

ETD FILE PROCESSING

- File Converting
 - Add the watermark to PDF
 - File Protection Setting
- 
- A series of white lines of varying lengths and angles, located in the bottom right corner of the slide, creating a modern, abstract graphic element.

STEPS OF CONVERTING WORD TO PDF

**The ETD
Service system
only accepts
PDF files**

• UPLOAD THE COMPLETE PDF FILE : INCLUDING TITLE PAGE, CHINESE ABSTRACT, ENGLISH ABSTRACT, TABLE OF CONTENTS, BODY TEXT, AND REFERENCES, ETC. (PLEASE FOLLOW THE REGULATIONS OF THESES FORMAT)

1.Method One (for thesis/dissertation in several Word files) :

–check the chapter number → convert the Word files into PDF files
→ combin all the PDFs into a PDF → upload the final PDF.

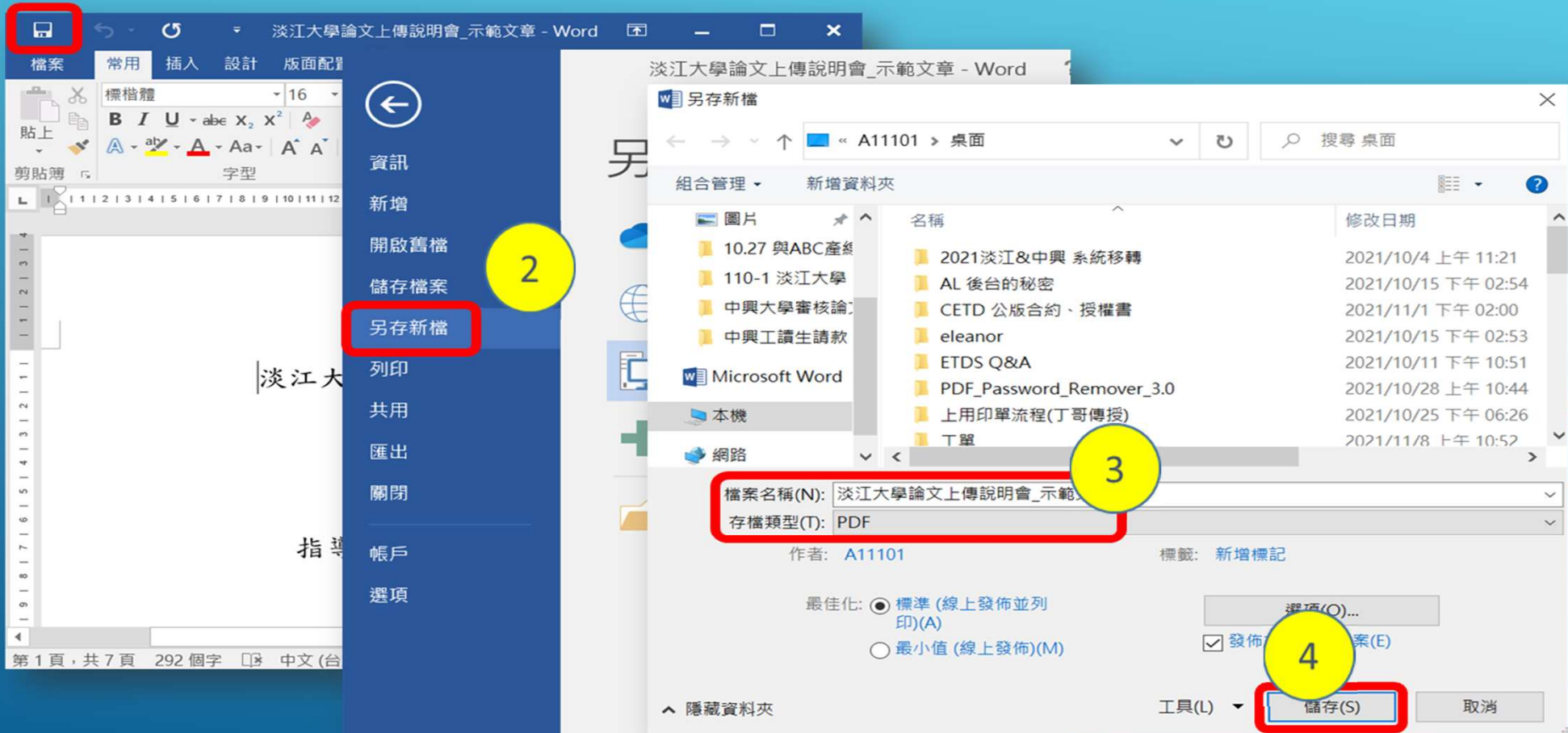
2.Method Two (for thesis/dissertation in one Word file)

