

## **Guidelines for the E-dissertation/thesis submission on the Durban University of Technology Institutional Repository (DUT IR)**

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The primary criterion for inclusion in the DUT IR is original work created while authors are affiliated to the Durban University of Technology.

In order to deposit material with the Durban University of Technology Institutional Repository (DUT IR) - you must be a current staff member or student at Durban University of Technology with a user account on the DUT IR. Create an account and register with the DUT IR by clicking on the [Register](#) link and filling in the required form.

**Please note:** *The Durban University of Technology Institutional Repository only accepts Masters and PhD (Research) dissertations/theses. Each dissertation/thesis will be made freely available on the web via the University's Institutional Repository <http://ir.dut.ac.za/>*

### **Before you load your thesis there are a few things to consider:**

- ✚ The final printed copy must be printed from the electronic copy.
- ✚ The electronic copy should be submitted as one PDF file.
- ✚ All chapters of e-dissertations/theses should be bookmarked and linked.
- ✚ The title page must contain the signature of the author.

### **Naming Your Document:**

- ✚ Any files that you upload onto the DUT Institutional Repository should have a standard file naming convention which uses the principal author's surname and the year of publication of the thesis. e.g. **Zulu\_2008**

### **Structure and organization of the Durban University of Technology Institutional Repository:**

- ✚ DUTIR organizes contents by communities and collections, which are structured to reflect the Faculties of the University. Please make certain that you submit to the correct community (Faculty) and collection (Theses and Dissertations).

## Describing your e-dissertation/thesis:

✚ Basic description of the e-dissertation/thesis must be provided by you and should have these basic elements:

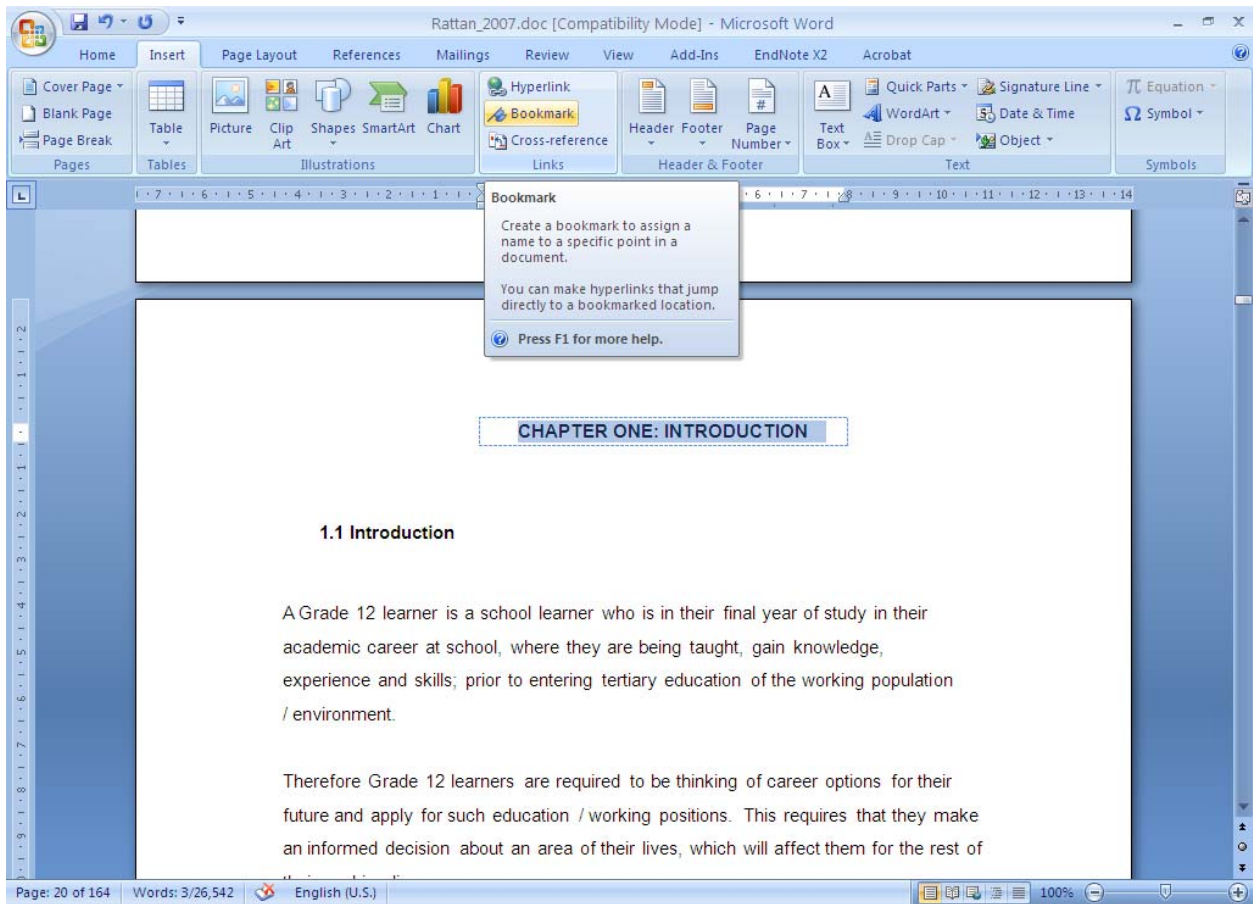
- ✓ author
- ✓ supervisor/promoter
- ✓ title
- ✓ publication date
- ✓ subject keywords
- ✓ abstract
- ✓ PDF file

