

Manual for submitting evaluation reports of student's final theses in a newly required PDF/A format

Starting from March 2017 all evaluation reports of student's final theses need to meet required PDF archive format either PDF/A-1a or PDF/A-2u in order to be successfully submitted in SIS. Bellow you'll find detailed instructions on how to proceed.

REPORTS WRITTEN IN COMMONLY USED MODERN WORD PROCESSORS

- Most modern word processors support export in PDF/A-1a format nowadays, therefore it shouldn't be much trouble obtaining the required format.
- All you need to do is to specify in advanced options that a PDF/A (-1a) export is desired.
- For each application or its version steps differ due to their different user interface. However, a **detailed description of proceedings for the most commonly used editors can be found on following link: <http://cuni.cz/UK-8002.html>**
- In case you have written the report in a text editor that does not support this kind of export, please try to copy the content of the file to a different text editor that does. We are recommending to use the application *LibreOffice Writer*, since it is free of charge and there is a manual available via the link provided above.
- If you are however still unable to export the thesis in the required format, you can send it in a **text-editable** format (e.g. .docx, .odt) to the secretariat of your institute and ask them to convert the report for you. **Please choose this approach only if you were truly unable to convert the report yourself.** The employees of institute's secretariat are already heavily occupied as it is and would not be able to help with each individual report.