APPENDIX B: INSTRUCTIONS FOR PREPARING THE PDF FOR SUBMISSION

ProQuest requires that your main text be submitted as a PDF. American University requires that your submitted document contain the signed version of your thesis/dissertation title page. In order for your submission to be complete, you must complete the following steps:

- 1. Embed fonts
- 2. Convert your document to PDF
- 3. Replace the unsigned title page in your PDF with a scanned copy of the page signed by your committee members and the Dean of your school or college

This document explains how to complete steps 1-3 on a PC, using Microsoft Word 2010 and Adobe Acrobat Pro X. You may use other programs or methods as long as you produce a legible and complete PDF with your signed title page inserted in place of the unsigned version. Additional information on embedding fonts and creating PDFs can be found on the AU UMI submission site: <u>ETD Administrator FAQ</u>

There are 2 scanning stations on the lower level of the AU Library that are equipped with Adobe Pro software. One is in Media Services; the other is located near the Technology Services desk. If you prefer, a free trial of Adobe Pro can be downloaded at http://www.adobe.com.

1. Embed Fonts

Embed your fonts on the computer you used to create your document. To do this in Microsoft Word 2010, click on the **File** tab in the upper left-hand corner of the window. Click on **Options**, then **Save** and check the boxes for **Embed fonts in the file** and **Embed only the characters used in the document**. Then click **OK**. Next, save your document.

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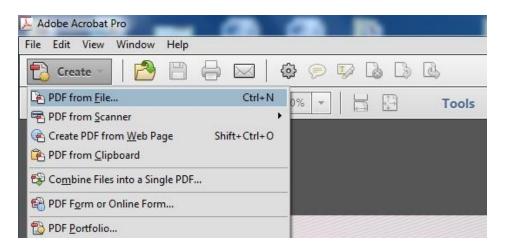
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2. Convert to PDF

You can do this by using either Microsoft Word or Adobe Pro. To convert to PDF in Word, click on the File tab, click on **Save As**, change the **Save as type** to **PDF** and click **Save**. This will save a new copy of your document in PDF format.



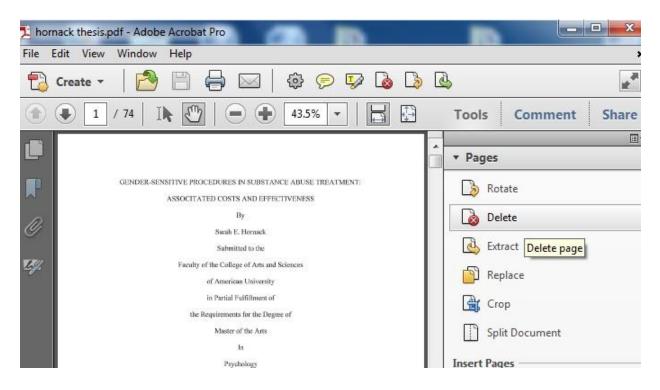
To convert to PDF using Adobe Pro, start by opening Adobe Pro. On the toolbar, click **Create** and select **PDF from File**. Browse for and select your original file. When the PDF has been created, be sure to save and name it.



3. Insert signed title page

You will need to have a print copy of your title page signed by your committee members and the Dean of your school or college after your thesis/dissertation has been approved. Scan this page and save the file to a location from which you can easily retrieve it. Use the steps below to insert this page into your PDF before you submit your thesis or dissertation.

- 1. Open Adobe Pro
- 2. Click on File and open the PDF of your thesis/dissertation
- 3. Click on Tools, expand the Pages menu and select Delete from the list



4. In the dialog box that opens up, make sure you have selected **From: 1 to 1** and click **OK**

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5. Your unsigned title page will be deleted and you can now insert the signed title page.

- hornack thesis.pdf - Adobe Acrobat Pro Edit View ile Window Help 3 3 9 Create * **₽** 43.5% -2 / 74 (-Tools Comment IR 1000 * Shar Pages GENDER-SENSITIVE PROCEDURES IN SUBSTANCE ABUSE TREATMENT 为 Rotate ASSOCIATED COSTS AND EFFECTIVENESS Delete BY Sarah E. Hornack al Extract ABSTRACT 6/ sensitive (GS) treatment refers to specific practices that are thought to make drug Replace nt more helpful for women, such as parent training or trauma-focused therapy. The on of these practices is seen as important due to the unique challenges women face -Crop ce abuse treatment. The current investigation examines 13 mixed-gender, intensive Split Document 1 programs (IIPs) that varied in gender sensitivity. The costs of gender-sensitive t, including monetary and non-monetary resources invested, were determined. Ratios **Insert Pages** and graphical analyses compared the resources contributed by patients and providers to the variable at both individual and programmatic levels. The outcome variable of interest is 실 Insert from File mber of days to treatment re-entry, assuming that more treatment-free days after discharge Insert page fr from IIP treatment is a positive result. It was expected that programs with greater gender a More Insert Options sensitivity will require more patient and provider resources, while also providing more effective
- 6. Click on Tools and select Insert from File under the Pages menu

- 7. Locate the file of the signed title page in the dialog box that opens and click **Select**.
- 8. In the **Insert Pages** dialog box that now opens, set **Location** to **Before** and **Page 1**, then click **OK**.

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9. Your signed title page has been inserted. Be sure to save the changes to your PDF. This is the file you will submit online.