When you have completed the submission process, your work will not appear in the live repository until a Library staff member has checked the submission.

If you require any assistance with the submission or registration process you can contact the DUT IR Administrator at [kmoodley@dut.ac.za](mailto:kmoodley@dut.ac.za)

## Bookmarking Chapters Using MS Word 2007

- ✚ Highlight the text you want to bookmark
- ✚ Go to the Insert Ribbon
- ✚ Click on Bookmark in the links section
- ✚ A bookmark window will appear



- ✚ Where it says **Bookmark Name**, type the name of your bookmark with no spaces
- ✚ Click on the **Add** button
- ✚ Now when you go to link to something in the document, **your new bookmark** will now be an option

**Bookmark** ? ✕

Bookmark name:  
ChapterOne

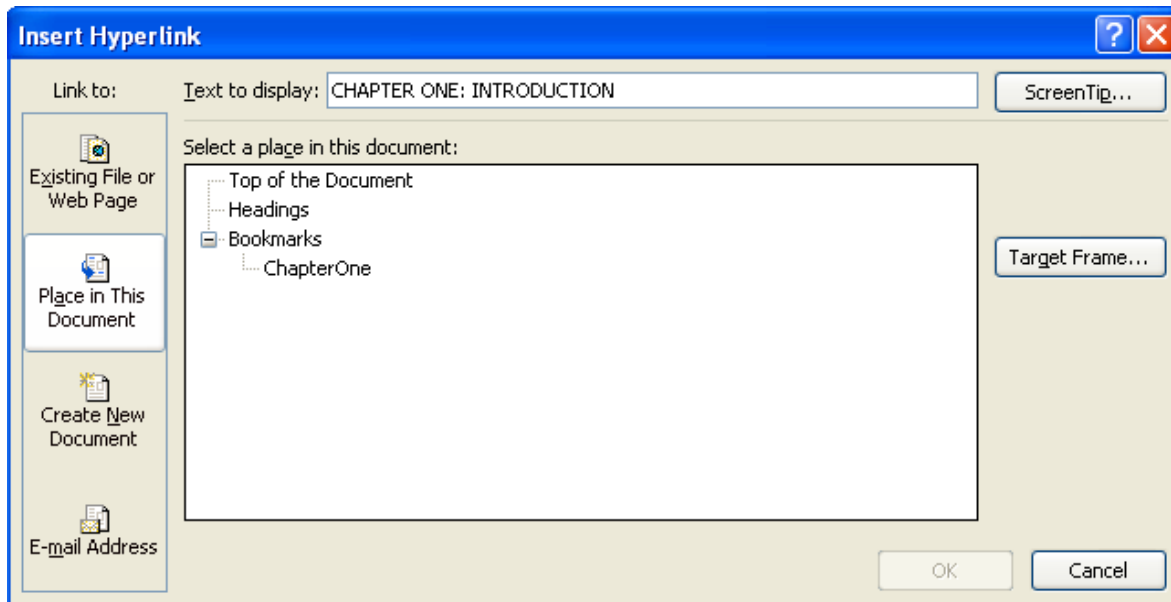
Sort by:  Name  
 Location

Hidden bookmarks

## How to Link to the Bookmark

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- ✚ Right-click where you want to make your link
- ✚ Choose Hyperlink from the menu
- ✚ The Insert Hyperlink window will appear



