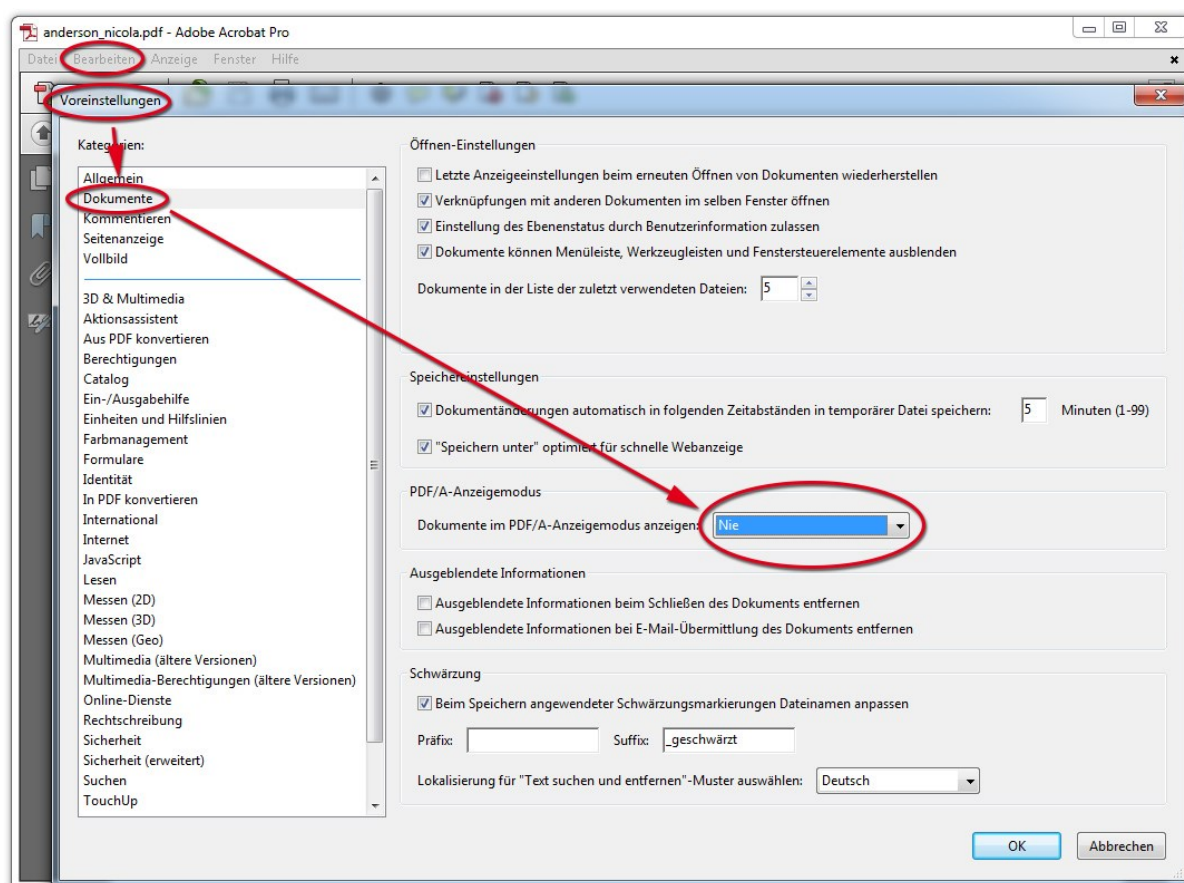# INSTRUCTIONS FOR POSTPROCESSING YOUR PDF FILES FOR ONLINE PUBLISHING AT THE REPOSITORY OF TU BERLIN

0. REMOVING READ-ONLY ACCESS

If your document is a valid PDF/A file, it may be limited to read-only using Adobe Acrobat.

