## Configuration of options for Adobe Acrobat in German



## Einstellungen



Autodesk A BMP Compuserv HTML	e GIF	bearbeiten".					
JPEG							
Adobe PDF-Eins	tellungen für unterstützte	Dokumente			×		
Adobe PDF-Ei	nstellungen: CMO		v	Bearbeiten			
Adobe PDF-Si	cherheit: Keine		~	Bearbeiten			
Lesezeiche	n zur Adobe PDF-Datei hi	nzufügen					
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 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'

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eschreibung	Sicherheit	Schriften	Ansicht beim Öffnen	Benutzerdefiniert	Erweitert		
Beschreibung							
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Geändert a	m: 24.04.2	023 15:49:10	D			Zusatzliche Metadaten	
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Keywords:					 	
Created:	24.04.2023 1	5:49:08				Additional Metadata
Modified:	24.04.2023 1	5:49:10				
Application:	Acrobat PDF	Maker 23 for	Word			

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': <u>https://creativecommons.org/licenses/by-sa/4.0/</u>

7. Click OK twice (also in the following window that will open) and save the file.

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	Copyright-Status: Copyright-Informationen: URL für Copyright-Informationen:	Stichwörter können durch Kommas voneinander getrennt werden.  Durch Copyright geschützt  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.  https://creativecommons.org/licenses/by-sa/4.0/  Gehe zu URL			Copyright Status: Copyright Notice: Copyright Info URL:	Copyrighted Copyri	
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