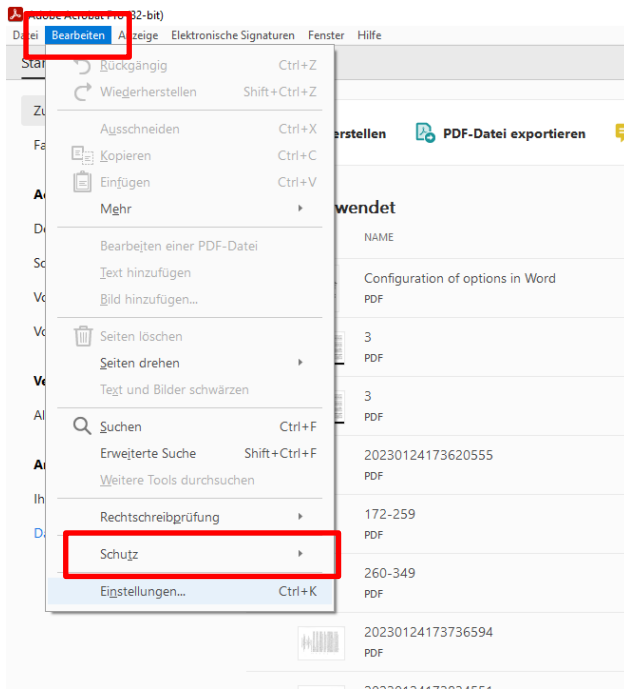
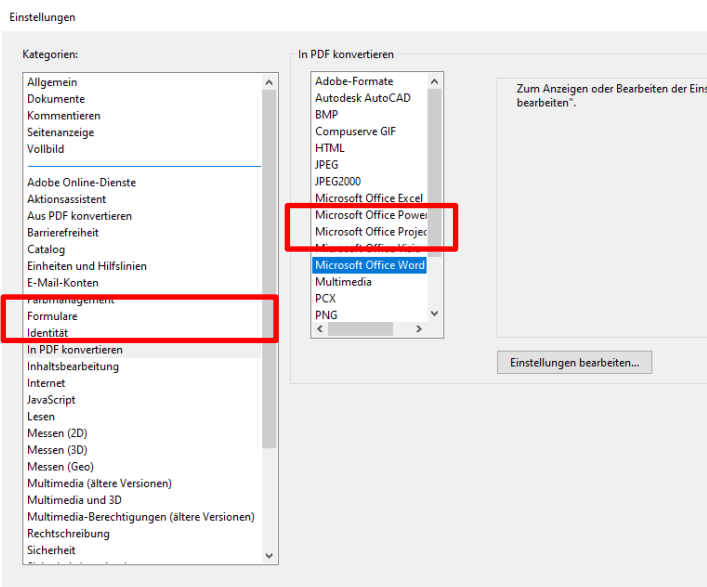


Configuration of options for Adobe Acrobat in German



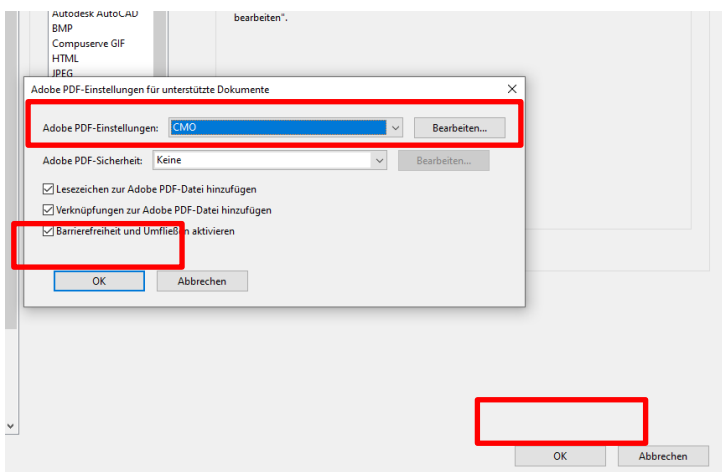
1. Open Adobe Acrobat and go to > Bearbeiten > Einstellungen or click Strg + K to use the shortcut to open the menu



2. Select „In PDF Konvertieren“ from the list of categories

3. Select „Microsoft office Word“ from the list of programs

4. Click „Einstellungen bearbeiten“

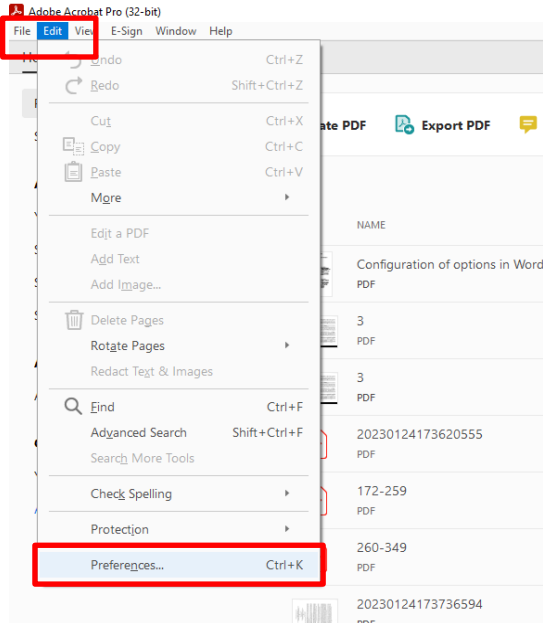


5. Select the name you gave to the conversion settings in Word (here: CMO) from the dropdown list „Adobe PDF Einstellungen“

