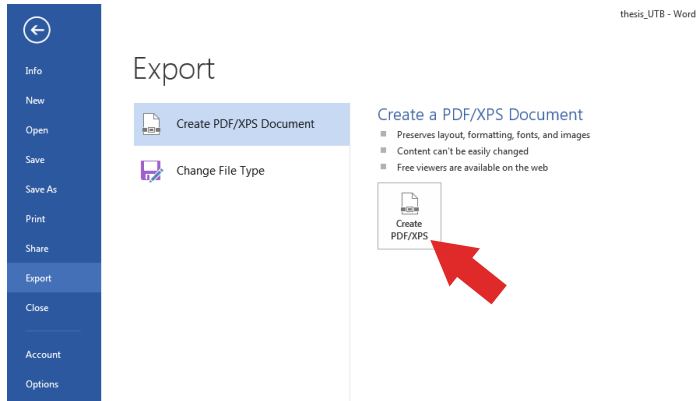
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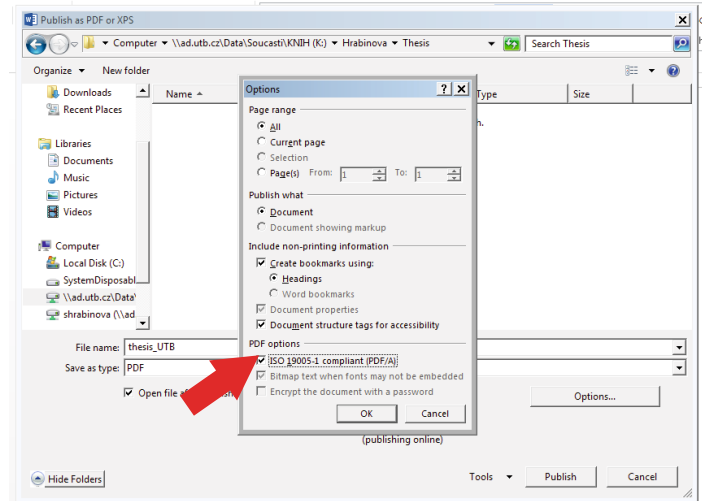
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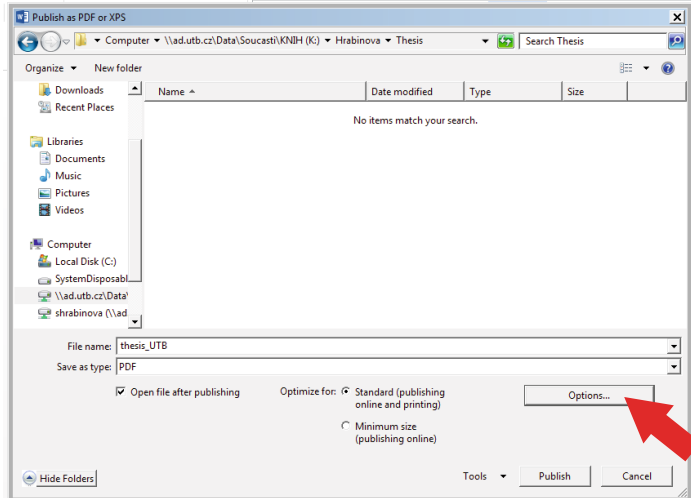
1. Log in to any library computer. Use your Portal IS/STAG credentials.
2. Open your file in MS Word program.
3. Choose **File** from the menu and then **Export**.
4. Click on **Create PDF/XPS Document**.



6. Find the option PDF options at the bottom. Tick the first offer **ISO 19005-1 compliant (PDF/A)**.



5. Here you can alter or change the name of your file or the final directory. Pay attention to the icon **Options**.



7. Click on OK to save your file as a PDF/A document.

If you use option **Save as**, choose **Save as type** and select **PDF**. Then click on **Options** and proceed as in point number 6.

**LibreOffice Writer**: select **Files – Export as PDF**, in the window that pop up select „**Archive PDF/A-1b**” and then **Export**.

**LaTeX**: already includes PDF/A export.