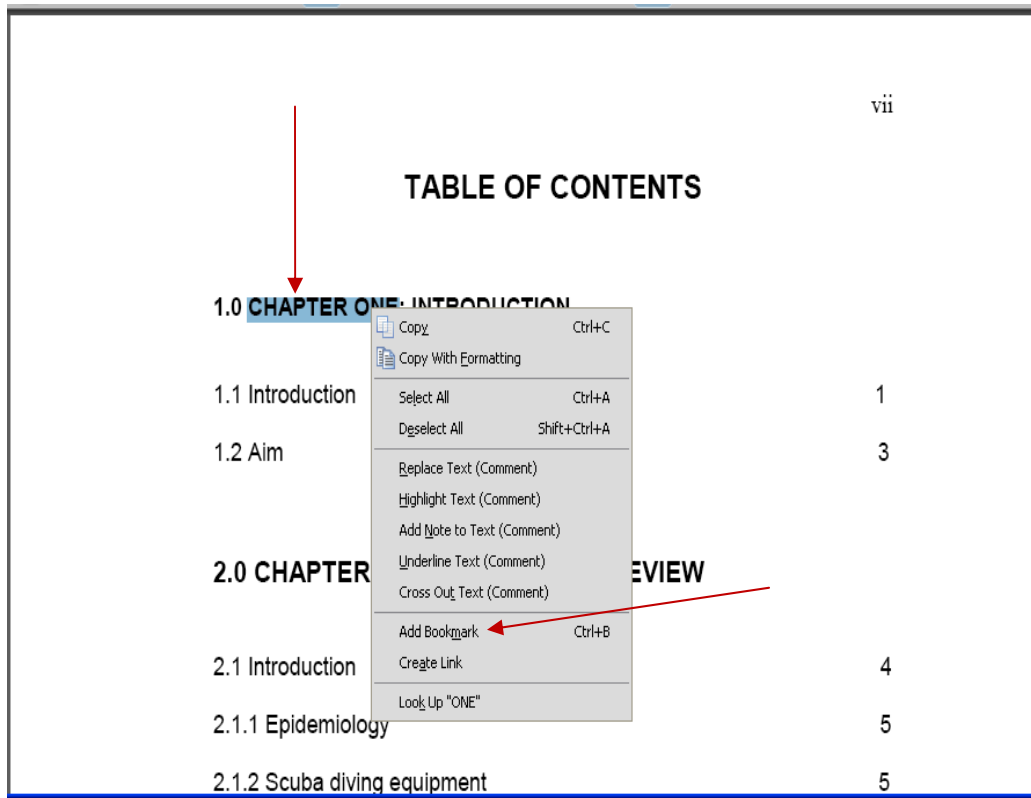
- ✚ In the left side bar press on ***places in this document***.
- ✚ Now you will see a list of headings, titles, and bookmarks that are available to link to in this document. The book mark you made will be in the list.
- ✚ When you ***select something*** by clicking on it and making it blue, it will also show up in the ***Text to display section***. You can change this text if you like.

**Congratulations, you have now successfully bookmarked and linked in Word 2007. Follow the same procedure for all other links you wish to create.**

## *Bookmarking Chapters Using Adobe Professional*

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- ✚ Click the chapter and highlight it.
- ✚ Right click and choose “Add bookmark”



The screenshot shows a page titled "TABLE OF CONTENTS" with page number "vii" in the top right corner. The table of contents lists the following items:

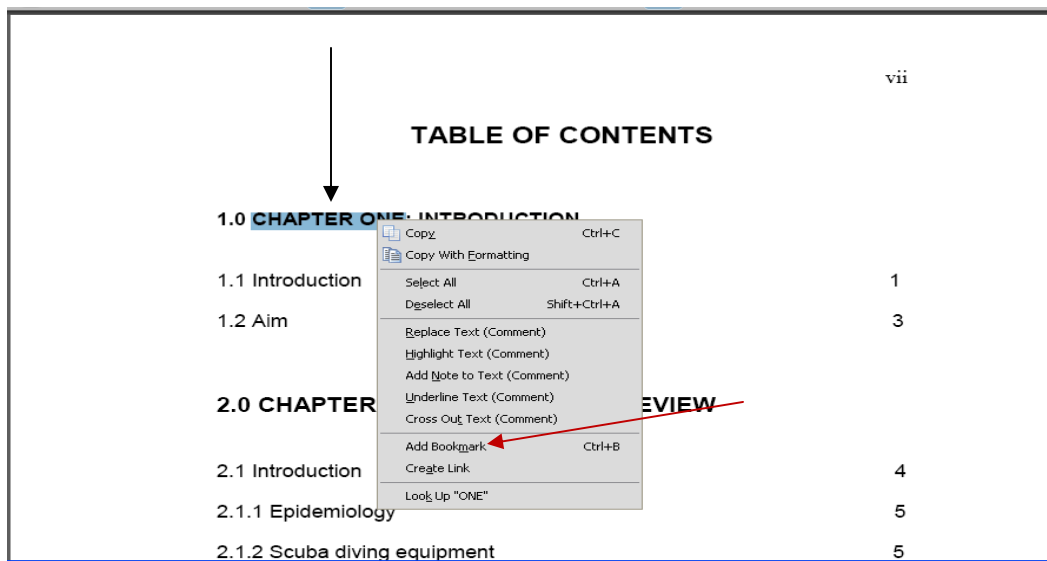
Item	Page
1.0 CHAPTER ONE: INTRODUCTION	
1.1 Introduction	1
1.2 Aim	3
2.0 CHAPTER TWO: REVIEW	
2.1 Introduction	4
2.1.1 Epidemiology	5
2.1.2 Scuba diving equipment	5

A context menu is open over the text "1.0 CHAPTER ONE: INTRODUCTION". The menu items are: Copy (Ctrl+C), Copy With Formatting, Select All (Ctrl+A), Deselect All (Shift+Ctrl+A), Replace Text (Comment), Highlight Text (Comment), Add Note to Text (Comment), Underline Text (Comment), Cross Out Text (Comment), Add Bookmark (Ctrl+B), Create Link, and Look Up "ONE". A red arrow points to the "Add Bookmark" option.

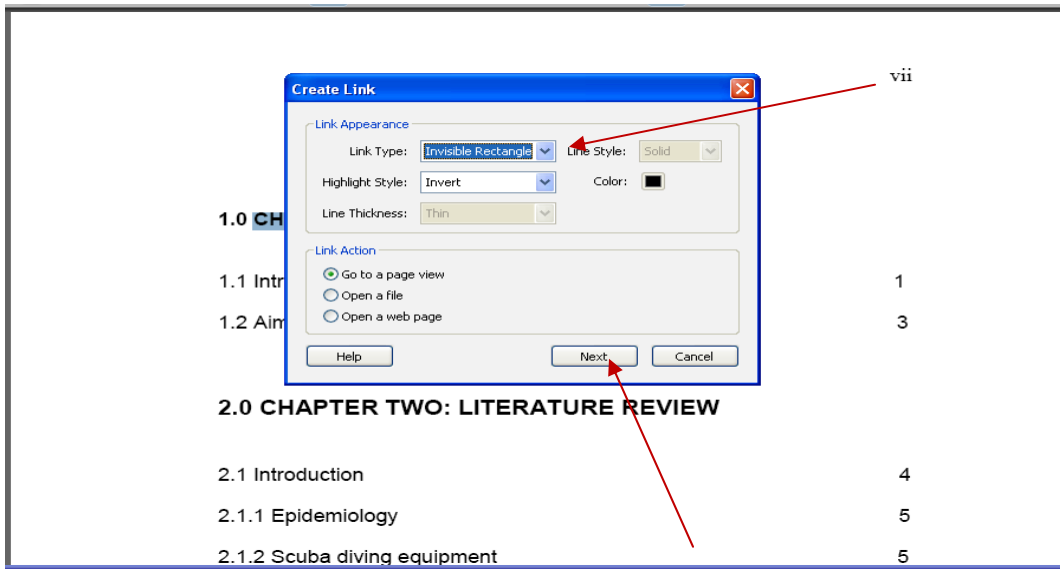
- ✚ Continue bookmarking all chapters in the e-dissertation/thesis.
- ✚ Once all the chapters have been bookmarked, click on “Save”.