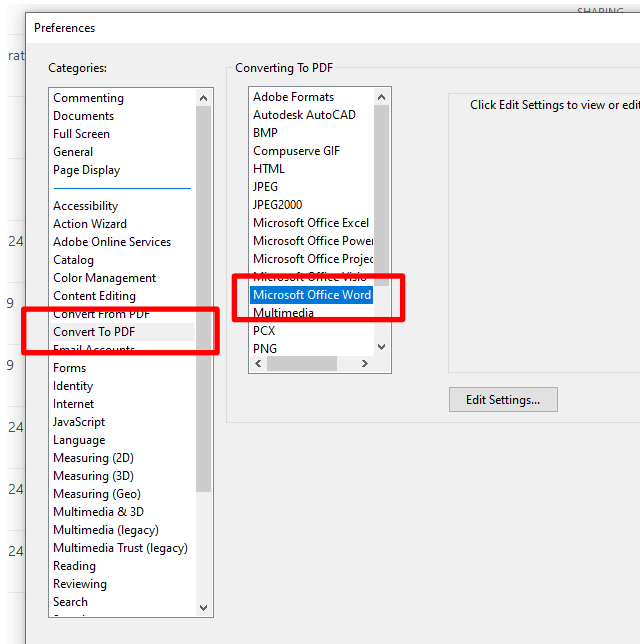
6. Click „OK“

7. Click „OK“

Configuration of options for Adobe Acrobat in English



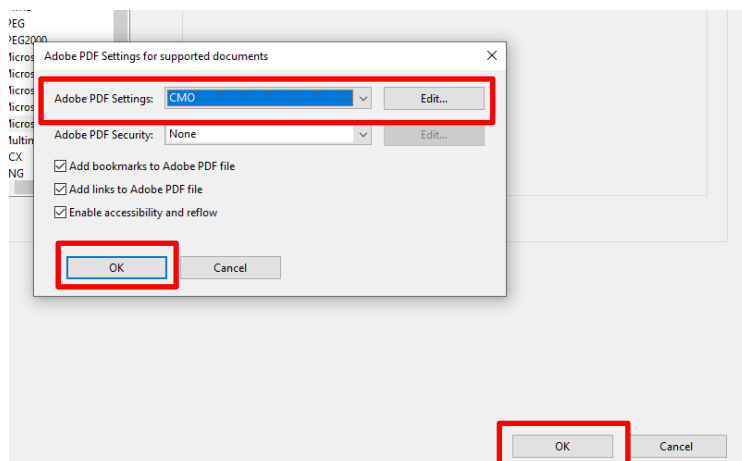
8. Open Adobe Acrobat and go to > Edit > Preferences or click Ctrl + K to use the shortcut to open the menu



9. Select „Convert to PDF” from the list of categories

10. Select „Microsoft office Word“ from the list of programs

11. Click „Edit Settings”



12. Select the name you gave to the conversion settings in Word (here: CMO) from the dropdown list „Adobe PDF Settings”

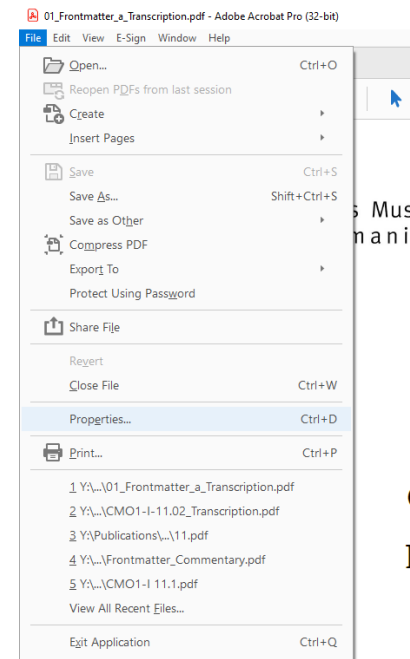
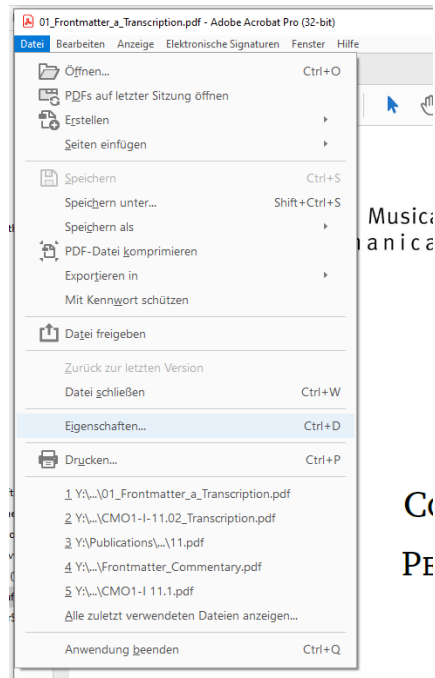
13. Click „OK”