In order to still be able to continue editing the document, please change the preferences of Acrobat:

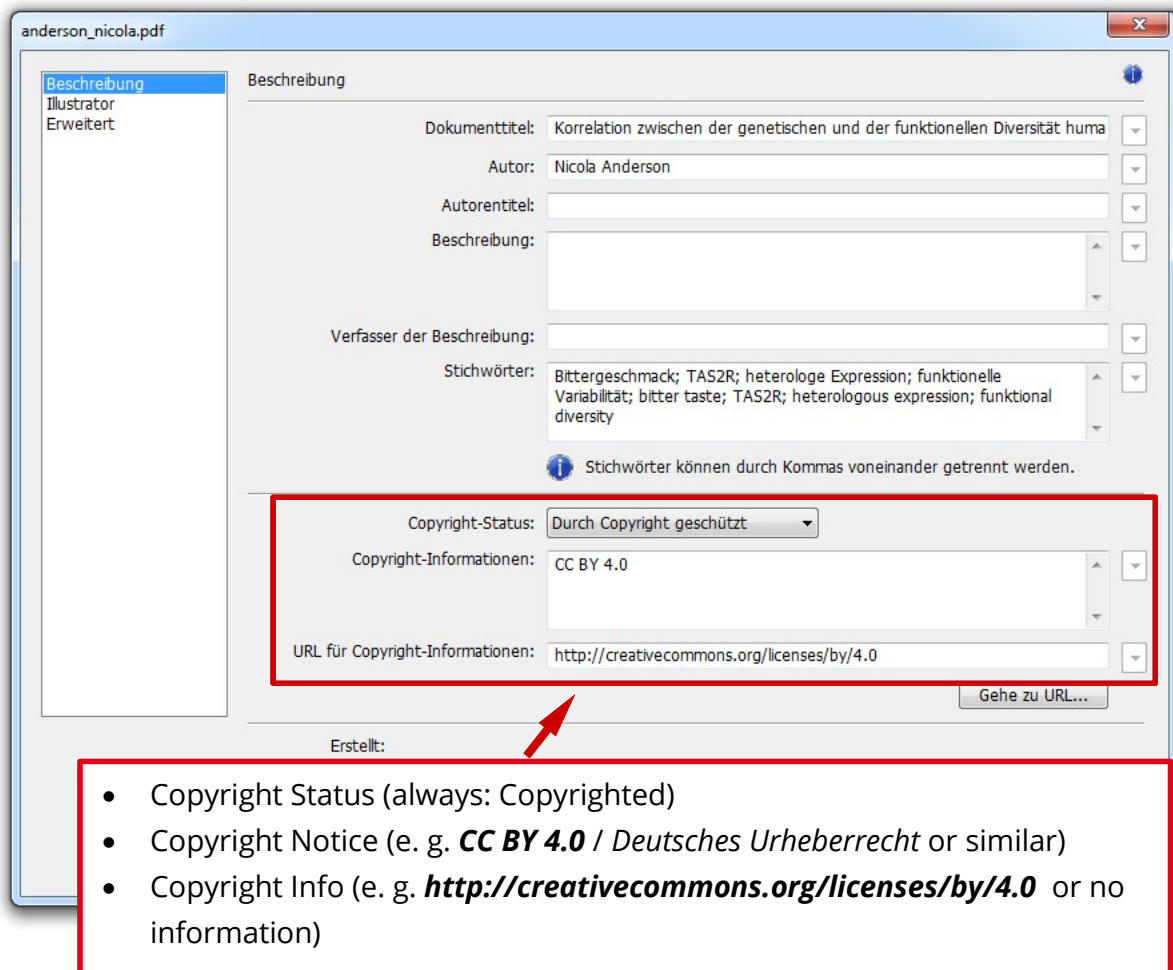## 1. FILLING IN THE FIELDS FOR THE DESCRIPTION OF THE DOCUMENT

Open the "Document Properties" window as follows: File -> Properties -> Document Properties