–check the chapter number → convert it into PDF file → upload it.

Tips : After converting all files, be sure that all chapters and page numbers are followed formatting requirement.

convert to PDF

1



File conversion instructions-Merge several PDF files

The image illustrates the steps to merge multiple PDF files in Adobe Acrobat Pro DC. It consists of three screenshots showing the software's interface with numbered callouts (1-6) indicating the sequence of actions.

Step 1: Click the **工具** (Tools) button in the top right corner of the Adobe Acrobat Pro DC window.

Step 2: In the **建立與編輯** (Create and Edit) panel, click the **合併檔案** (Merge Files) button.

Step 3: In the **合併檔案** (Merge Files) workspace, click the **新增檔案** (Add Files) button.

Step 4: In the **合併檔案** (Merge Files) workspace, click the **新增檔案...** (Add Files...) button in the toolbar.

Step 5: In the **合併檔案** (Merge Files) workspace, click the **上移** (Move Up) button in the toolbar.

Step 6: In the **合併檔案** (Merge Files) workspace, click the **合併** (Merge) button in the toolbar.

The final screenshot shows a list of files being merged:

名稱	頁面範圍	大小	修改日期	檔案名稱
淡江大學論文上傳	範文章.pdf	所有頁面	184.87 KB	2021/11/5 下午 04:35...
論文目錄.pdf	所有頁面	184.87 KB	2021/11/5 下午 04:35...	論文目錄
參考文獻.pdf	所有頁面	184.87 KB	2021/11/5 下午 04:35...	參考文獻

示範軟體版本：Adobe DC

After file converting is done, please check the file again!

- ❑ **Can the file be opened normally ?**
- ❑ **Are the entire thesis/dissertation converted into a PDF file ?**
- ❑ **Is there any garbled text ?**
- ❑ **Is the chapter page number same as the page number written on the table of contents ?**

Add the Watermark to PDF



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TAMKANG UNIVERSITY CHUEH SHENG MEMORIAL LIBRARY

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Topic Resources

Featured Collections

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SDGs Information

Online e-book exhibition on AI & SDGs

More Resources

Study

Instructional services

Essay Writing and Academic Ethics

Plagiarism Detection (Turnitin)