14. Click „OK”

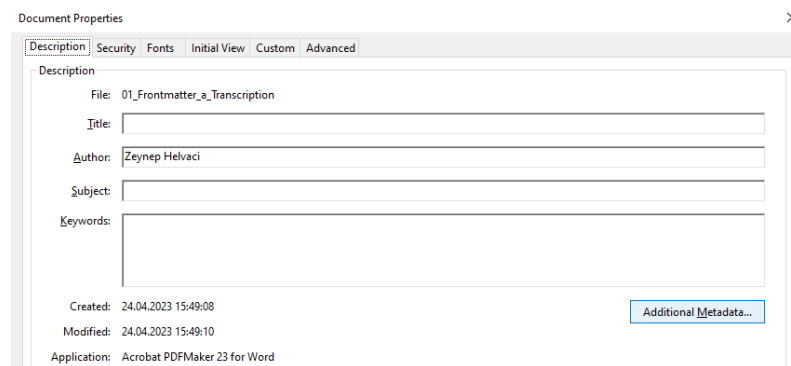
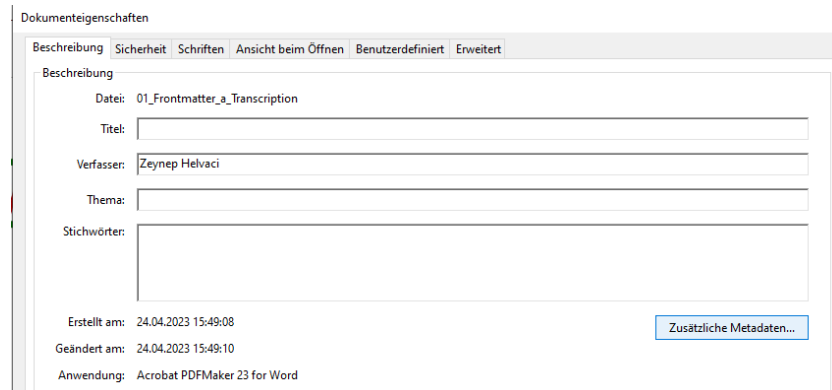
Adding Metadata to a PDF File (DE/EN)

This step is necessary for each individual piece. For the volumes, it is only necessary to enter these metadata to the 'Frontmatter'. As you add other sections and chapters of the PDF volume to the 'Frontmatter' file, the metadata does not change.

1. Open the relevant file and go to > Datei > Eigenschaften / > File > Properties or click Ctrl+D to use the shortcut to open the menu



2. Click on 'Zusätzliche Metadaten' / 'Additional metadata'



3. Correct the author's name if necessary
4. Select the option 'Durch Copyright geschützt' / 'Copyrighted' from the dropdown menu for 'Copyright-Status' / 'Copyright Status'
5. Copy and paste the following text into the field for 'Copyright-Informationen' / 'Copyright Notice': This work is licensed under a Creative Commons Attribution-ShareAlike 4.0 International License. Images and illustrations that are not owned by the author are excluded from this license.
6. Copy and paste the following link into the field for 'URL für Copyright-Informationen' / 'Copyright Info URL': <https://creativecommons.org/licenses/by-sa/4.0/>
7. Click OK twice (also in the following window that will open) and save the file.

01_Frontmatter_a_Transcription.pdf

Beschreibung

Beschreibung

Dokumenttitel:

Autor: Semih Pelen

Autorentitel:

Beschreibung:

Verfasser der Beschreibung:

Stichwörter:

Stichwörter können durch Kommas voneinander getrennt werden.

Copyright-Status: Durch Copyright geschützt

Copyright-Informationen: This work is licensed under a Creative Commons Attribution- ShareAlike 4.0 International License. Images and illustrations that are not owned by the author are excluded from this license.

URL für Copyright-Informationen: <https://creativecommons.org/licenses/by-sa/4.0/>

Go To URL...

Erstellt: 24.04.2023 15:49:08
Geändert: 24.04.2023 15:49:10
Anwendung: Acrobat PDFMaker 23 for Word
Format: application/pdf

OK Abbrechen

01_Frontmatter_a_Transcription.pdf

Description

Description

Document Title:

Author: Semih Pelen

Author Title:

Description:

Description Writer:

Keywords:

Commas can be used to separate keywords

Copyright Status: Copyrighted

Copyright Notice: This work is licensed under a Creative Commons Attribution- ShareAlike 4.0 International License. Images and illustrations that are not owned by the author are excluded from this license.

Copyright Info URL: <https://creativecommons.org/licenses/by-sa/4.0/>

Go To URL...

Created: 24.04.2023 15:49:08
Modified: 24.04.2023 15:49:10
Application: Acrobat PDFMaker 23 for Word
Format: application/pdf

OK Cancel