Fill out the "Description" tab fields for document description in as much detail as possible:
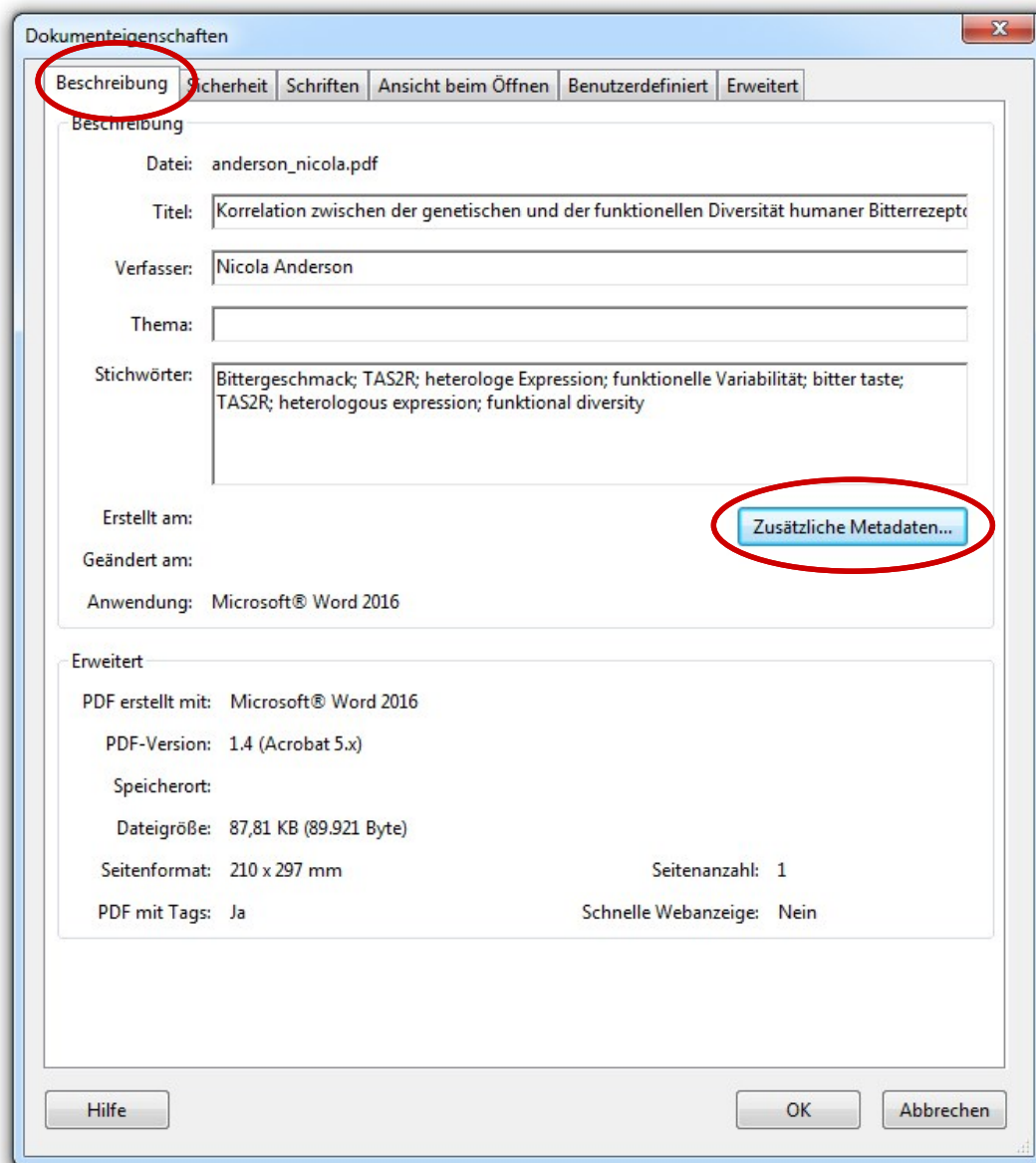
Additional Metadata

For authors of the University Press the following applies additionally: Specify the license under which your work is published.

- Copyright Status (always: Copyrighted)
- Copyright Notice (e. g. **CC BY 4.0** / *Deutsches Urheberrecht* or similar)
- Copyright Info (e. g. ***http://creativecommons.org/licenses/by/4.0*** or no information)