## How to Link to the Bookmark – Adobe Professional

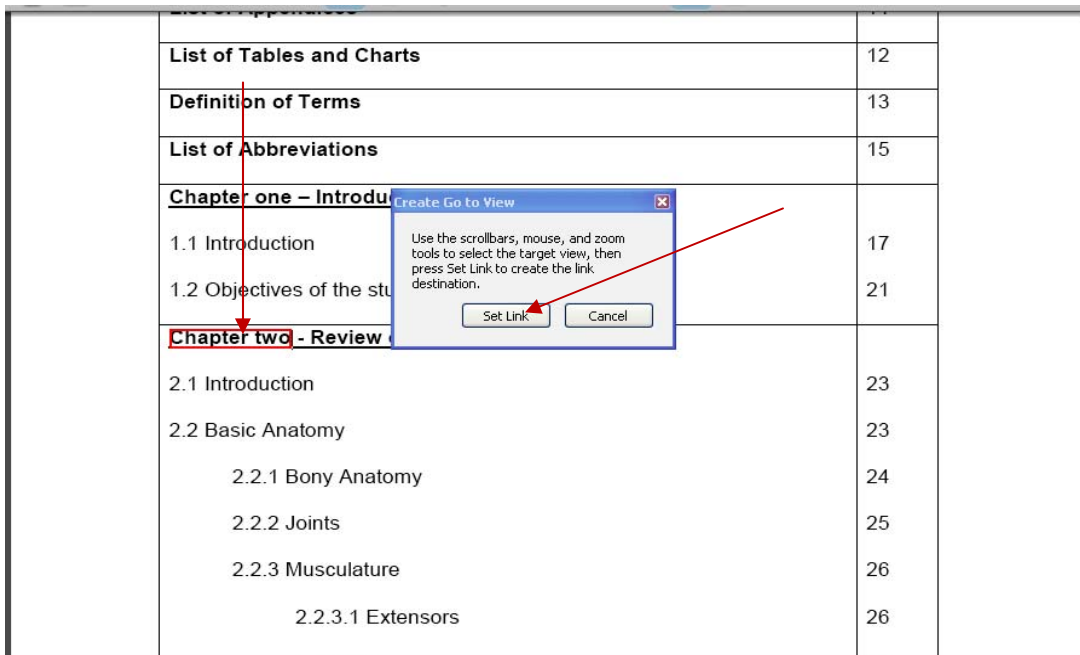
- ✚ Click the chapter and highlight it.
- ✚ Right click and choose “Create link”



- ✚ A “create link box” will appear.
- ✚ Make sure that the “Link Type” is set to “Invisible Rectangle” and click on “Next” (Please note that this step is a once off setting).



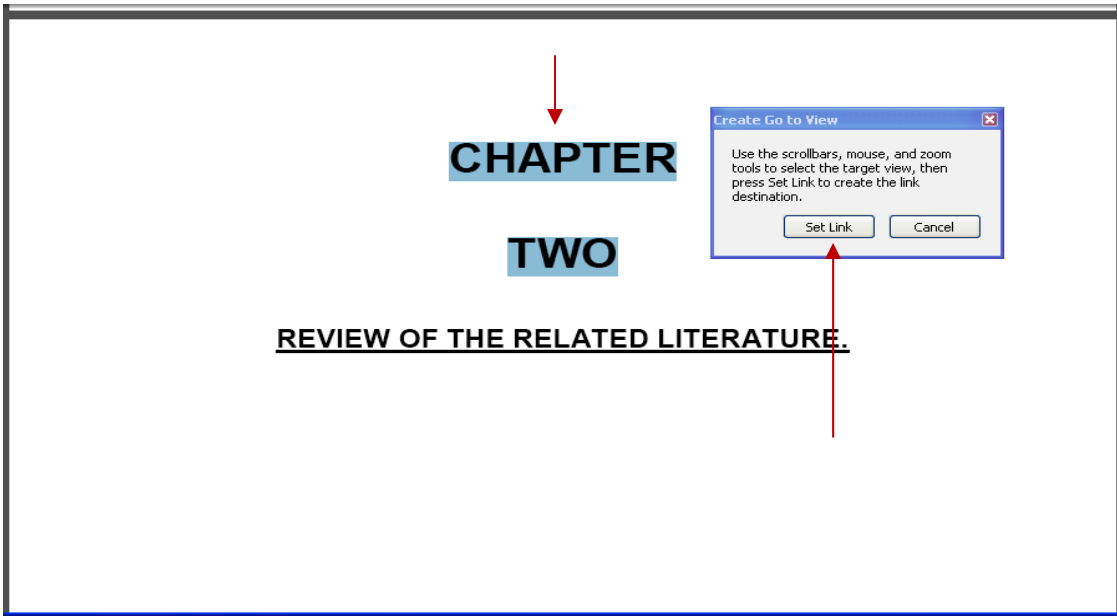
✚ The selected chapter will be surrounded by a red rectangle and a “Create go to view” box will appear.



