

## 淡江大學 Tamkang University

108-1 Process of Submitting Theses/Dissertations

Tamkang University Library 華藝數位股份有限公司

#### Outline

- Electronic Theses/Dissertations Content
   Form
- Electronic Theses/Dissertations File Form
- Electronic Theses/Dissertations File Adjustment
  - -Convert the File
  - -Add Watermark
  - -Add Protection of the File
- Process of Submitting Theses/Dissertations
- Ways of Authorizing Theses/Dissertations

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## Electronic Theses/Dissertation Content Form

- Title Page(Chinese)
- Acknowledgement(If you have)
- Theses/Dissertation Abstract (in Chinese) (Fit the required form)
- Theses/Dissertation Abstract (in English) (Fit the required form)
- Table of Content (with page numbers ; Includes list of figures and tables)
- Main Text (Every chapter)
- References
- Appendixes

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提醒您!重要文件下載參考!
1、教務處→註冊組→法規章程→成績業務相關→
5-56 淡江大學研究生碩博士論文撰寫格式要點.doc
2、教務處→註冊組→表格下載→成績業務相關→
A12-淡江大學研究生中文論文提要ATRX-Q03-001-FM030
A13-淡江大學研究生英文論文提要ATRX-Q03-001-FM031



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教務長室 / 註冊組 / 課務組 / 招生組 / 印務組 / 通識與核心課程中心 /



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### Electronic Theses/Dissertation File Form



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淡大博碩士論文上傳說明會

## ELECTRONIC THESES/DISSERTATIONS FILE ADJUSTMENT

-Convert the File -Add Watermark -Add Protection of the File



# Instructions of Converting File (Word $\rightarrow$ PDF)

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The system only accepts PDF files.

- Upload the complete PDF file : Including Title page, Abstract(in Chinese), Abstract(in English), Table of content, Main text, and References, etc. (Please follow the regulations of theses format)
- -Method One : If you write the theses/dissertations in several Word files, please check the chapter number first, then convert the Word into PDF files, combining all the files, and upload the final PDF file.
- -Method Two : If you write in one Word file, please check the chapter number, then convert it to PDF file and upload.
- Tips : After converting the files, please check whether the chapter and the page number have problems or not.

#### Save as PDF files

 1 Velcome to use the computers in library, it is available to use the software.
 2 Or you can download the trial version on Adobe Acrobat website. http://www.adobe.com/cfusion/tdrc/index.cfm?product=acrobat\_pro&loc=tw



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# After finishing the convert, please check the file again.

Can the file be open normally?

Are the entire thesis/dissertation converted into PDF file ?

□Is there any garbled in the text ?

□ Is the chapter page number same as the page number written on the table of content ?

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#### Add Watermark



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#### Add Watermark



#### 淡江大學電子學位論文服務

Electronic Theses & Dissertations Service



Acrohat

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#### Tools Comment Share Add watermark Pages 🔊 Rotate Delete Example : 실 Extract Adobe Acrobat Pro software Replace Open the PDF file Crop Split Document Tools→Pages→Watermark→Add **Insert Pages** watermark 실 Insert from File Add the file(the 🚵 More Insert Options $\mathbf{T}$ watermark)→Uncheck "Scale Edit Page Design relative to target Header & Footer page" $\rightarrow$ Location : " Appear behind page" $\rightarrow$ Position : from Background Ŧ Watermark center $\rightarrow$ Page Range Options (Choose the page number that you want to add watermark) $\circ$ Add Watermark... 3 Update... Remove... Forms Action Wizard Recognize Text Protection Watch out! Because of the Sign & Certify Document Processing version differences of Adobe, Print Production the diameter of the watermark JavaScript is about 6.5cm. \_ **垂**藝數位

#### Add Watermark

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### Add Protection of the File

1.Open PDF file

2.Tools→Protection→Encrypt→密碼加密

3. Encrypt all document contents  $\rightarrow$ 

Check "Restrict editing and printing of the document."\_ $\rightarrow$ 

Change permissions password(Set whatever you like)  $\rightarrow$ 

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Changes allowed : None  $\rightarrow$ 

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Check "Enable text access for screen reader devices for the visually impaired."