Dissertation Submission and Graduation Procedures

Off-Campus Access

Research

ORCID@TKU

Predatory journal Q&A

Citation Verification

Citation Index Journals

Library Search

Login My Library

11/21 MON

Today's Hours
08:20 ~ 21:50

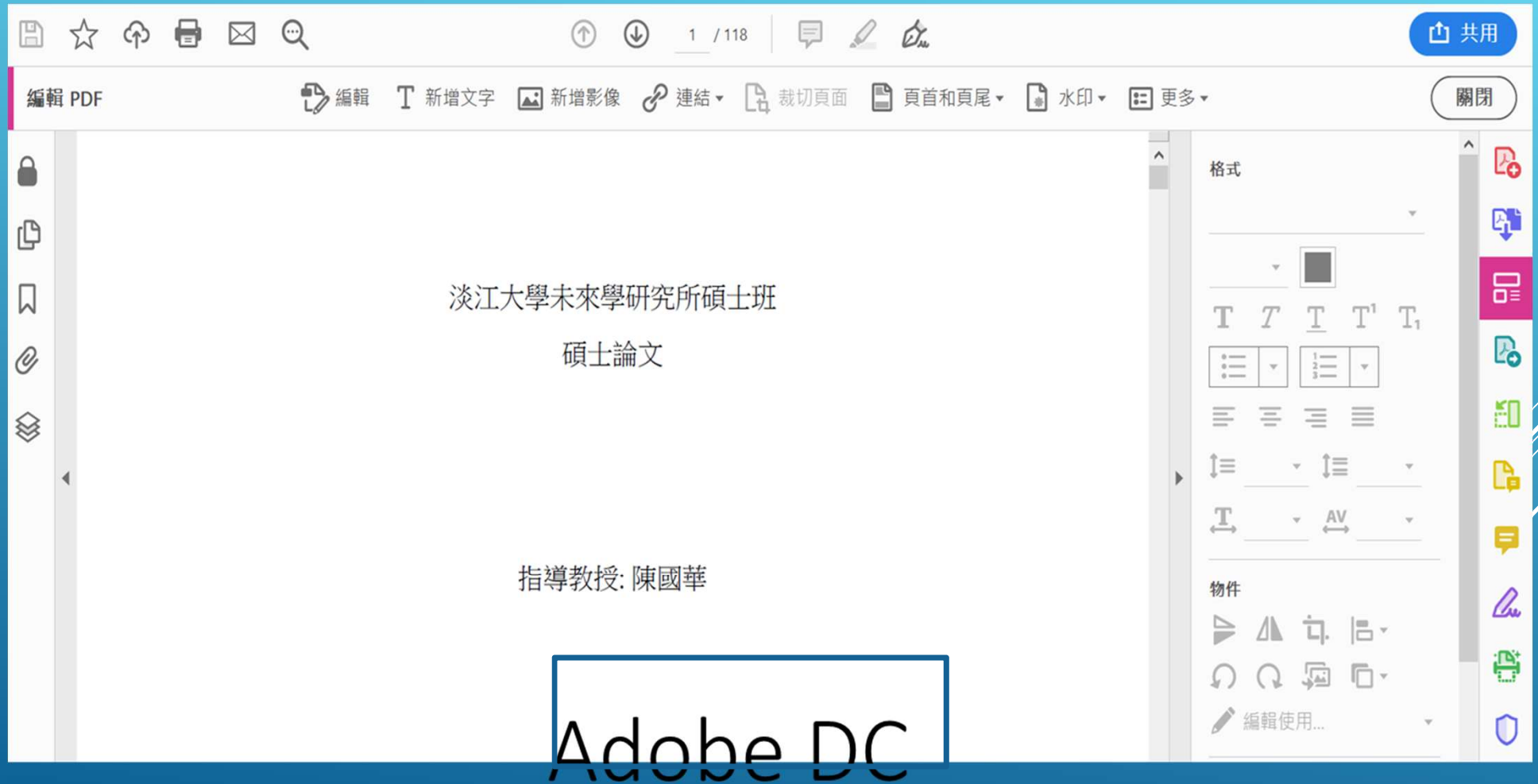
Add the Watermark to PDF

Electronic thesis: It need to upload to " Electronic Dissertation/Thesis Service System" of TKU in accordance with the school regulations.