2. CHECK DOCUMENT RESTRICTIONS

No Security Method must be set

All items listed must contain the value "Allowed"
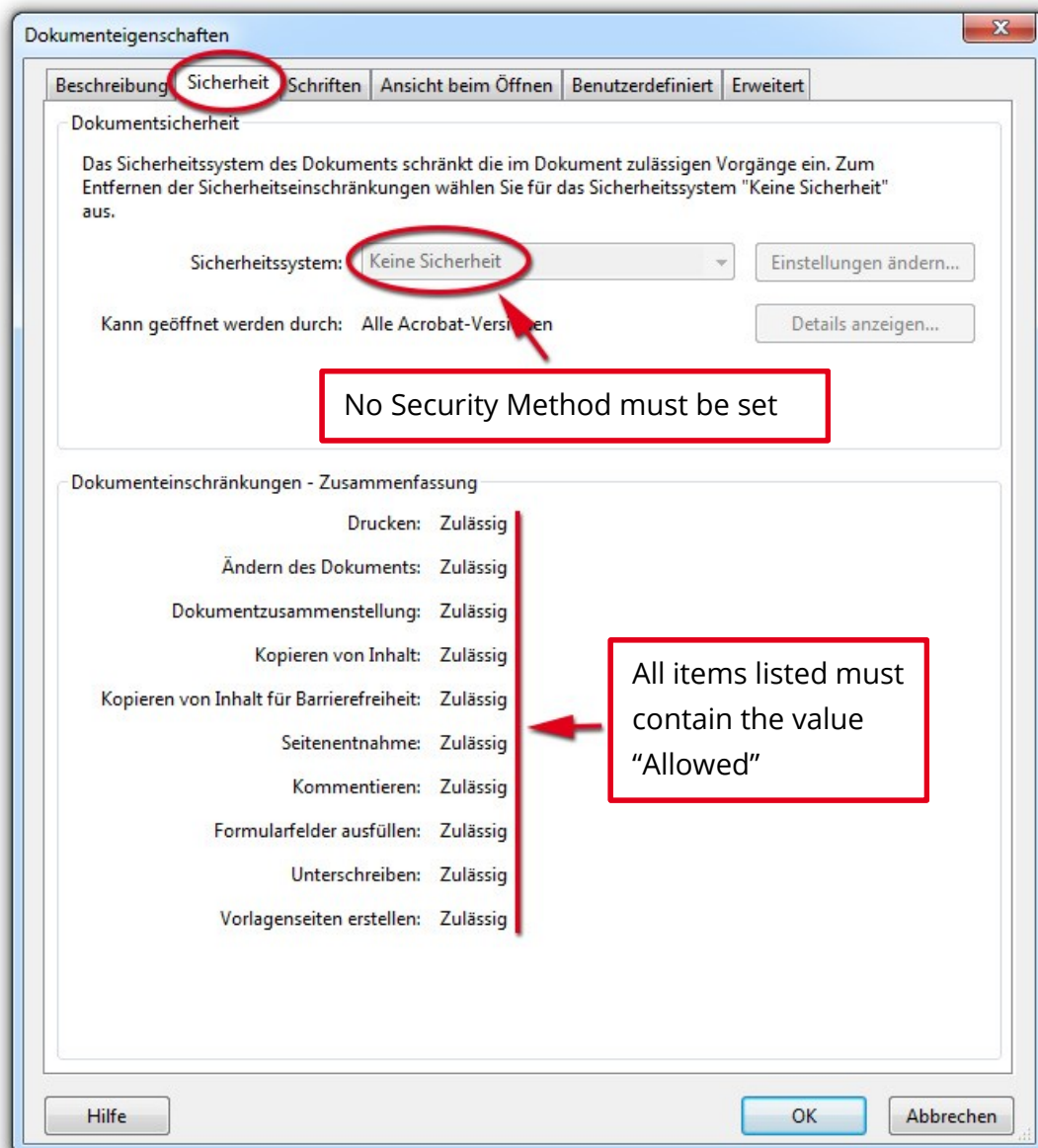
3. CHECK EMBEDDING OF ALL FONTS

All fonts used must be labeled as "embedded".

If they are not, please create a new PDF, embedding of fonts and color profile *PDF/A-1b: 2005 (RGB)*

4. ADJUST INITIAL VIEW

Initial View in this example:

- Navigation tab: Bookmarks Panel and Page
- Page layout: Single Page Continuous
- Magnification: Default
- Open to page: 1
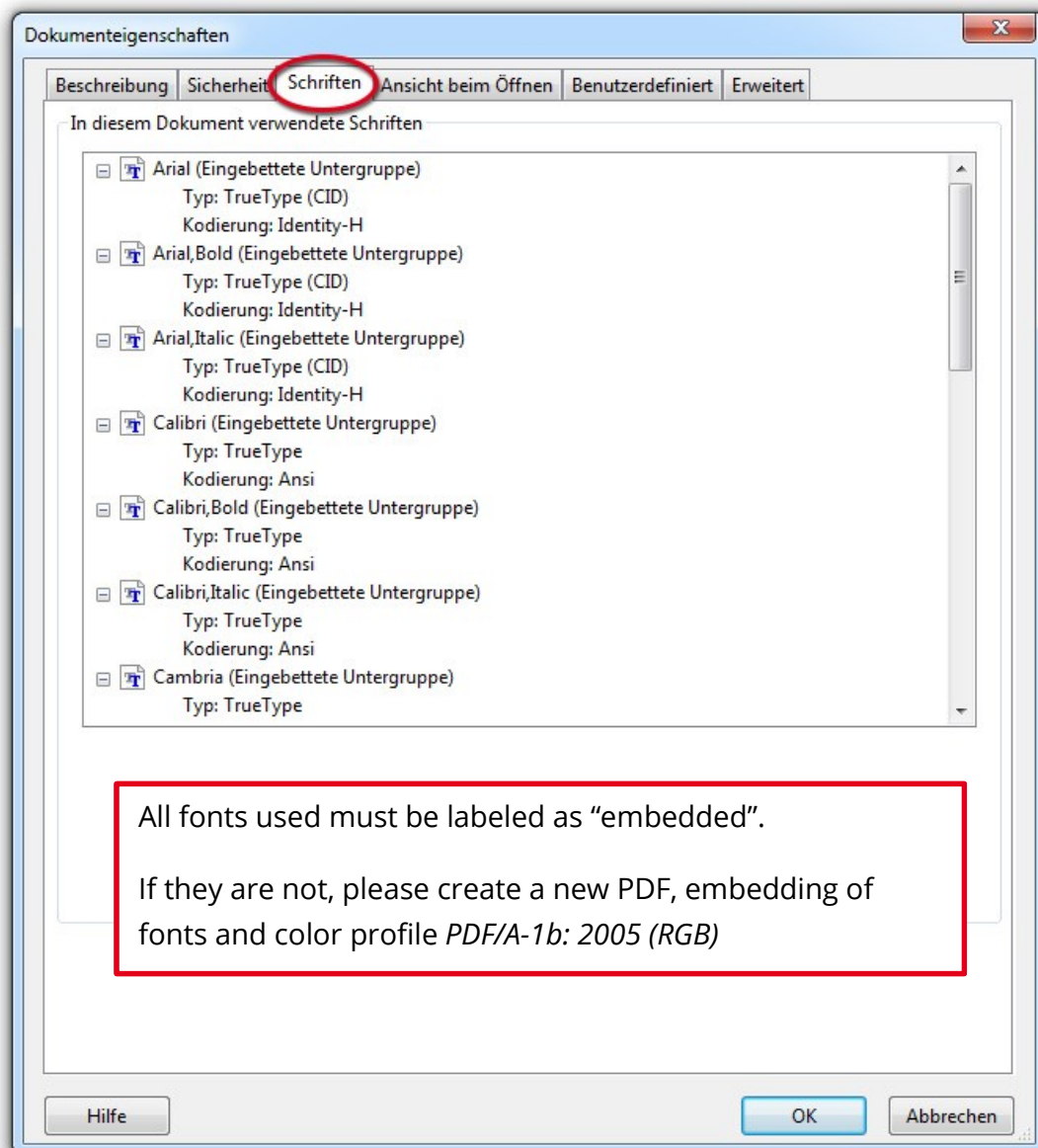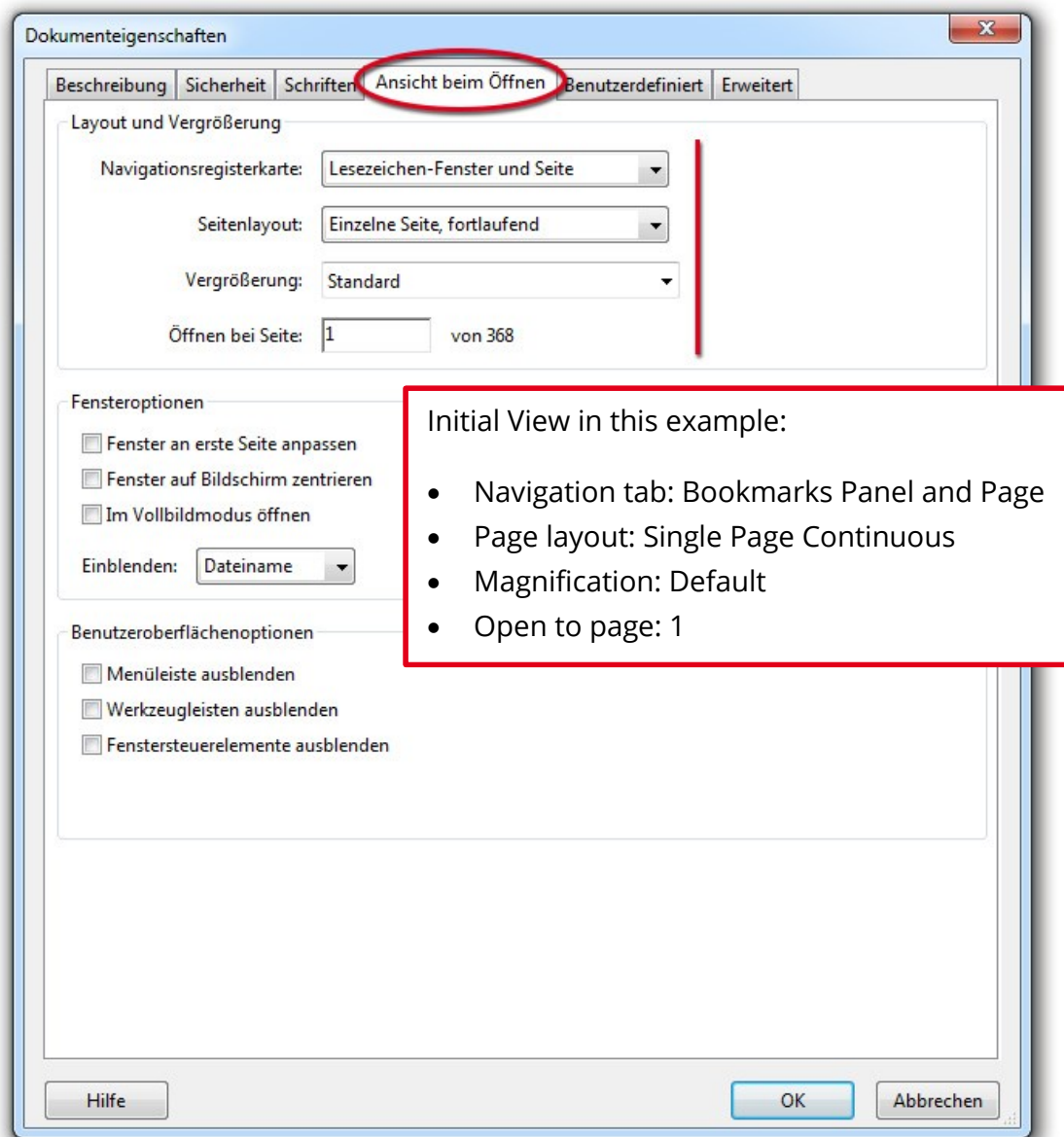
5. ADDING FURTHER INFORMATION (DOCUMENT'S LANGUAGE , BASE URL)