✚ Click on the document to be able to scroll to the chapter to set the link.

✚ Scroll down to the chapter to be linked, highlight the chapter and click on “Set link”.





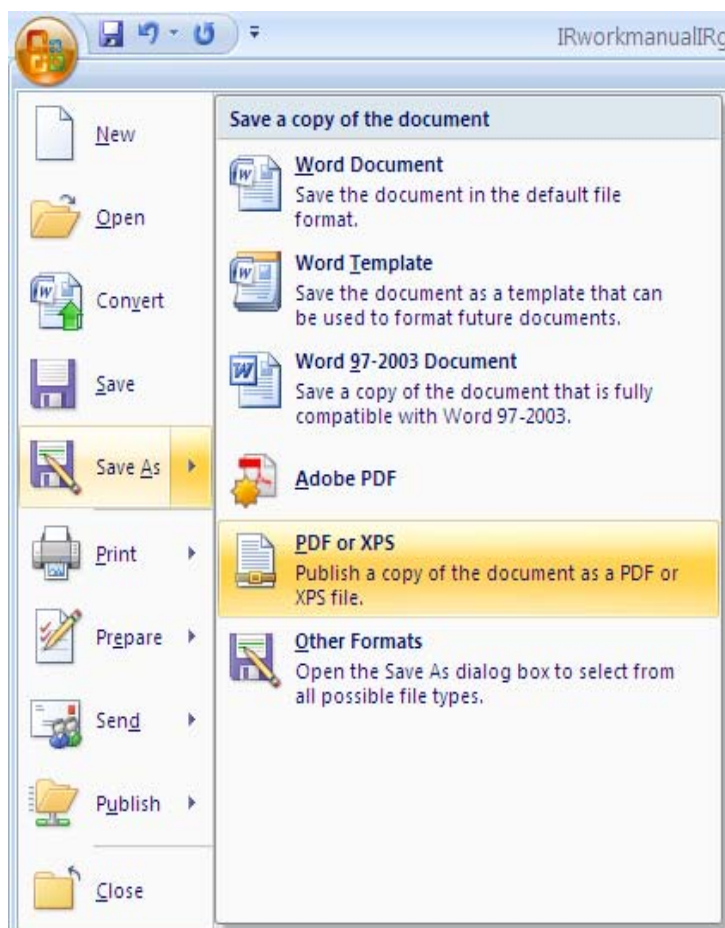
✚ Once all the chapters have been linked, click on "Save".