Notice :

- 1.The electronic file must be uploaded as a pdf file. If the manuscript is divided into multiple files, it must be merged.
- 2.Regardless of the writing format, it must be converted to pdf file format. At the same time, the electronic file must be added with the school's watermark and security encryption before it can be uploaded.
- 3.you can get pdf editing software from Tamkang Software Cloud, if you need help, pls contact 02-26215656 #2468.
- 4.you can find watermark from webpage of TKU Library
Or here [watermark1](#)

Add the Watermark to PDF



Add the Watermark to PDF

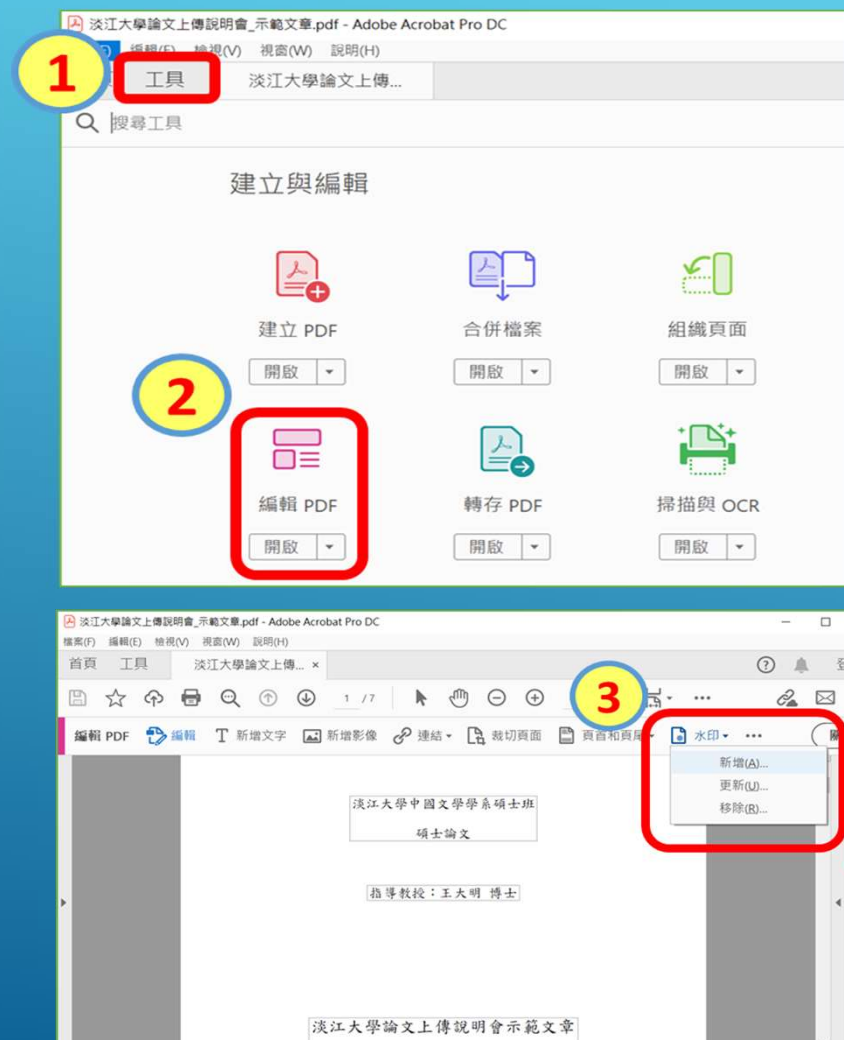
Example: Adobe Acrobat Pro DC version

1. Open the PDF file

Tools→Edit PDF→Watermark→Add Watermark

2. Add file (downloaded watermark) → tick off the ratio relative to the target page → click position: it looks below the page → the watermark position is centered → page range option (select the page from and set the watermark to be inserted Page range).

Notice: the size of watermark should be limited in 6.5cm



Add the Watermark to PDF

新增水印

儲存的設定(S) : [自訂-未儲存] 刪除(D) 儲存設定(V)...

來源

☐ 文字(X)

字型(N) : 3 of 9 Barcode 大小(S) :

☒ 檔案(F) wm_c.pdf 瀏覽(W)...