In the tab "Advanced" specify the language of your work (section "Reading Options").

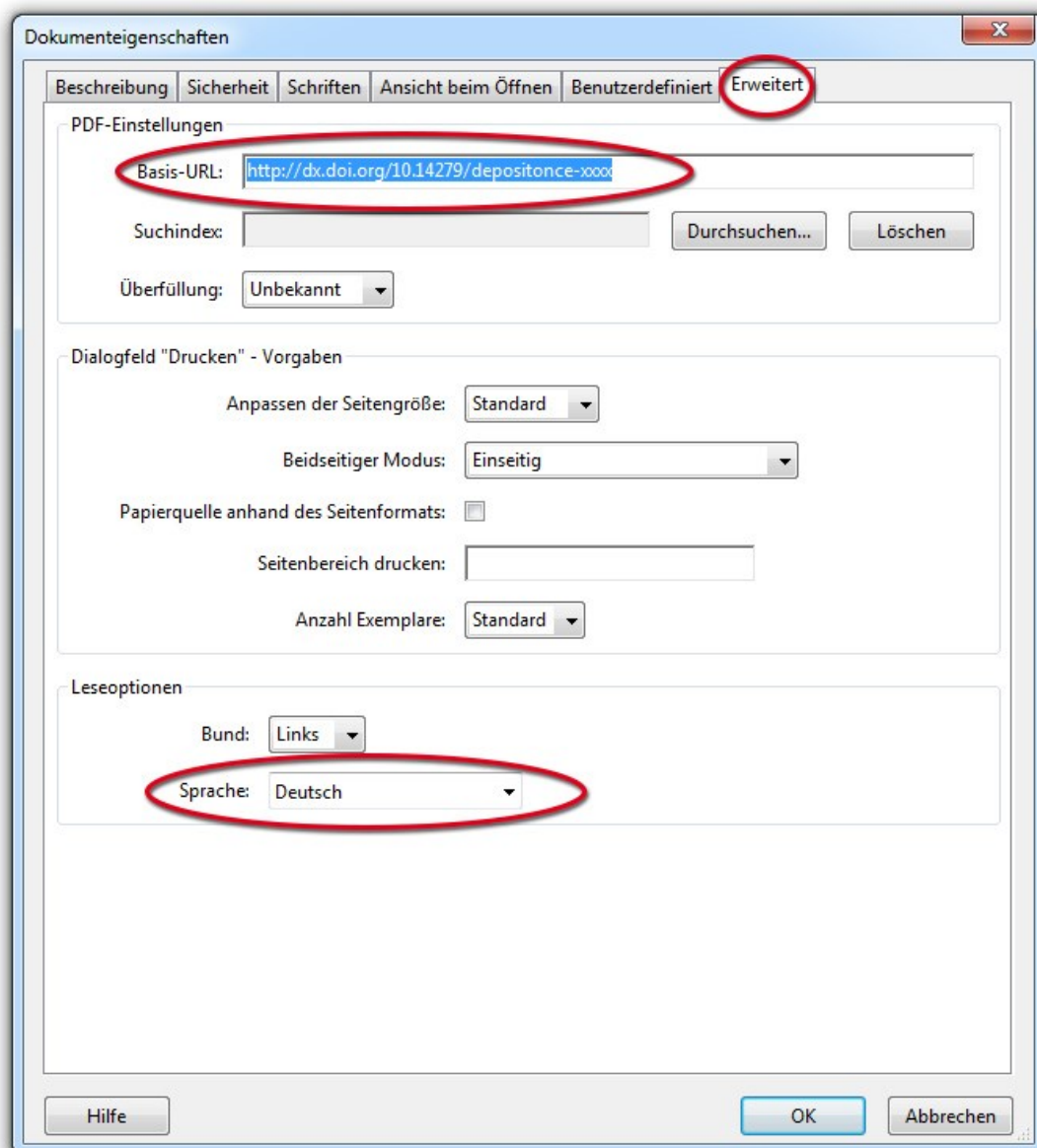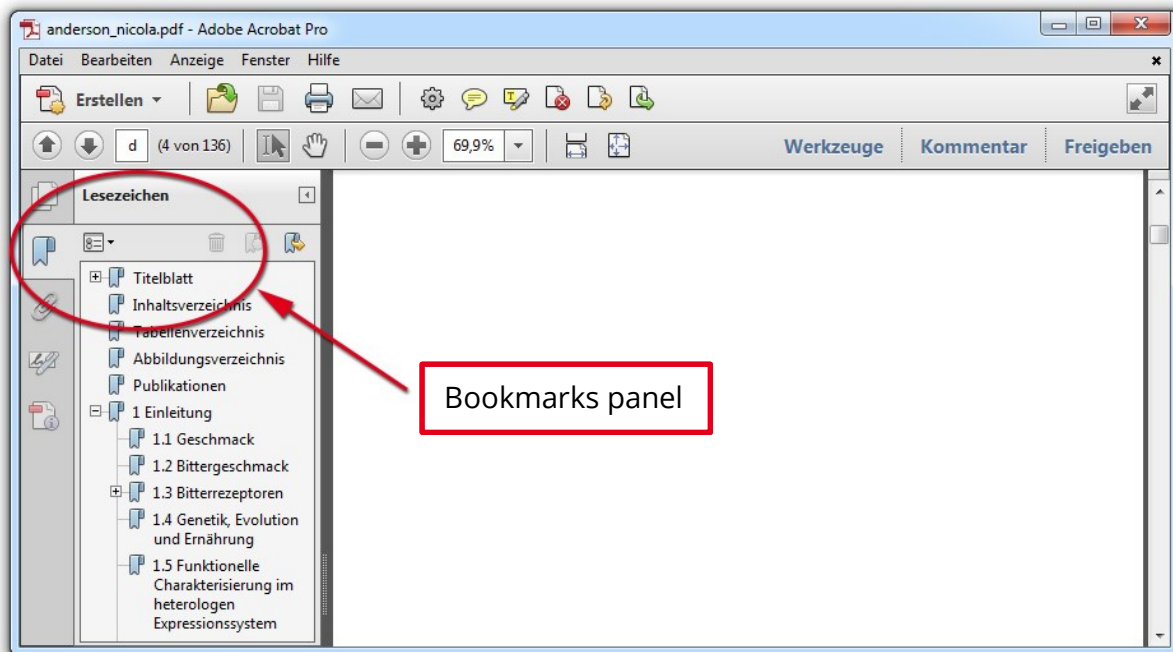**For authors of the University Press the following applies additionally:**

Add the Base URL (*http://dx.doi.org/10.14279/depositonce-**xxxx***) to the appropriated field.
You can get the information for „**xxxx**" from your works imprint or inquire it at the
TU Berlin University Press.

