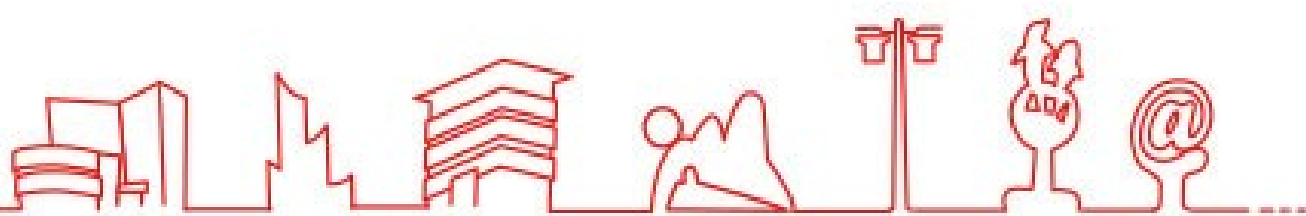




淡江大學

Tamkang University



Tamkang University Electronic Thesis/Dissertation (ETD) Submission



淡江大學 覺生紀念圖書館

TAMKANG UNIVERSITY CHUEH SHENG MEMORIAL LIBRARY

Outline

- ❑ **Formatting of Electronic Thesis/Dissertation (ETD) contents**
- ❑ **ETD File processing**
 - ✓ File converting
 - ✓ Adding the watermark
 - ✓ File protection setting
- ❑ **Process of Submitting ETD**
- ❑ **Types of Authorizing ETD**

ETD Formatting Requirements

- Title Page (Chinese)
- Acknowledgement (optional)
- Chinese Abstract (meet formatting requirements)
- English Abstract (meet formatting requirements)
- Table of Contents (including page numbers, list of figures and list of tables)
- Body Text (Every chapter)
- References
- Appendixes

Important documents:

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ATR-X-Q03-001-FM030](#)

[A13-淡江大學研究生英文論文提要ATR-X-Q03-001-FM031](#)



註冊組

淡江大學教務處
Office of Academic Affairs

1



教務長室 / 註冊組 / 課務組 / 招生組 / 通識與核心課程中心 /

共同服務連結

- 成員介紹
- 服務項目
- 最新訊息
- 法規章程
- 各項作業流程
- 表格下載
- Q&A
- 畢業資訊

2

業務連結

- 校務行政資訊查詢系統
- 教師記分簿及成績登錄預警系統
- Web成績上傳系統
- 成績單網路申購系統
- 學分抵免作業系統

法規章程

3

» 學籍業務相關

» 成績業務相關

1. [淡江大學英語能力檢定畢業門檻實施要點](#)
2. [淡江大學學分抵免規則](#)
3. [淡江大學研究生論文指導教授遴聘規則](#)
4. [淡江大學研究生學位考試辦法](#)
5. [淡江大學博士學位候選人資格考核實施要點](#)
6. [淡江大學教師繳交成績規則](#)
7. [淡江大學教師更正學期成績規則](#)
8. [淡江大學必修科目學分替代規則](#)
9. [淡江大學研究生碩博士論文撰寫格式要點](#)
10. [淡江大學榮譽學程實施要點](#)
11. [淡江大學學生出國修習學分規則](#)
12. [淡江大學研究生學術研究倫理教育課程實施要點](#)