頁碼(U) : 1 絕對比例(B) :

外觀

旋轉 : ☐ -45 度(-) ☒ 無(E) ☐ 45 度(4) ☐ 自訂(M) 0°

不透明度(Y) : 100%

☒ 相對目標頁面的比例(K) 50%

位置 : ☐ 看起來在頁面之下(H) ☒ 看起來在頁面之上(P)

[外觀選項\(P\)...](#)

位置

垂直距離(T) : 0 點 從(R) 中心

水平距離(Z) : 0 點 從(R) 中心

說明(H)

預覽

頁面範圍選項

☐ 所有頁面(A)

☒ 頁面從(P) : 2 至(T) : 3

頁面子集(S) : 選定範圍內的所有頁面

確定 取消

From abstract to the last page

(a) Vertical Type:

(b) Horizontal Type:

(2) The thesis/dissertation spine must indicate the university's name, the department or institute's name, the title of the thesis/dissertation, and the student's name.

4. The thesis/dissertation title page should attach the Doctoral (Master) Degree

1

確定(O) 套用至多個檔案(A) 取消(C)

File protection settings

1. Open PDF

2.

Tools→Protection→Advanced Options→Password Encryption

3. V Restrict editing and printing of documents →

Printing allowed: high resolution

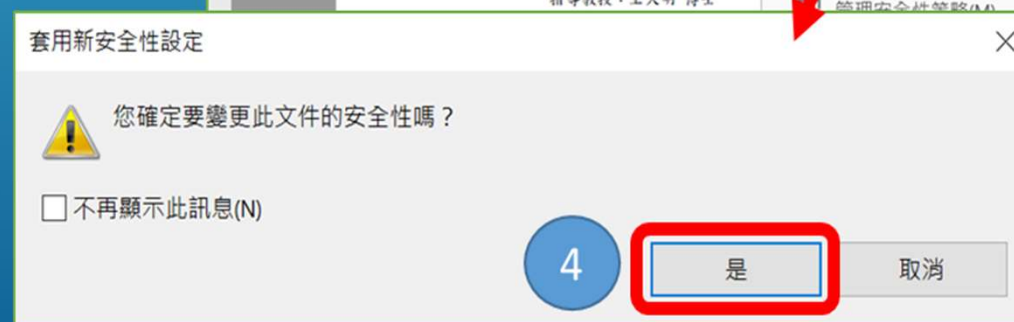
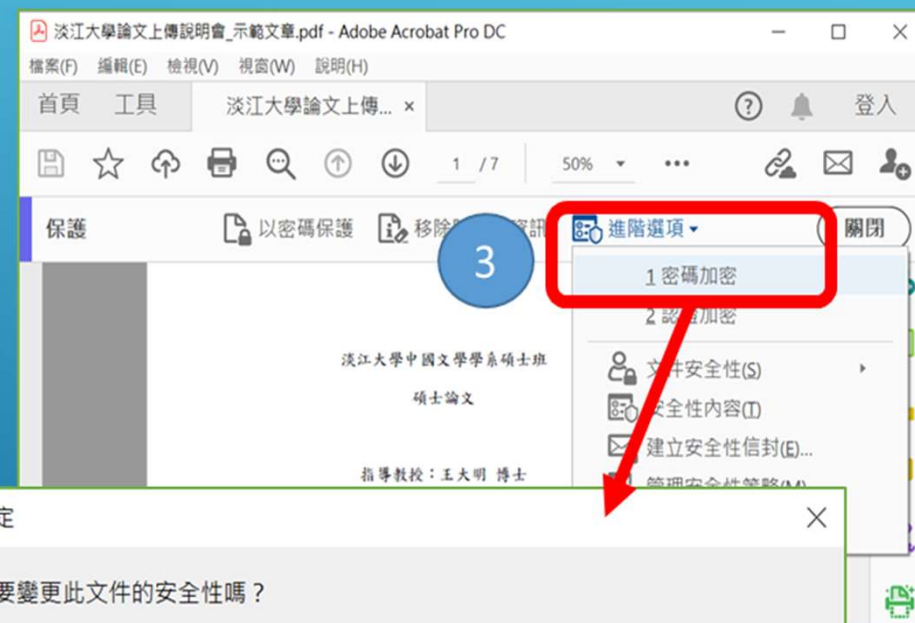
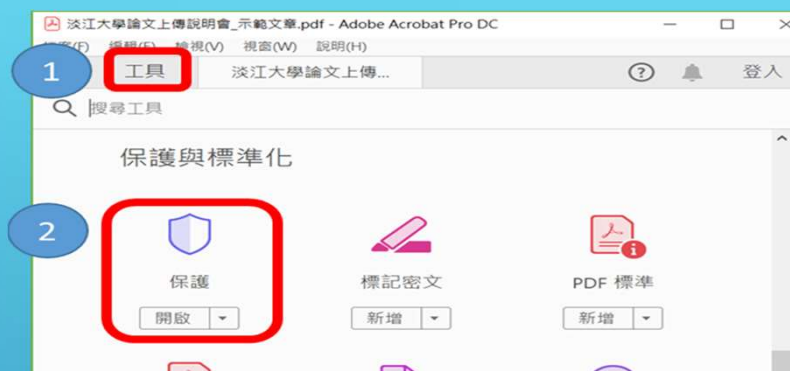
→

