

Questions



Durham e-Theses

Questions?

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What is the deposit procedure?

1. Create a single PDF of the **passed version** of your thesis full-text
2. Have your thesis title and abstract ready to type or copy/paste
3. Logon to Durham e-Theses and ;
 1. a. Create a brief record describing your thesis
 - b. Upload the single PDF of the **passed version** of your thesis full-text
 - c. Complete the deposit
 - d. Logout

Academic Support Office staff will verify your e-Theses record and then make the full-text 'live'. Confirmation will be sent to your Durham University email address within a few days.

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How do I create a PDF file?

Use **CutePDF Writer** to create a PDF from any software program which can send output to a printer. CutePDF Writer is installed on all MDS machines.

For example, to create a PDF file from a Microsoft Word document:

1. Select **Print**
2. Choose **CutePDF Writer** as the printer name
3. Click **OK**
4. Enter a filename and **Save As**


Instructions are also in this short [video](#) and in the [ITS Guide on CutePDF Writer](#).

Alternatively if you use Word 2007, select the arrow next to **Save As** on the Windows menu. This gives you a list of formats, one of which is **PDF or XPS**. Select this and, as it defaults to pdf, you can save your file straight away.

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How do I create a single PDF file from multiple files?

PDFTools is a freely available program which merges multiple PDF files into a single file. It can be downloaded at <http://sheelapps.com/>.

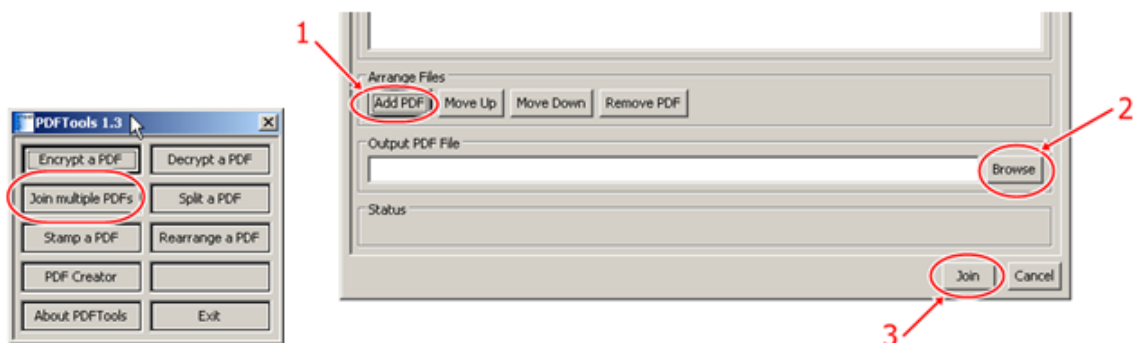
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Is PDFTools easy to use?

Yes.

1. Click **Join multiple PDFs** from the panel with buttons
2. Click the **Add PDF** button at the mid-left-hand side of the main window
3. Add the PDF files you want to merge
4. Click the **Browse** button towards the bottom right-hand side of the main window
5. Select a location and filename for the **Output PDF File**
6. Click the **Join** button at the bottom right-hand side of the main window



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Can I deposit a Word document?

Your thesis should be converted to a single PDF file before depositing. Use MS Word 2007 "Save as" ->"PDF or XPS" feature with default option. You may deposit additional material in alternative formats, such as images, audio files and video. Please contact the [Academic Support Office](#) if you have further queries.

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Can I deposit more than one PDF?

Where a PDF file is bigger than 50MB, you may split the thesis into two or more smaller files. This will improve service usability by reducing download time. If you split your thesis, please append the title page to all files so that the text can be traced to the whole document. All files should use a single scheme for page numbering (e.g. if file one's pages were numbered 1-100; file two's pages should be numbered 101-200).

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What if I have supplementary files, for example datasets?

You may deposit additional material in alternative formats, such as images, audio files and video. If you have large files e.g. datasets, please email the [Academic Support Office](#) for advice.

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Can I copy/paste LaTeX formatting in the title and abstract?

They contain subscript/superscript symbols and calligraphic letters.

Yes. You can use the original LaTeX abstract/title formatting.

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Can I deposit my thesis if I am off-campus?

Yes. You can deposit your thesis from anywhere in the world that has Internet access.

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I've deposited the wrong file - what do I do?

If you have not clicked the **Complete** button on the final **Deposit** screen:

1. Click the **Upload** button
2. Click the **Remove file** button
3. Confirm you wish to remove the file

If you have clicked the **Complete** button:

1. Please email the [Academic Support Office](#) for advice.

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My ITS account has expired - what do I do?

Please email the [Academic Support Office](#) for advice.

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How can I speed-up the time taken to download a thesis?

1. Right-click the PDF icon on the thesis record
2. Select 'Save Target As ...'
3. Choose a location on your PC or laptop and save the file there
4. Open this 'saved' version of the file

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Can I deposit my work under one off Creative Commons Licences?

Yes, simply:

1. Carefully consider which CC licence to use by reading [CC's Before Licensing](#) guide
2. Click the **"Upload"** tab near the top of the screen
3. Choose appropriate licence from the **"License"** list

The screenshot shows the deposit interface. At the top, there are tabs for 'Details', 'Upload', and 'Deposit', with 'Upload' highlighted. Below the tabs, a message states: 'You must upload the final post-examination version of your thesis, preferably as a pdf file. If you have additional supplementary material you may upload this in whatever format is most appropriate. Please do not include your thesis in a zip file. To upload a document click the Browse button to select the file and then the upload button.' Below this is a search bar for 'Find PDF or supplementary material' with 'Browse...' and 'Upload' buttons. The main content area shows a file record for a PDF (205kb). A dropdown menu for 'License' is open, listing various Creative Commons licenses such as 'UNSPECIFIED', 'Creative Commons Public Domain Dedication', 'Creative Commons Attribution', 'Creative Commons Attribution Share Alike', 'Creative Commons Attribution Non-commercial', 'Creative Commons Attribution Non-commercial Share Alike', 'Creative Commons Attribution No Derivatives', 'Creative Commons Attribution Non-commercial No Derivatives', 'Creative Commons Attribution 2.0 UK: England & Wales', 'Creative Commons Attribution Share Alike 2.0 UK: England & Wales', 'Creative Commons Attribution Non-commercial 2.0 UK: England & Wales', 'Creative Commons Attribution Non-commercial Share Alike 2.0 UK: England & Wales', 'Creative Commons Attribution No Derivatives 2.0 UK: England & Wales', 'Creative Commons Attribution Non-commercial No Derivatives 2.0 UK: England & Wales', 'Creative Commons Attribution 3.0 United States', 'Creative Commons Attribution Share Alike 3.0 US', 'Creative Commons Attribution Non-commercial 3.0 United States', 'Creative Commons Attribution Non-commercial Share Alike 3.0 United States', 'Creative Commons Attribution No Derivatives 3.0 United States', 'Creative Commons Attribution Non-commercial No Derivatives 3.0 United States', and 'Creative Commons Attribution Non-commercial No Derivatives 3.0 United States'. The 'License' label in the dropdown is also highlighted.

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