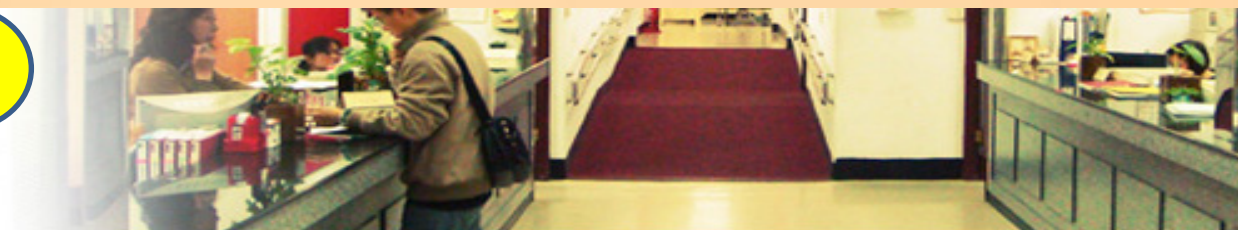
4



註冊組

淡江大學教務處
Office of Academic Affairs

1



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 /

共同服務連結

- 成員介紹
- 服務項目
- 最新訊息
- 法規章程
- 各項作業流程
- 表格下載
- Q&A
- 應屆畢業資訊

2

業務連結

- 校務行政資訊查詢系統
- 教師記分簿及成績登錄預警系統
- Web成績上傳系統
- 成績單網路申購系統
- 學分抵免作業系統

表格下載

GO ☒ 本站 ☐ 站外

3

» 學籍業務相關

» 成績業務相關

- A-研究生學位考試相關表格
- A1-淡江大學論文指導教授變更同意書 ATRX-Q03-001-FM046
- A2-淡江大學研究生論文題目總表 ATRX-Q03-001-FM029
- A3-淡江大學博士學位候選人資格考核成績通知單 ATRX-Q03-001-FM037
- A4-淡江大學研究生學位考試申請表 ATRX-Q03-001-FM040
- A5-淡江大學碩士班學位考試委員名冊 ATRX-Q03-001-FM044
- A6-淡江大學博士班學位考試委員名冊 ATRX-Q03-001-FM043
- A7-淡江大學研究生學位考試評分表 ATRX-Q03-001-FM034
- A8-淡江大學研究生學位考試成績通知單 ATRX-Q03-001-FM035
- A9-淡江大學碩士班學位考試委員簽名單 ATRX-Q03-001-FM041
- A10-淡江大學碩士在職專班學位考試委員簽名單 ATRX-Q03-001-FM042
- A11-淡江大學博士班學位考試委員簽名單 ATRX-Q03-001-FM043
- 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
- A14-國家圖書館博碩士學位論文送存本【延後公開】申請書
- A15-國家圖書館博碩士學位論文送存本【抽換】申請書

4

ETD File Processing

- ☐ File Converting
- ☐ Add the watermark to PDF
- ☐ File Protection Setting

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)

□ **-Method One (for thesis/dissertation in several Word files)** :

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

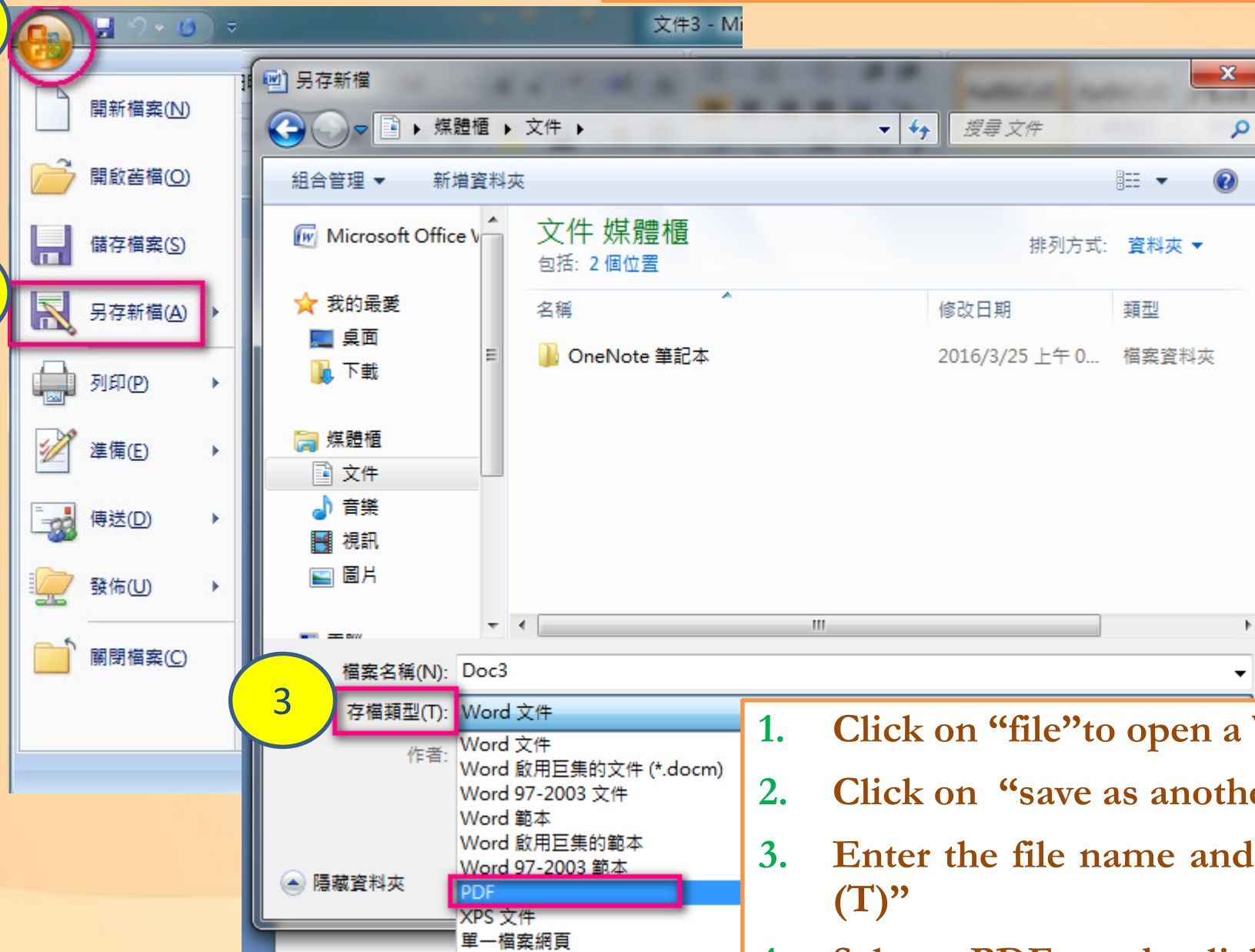
□ **-Method Two (for thesis/dissertation in one Word file)** :

