

Choice of software for items to be deposited in ORA

- ORA staff do not recommend any particular software format for items deposited in ORA
- There are however consequences of using different software types
- It is up to the individual which format to choose (which may be dictated by publisher permissions).

<p>1. File formats acceptable in ORA</p>	<p>1.1 ORA is able to accept any file format for deposit and storage. Old and/or obsolete or obscure software may present some difficulties for preservation (we may not be able to convert or emulate obscure file formats) and distribution/download. ORA staff will contact any depositor where they think this might be problem</p> <p>1.2 Bear in mind that it is not just deposit, it is the fact that others may wish to access your work: use of unusual or outmoded formats may prevent access.</p> <p>1.3 You can add multiple versions of your thesis to ORA (providing the content is identical) for example, deposit a MSWord version and a PDF version of the same item</p>
<p>2. Security</p>	<p>2.1 There are degrees of locking that can be set (eg read only; the ability to open and comment on a document, but not change it; unlocked). Consider what level of locking (if any) you require for your thesis before deposit.</p> <p>2.2 Please be aware that if you lock your document:</p> <ul style="list-style-type: none"> • ORA will not be able to carry out full text indexing for searching purposes • ORA staff will not be able to run certain actions for preservation purposes. • Search engines such as Google will not be able to index the full text <p>2.3 You may like to consider depositing multiple versions of your item ie a locked version for distribution and an unlocked version (with an embargo set) for preservation purposes. You should be aware though, that if in the future the locked version becomes obsolete and inaccessible to end users, ORA staff may have to manipulate the unlocked version for use as the distribution copy. In such a case, the manipulated version will be locked before distribution [can we realistically do this?]</p> <p>2.4 Locking an item does not guarantee that it cannot be unlocked by others</p>
<p>3. MSWord, Open Office and other word processing software</p>	<p>3.1 Pagination and layout may be altered when printing using a different printer. Therefore you may wish to consider depositing a PDF version.</p> <p>3.2 See also 'Security' above</p>
<p>4. PDF</p>	<p>4.1 Making a PDF version can affect content such as equations. Please check that the content is unaffected should you convert an item to PDF</p> <p>4.2 Use of PDF does not guarantee that the version used will be compatible with other future and past versions of Adobe Acrobat.</p> <p>4.3 See also 'Security' above</p>

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