## Converting From Word to PDF

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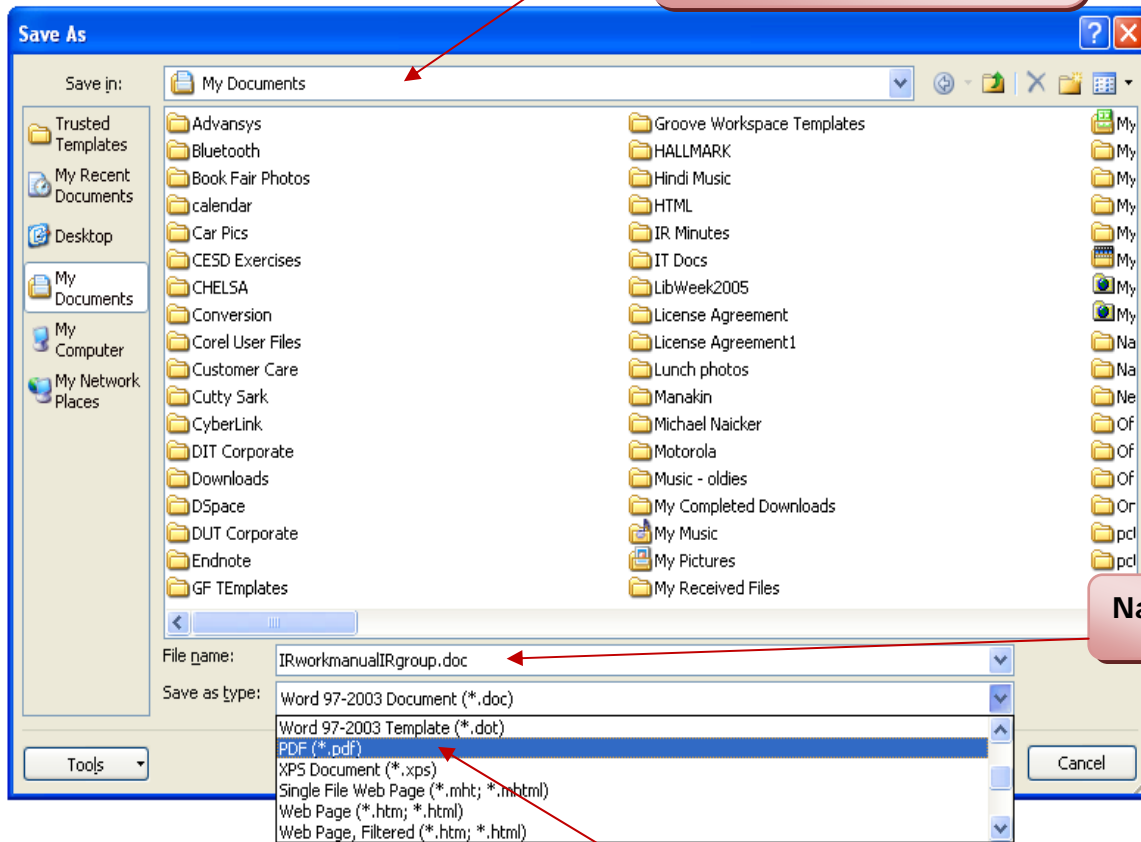
There are two ways that this can be done. Using MS Office 2007 to convert to PDF or use Adobe Professional. The latter takes a longer time.

- ✚ Create a folder on your local drive to store your converted files. The **surname\_year** used for folder names.
- ✚ Using MS Word 2007, open each file starting with the title page. Click on the office Button and choose Save As



✚ The following dialog box appears:

**Remember to change to the folder you created in Step 1**



**Name the file**

**Choose PDF from the list "Save as type"**

✚ Follow the same steps for all the files making sure you name them in the right order. Use numbers after the filename to be sure.

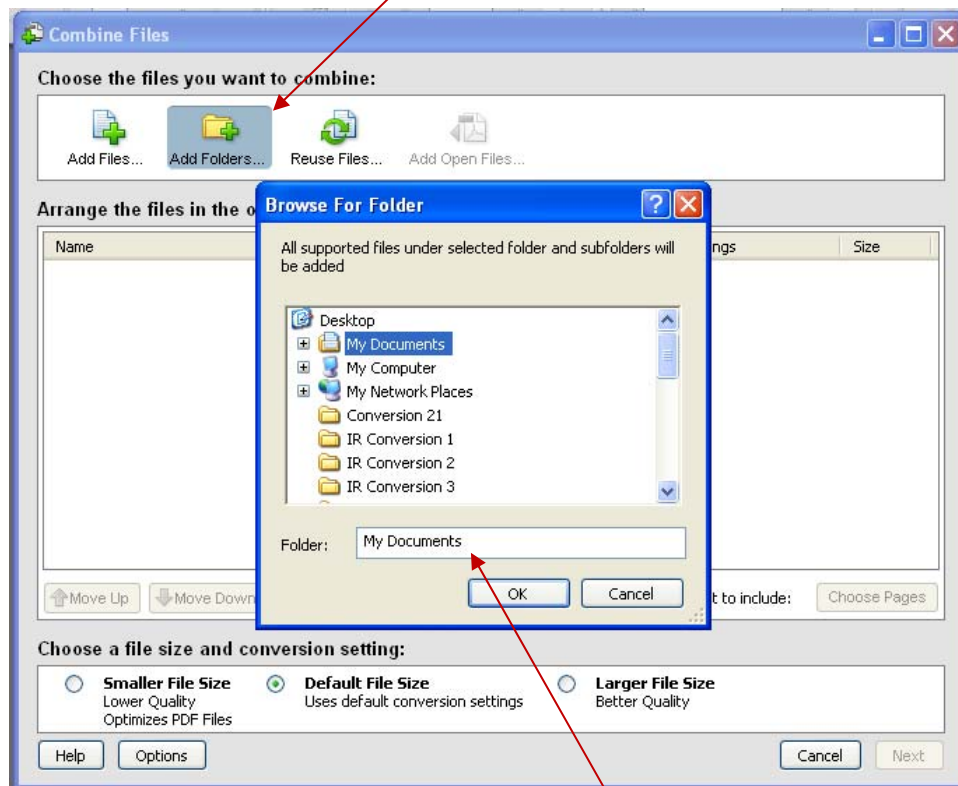
## Merging Converted Files into a single PDF