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# PROCESS OF SUBMITTING THESES/DISSERTATIONS



## How to login the submission system from the library homepage? 淡江大學 覺生紀念圖書館

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TAMKANG UNIVERSITY CHUEH SHENG MEMORIAL LIBRARY



#### Login the submission system

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首頁 臺灣博碩士論文知識加值系統 數位化論文典藏聯盟 PQDT	
▲ Crobat Acrobat Reader 7.0下載 回書館 Oiriti 華藝數位	on, g

### **Basic Info**

- Fill in the information of theses/dissertation: Title ` Name of school ` Year of publication ` Keyword, etc. ( Careful ! The fields of blue words are opional fields, others are necessary. )
- Please pay attention to the reminded words in every fields, follow the instructions, fill in the fields firmly.
- The system can save the data temporarily for thirty days, remember to come back and finish the submission, lest the system deletes the data after thirty days !

#### Recommend to enter Gmail or school email address

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### **Committee Members**

- > The fields with\* are compulsory.
- The original system setting are
   Two committee member fields
   Two oral examination
   committee member fields
- Use "Add More Committee Members" to create new columns if you need.

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### **Upload the theses/Dissertation Files**

- Please read the precautions carefully first.
- Check whether the theses/dissertations have been added the watermark and protection in PDF file.
- Click「瀏覽」(Browse) to select the file and「上 傳」(upload), then finish the submission.
- Note that the system will rename the file automatically.

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# WAYS OF AUTHORIZING THESES/DISSERTATIONS

-Airiti Library online platform -Process of authorizing theses/dissertations



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- If your theses get more download, you will receive more money !



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## Q&A

- How will the school deal with the copy rights of authors if authors authorize the theses to school ?
- First, if students authorize their theses to school, the most important thing for the school is to protect the property rights in work of students and don't let the knowledge of students be abused or copied.
- Second, the school will cooperate with digital content industry. The students' work can not only benefit themselves but also have an impact on domestic education and academic performance.



#### Timetable of public access in library





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• Please provide the frequently used E-mail address in order to receive mails easier.

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 If the information is not completed and wrong, or you don't check the mails for one years, the money will be donated to TKU automatically.

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請選擇您要暫存資料,還是立即提交審核。	
<ul> <li>○ 立即提交審核</li> </ul>	
完成	

Remember ! ! When you click "Temporary save my upload", you need to update the information of your thesis/dissertation for less than 30 days. IF not, all information will be deleted automatically by the system.

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#### Submit for approval immediately /Final information check / logout



## Tips

華藝數位

- Tamkang university only provides theses booklist information for National Central Library, but not authorizes the electronic theses contents.
- If you are willing to authorize theses, you can fill in 「國家圖書館博碩士論文電子檔案上網授權書」on your own.
- Send to National Central Library or calling 02-23619132 extension 528 °

#### Extend the public access date

- If you have special reason(s) to restrict access to your thesis/dissertatin until a later date, please download the application from the ETDS homepage 「淡江大學 覺生紀念圖書館抽換學位論文或變更授權書申請表」 and filling up, then go to the second floor of TKU library to cope with before submitting theses.
- Please bind the document「博碩士論文延後公開申請書」 (from National Central Library) with the original theses.



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Bring the application of extending public access to the second floor of TKU library to cope with



Verification



Bind theses, in addition to TKU power of attorney, the original theses need to bind with the application of extending public access(from NCL)

#### Electronic Theses/Dissertations Service→The latest news

1. Verification Time and Place

2. <u>The checklist of these/dissertations</u> (Check the theses content by yourself)

3. <u>Download</u> "Electronic theses service" explanation meeting Power Point

4.The related lists from National Central Library



 註冊組(Registration Section)→表單下載(Form Download)→成績 相關(About Grades)→ 國家圖書館表單(NCL application)(延後公 開/抽換)(Postponement of Publication Request/Change)



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# The process and steps of submitting theses

1.Upload the file to ETDS (Save temporal)
2.Verification (The department assistant)
3.Receive the power of attorney
4.Bind the theses papers (The number of books is depend on each department.)
5.Verificated by TKU library
(One original theses and two copies) The checklist of these/dissertations

\* After verificated by TKU library, the library will only keep two copies and return the original theses.

#### 6.Go to Office of Academic Affairs to deal with school leaving affairs

\*The original theses need to be submitted to Registration Section.

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#### Reminder

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Please pay attention to the due date of submitting theses announced by each department and Office of Academic Affairs.

If you have any problem, please call (02)2621-5656 #2281





If you have any question about theses, please contact with TKU library. **\$** (02)2621-5656 #2281



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