6. CREATING BOOKMARKS

Bookmarks panel

Using MS Office

If you have used heading styles in MS Word as generally recommended, make sure to check "Create bookmarks". This way, the formatted headings are included in the bookmarks of the PDF file.

Using LaTeX

Use *hyperref and \hypersetup{bookmarksnumbered=true}* to create bookmarks.

## Manually setting bookmarks for the PDF

a) Open the bookmarks bar by clicking on the bookmark icon in the left navigation panel.
b) Select the desired text.
c) Click on "new bookmark" or press Ctrl-B.
d) Continue until all of the headings are show in the bookmark list.

Creating the bookmarks'structure

Move the bookmarks to their respective levels in the document's hierarchy.

Reduce the open bookmark to top level

Collapse the open bookmarks to the top level.
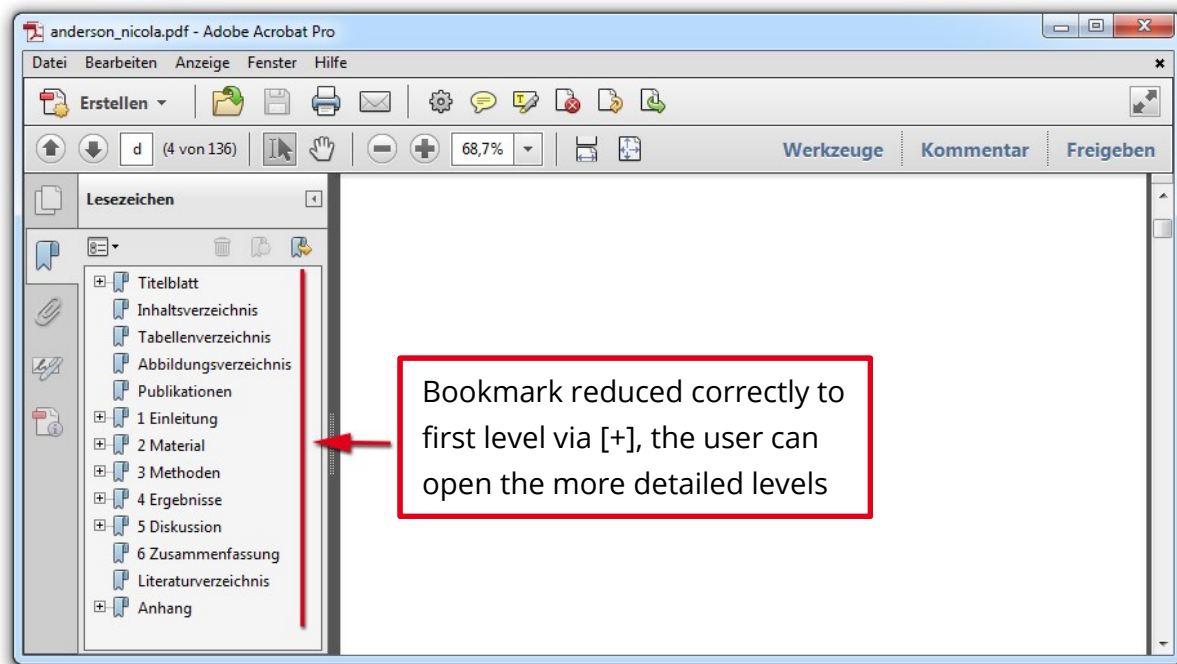
7. NAMING THE FILE AND TRANSFER

Naming the file

Rename the file as follows:

name_firstname.pdf

Transfer

Dissertations: Transfer the file to the Repository DepositOnce:

https://depositonce.tu-berlin.de/ -> Publish

Please log on to DepositOnce with your TU-account. In case you do not have a TU-account, please contact us: dissertationen@ub.tu-berlin.de

Using Gigamove is preferred for publications of the university press:
http://www.tubit.tu-berlin.de/menue/dienste/daten_server/gigamove/

For archiving purposes, we ask you to upload the document's original file(s) (possibly as a zip file) beside the pdf. It will not be published, is not publicly visible, only archived.