🚦 Open Adobe Professional

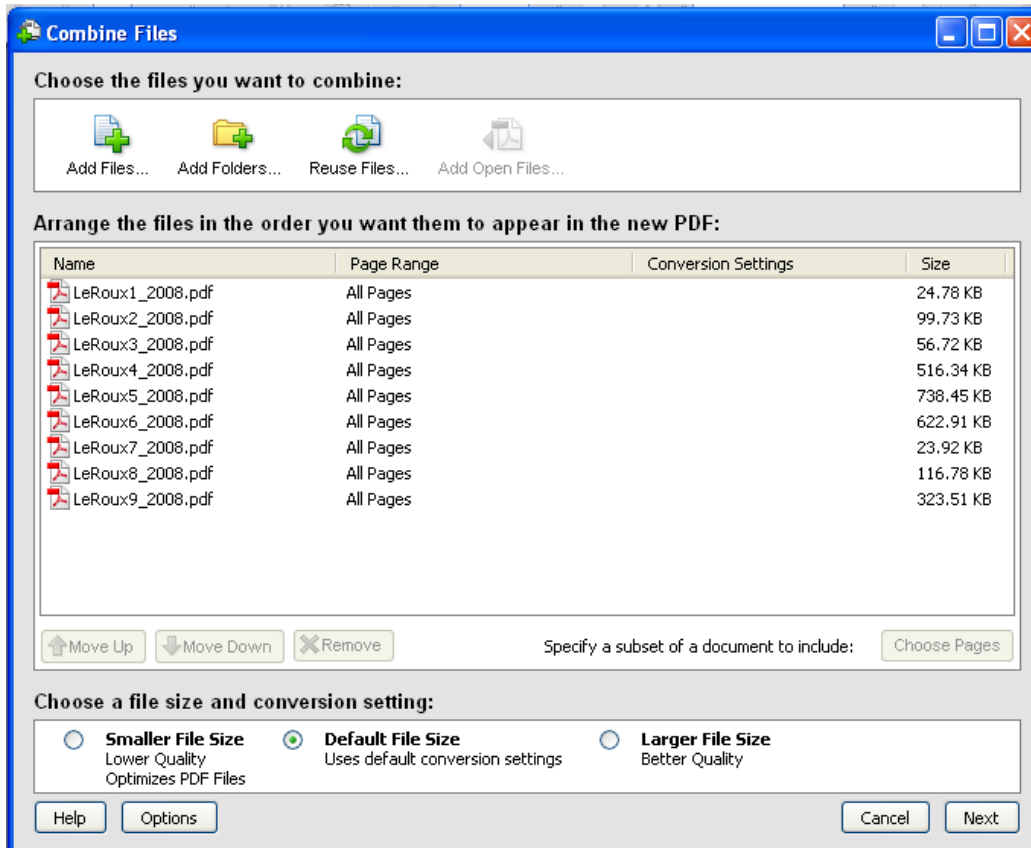
🚦 Click on the Combine Files icon appearing on the toolbar



Select Add Folders



From the pop-up box, select the folder you have your single files in.



- ✚ Make sure that the files are in the correct order. If not, use the “Move Up” or “Move Down” buttons to reset the files.
- ✚ Click on Next.
- ✚ Click on Create.
- ✚ Wait for the merging process to complete and then choose the Save option.
- ✚ Name the file using the structure **Surname\_year**  
Remember that this is the file you are going to upload to the repository. Check for accuracy with the printed copy.