Guide for Creating PDF Files to Register with UTokyo Repository

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This Guide provides information when creating PDF files to be registered with the UTokyo Repository. While it is possible to register files with the UTokyo Repository which have specifications different from the recommended, but it may cause problems when using or linking with external systems, so please read through the information below carefully before creating the PDF files.

<Instructions and suggestions>

1. PDF converter and post-conversion checks
   Conversion to PDF may sometimes be unsuccessful; for example, layout problems or loss of charts may occur in the PDF file created. In particular, special attention is required if using a PDF converting software other than Adobe's. After conversion, the PDF file created must be checked in respect of the following points.
   (1) Do all layouts appear correctly?
   (2) Do all charts and photos in the original file appear properly?
   (3) Are there any missing characters or letters?

2. Versions of PDF
   Where possible, this should be PDF/A (ISO 19005), the international standard for long-term preservation. We may convert the version of PDF when registering the UTokyo Repository for use or long-term storage.

3. Embedding fonts
   Omissions of letters or characters may occur if a file containing special font is converted to PDF without a setting embedding those fonts. Make sure that the option to embed all fonts is selected when creating a PDF file.

4. Security settings
   PDF files converted from your originals should not contain any security setting (Encryption, password setting, printing restrictions, etc.). We do not set security at the time of publication (both printing and editing are allowed).

5. File size
   If your original file contains a large number of photos or charts, PDF file created may be of a very large size. Make sure to reduce the file size using the "Reduced Size PDF" command in the PDF creation settings.

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