

Using the framework document

To help you with formatting your document, we have provided you with a 'framework' file that complies with the regulations. You can download this file, along with the practice files for this course, from the **Working with Text** section of our Documents Catalogue at:

www.ed.ac.uk/is/skills/documents-catalogue

You will find two versions of the file, with and without numbering.

Backing up your work

A strategy for backing up your work is essential. You will spend a considerable amount of time preparing a document such as a thesis, so it makes sense to ensure its protection. It is not unknown for a thesis to vanish because of disk or file corruption of one sort or another. This sort of heartbreak can be avoided with a good backup strategy.

While writing a long document, you may also want to keep copies of various drafts along the way. Since it is easy to get confused over which is the most current draft, you should decide on a strategy in advance to keep track. For example, you may want to save a copy of your current document or chapter each week, incorporating the date into the title. This copy should be kept as a backup and not worked on again. You could also make these older copies read-only. Find a method that suits your style of working and stick to it.

For information on backing up your data, see:

<http://www.ed.ac.uk/schools-departments/information-services/services/help-consultancy/help-services/online-help-guidance/students/it-help/guides/backups>

Submitting your finished document

You will find information about submitting your thesis at:

<http://www.ed.ac.uk/schools-departments/academic-services/students/postgraduate-research/thesis-submission>

If you are submitting an electronic copy of your document, you should create a PDF file. PDF (Portable Document Format) is the global standard for producing a file that can be shared with virtually anyone.

Microsoft Word includes a built-in PDF writer, allowing you to produce files that can be opened in Adobe Reader.

From the **File** tab, you can choose **Save As** and change the file type to **PDF**, or click on **Save & Send** and on **Create PDF/XPS Document**.



Tip: If graphics or picture effects, such as shadows, do not display correctly in the PDF, create it again, but this time, click **[Options]** in the **Save As** or **Publish as PDF or XPS** dialog box, then de-select **ISO 19005-1 compliant (PDF/A)**.