Allowed changes: None →

V Enable the text assist tool of the screen reader device for the visually impaired →

Change the authority password (you can enter it yourself) →

•Encrypt all file contents



File protection settings

The image shows two overlapping windows from Adobe Acrobat. The background window is the 'File Protection' dialog, and the foreground window is the document viewer.

File Protection Dialog (Left Window):

- Title Bar:** 密碼安全性 - 設定
- File Opening (文件開啟):**
 - ☒ 要求密碼來開啟文件(O)
 - File Opening Password (文件開啟密碼(S)): [Redacted]
 - Information icon ⓘ 開啟此文件不需要密碼。
- Permissions (權限):**
 - ☒ 限制編輯和列印文件。如果需要變更這些設定，您需要輸入密碼(R)。
 - Allow Printing (允許列印(N)): 高解析度
 - Allow Modification (允許變更(W)): 無
 - ☐ 啟用複製文字、影像和其它內容(E)
 - ☒ 為視力不佳者啟用螢幕閱讀程式裝置
 - Change Permissions Password (變更權限密碼(P)): [Redacted]
- Options (選項):**
 - Compatibility (相容性(B)): Acrobat 7.0 和更高版本
 - Encryption Level (加密等級): 128-bit AES
 - ☒ 加密所有文件內容(L)
 - ☐ 加密除元資料以外的所有文件內容 (相容於 Acrobat 6 和更高版本)(M)
 - ☐ 僅加密檔案附件 (相容於 Acrobat 7 和更高版本)(F)
 - Information icon ⓘ 文件所有內容均將加密，搜尋引擎將無法存取文件元資料。
- Buttons:** 說明, 確定, 取消

Document Window (Right Window):

- Title Bar:** 淡江大學論文上傳說明會_示範文章.pdf (已保護) - Adobe Acrobat P...
- Menu Bar:** 編輯(E) 檢視(V) 視窗(W) 說明(H)
- Toolbar:** 工具, 淡江大學論文上傳..., 8, 保存, 星形, 分享, 打印, 搜索, 1 / 7, 50%, ...
- Protection Bar:** 保護, 以密碼保護, 移除隱藏的資訊, 進階選項 ▾
- Text:** 指導教授：王大明 博士
- Content:** 淡江大學論文上傳說明會示範文章
Submission of Theses/ Dissertations

Annotations:

- Yellow Callout:** Notice : Don 't use "Require a password to open the document "
- Red Box:** (Password customization)
- Orange Callout:** When completed, please remember to click "Save"!
- Numbered Circles:** 5, 6, 7, 8