✓ 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.

Save as PDF files

- ◆ Computers with software installed in library are available to use.
- ◆ You also can download the trial version from Adobe Acrobat website.
http://www.adobe.com/cfusion/tdrc/index.cfm?product=acrobat_pro&loc=tw



1. Click on “file” to open a WORD
2. Click on “save as another file”
3. Enter the file name and click on “存檔類型 (T)”
4. Select PDF and click on “save” or “confirm”

Combine PDF files

1

2

3

4

5

Then arrange them in the order you want.

Drag and drop files to add them, and then arrange them in the order you want.

Name	Page Range	Size	Modified	Warnings/Errors
2016(1)	All Pages	2.88 MB	2017/04/19...	
淡江大學英文學系碩士班	All Pages	68.28 KB	2017/04/19...	

File Size:   

Combine Files Cancel

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

The screenshot shows the library's homepage with a navigation bar at the top containing links like Home, Search & Find, Services, Resources, Help, Forms, Apply Online, News & Events, Outreach, and Renew. A secondary navigation bar includes links for Teacher, Graduate, Undergraduate, Staff, Alumni, and Guest. The main content area features a large banner for COVID-19 information, a sidebar with quicklinks, and a central section with various service links. A red arrow points to the 'ETD Service System' link in the 'Apply Online' dropdown menu.

Notice Catalog Discovery Ebooks Journals Multimedia D

— For the information on the new coron
COVID-19 Page
Click on to fir

Quicklinks

- › COVID-2019 Prevention Page
- › Languages learning
- › Forms
- › Library Tutorial Registration
- › Interlibrary Loan
- › Intercampus Loan

Request for Priority Processing

Online registration System

Course Reserves Request

RapidILL Service

Reading Corner Lending

Suggest a Purchase

Space Registration System

ETD Service System

HOURS

MY ACCOUNT

FACEBOOK

CONTACT US

link to ETD Service System

etds.lib.tku.edu.tw/en/etdsystem/submit/submitl.oain

Add the Watermark to PDF



淡江大學電子學位論文服務

Electronic Theses & Dissertations Service

中文版



The thesis is based on the principle of openness in accordance with the law. Your thesis (including paper and electronic files) will be available for reading in the library and independent equipment use in our school and the National Library.

You can also choose to authorize the electronic file to National Digital Library of Theses and Dissertations in Taiwan (free authorization) .

If the paper involves secrets, patents or other legal reasons, the publication time needs to be postponed. Please fill in the application form after the electronic paper is submitted for review, and then go to the library for processing after the school has confirmed it.

If you are unable to login, please call (02)2621-5656 # 2487 for assistance, or email to dss@mail.tku.edu.tw

Student ID:

Password: (Last name)

Log in

Reset

Important! After downloading the watermark, please don't change the size and color depth!

Download Tamkang University's watermark crest: in [WORD](#), [PDF](#) format.

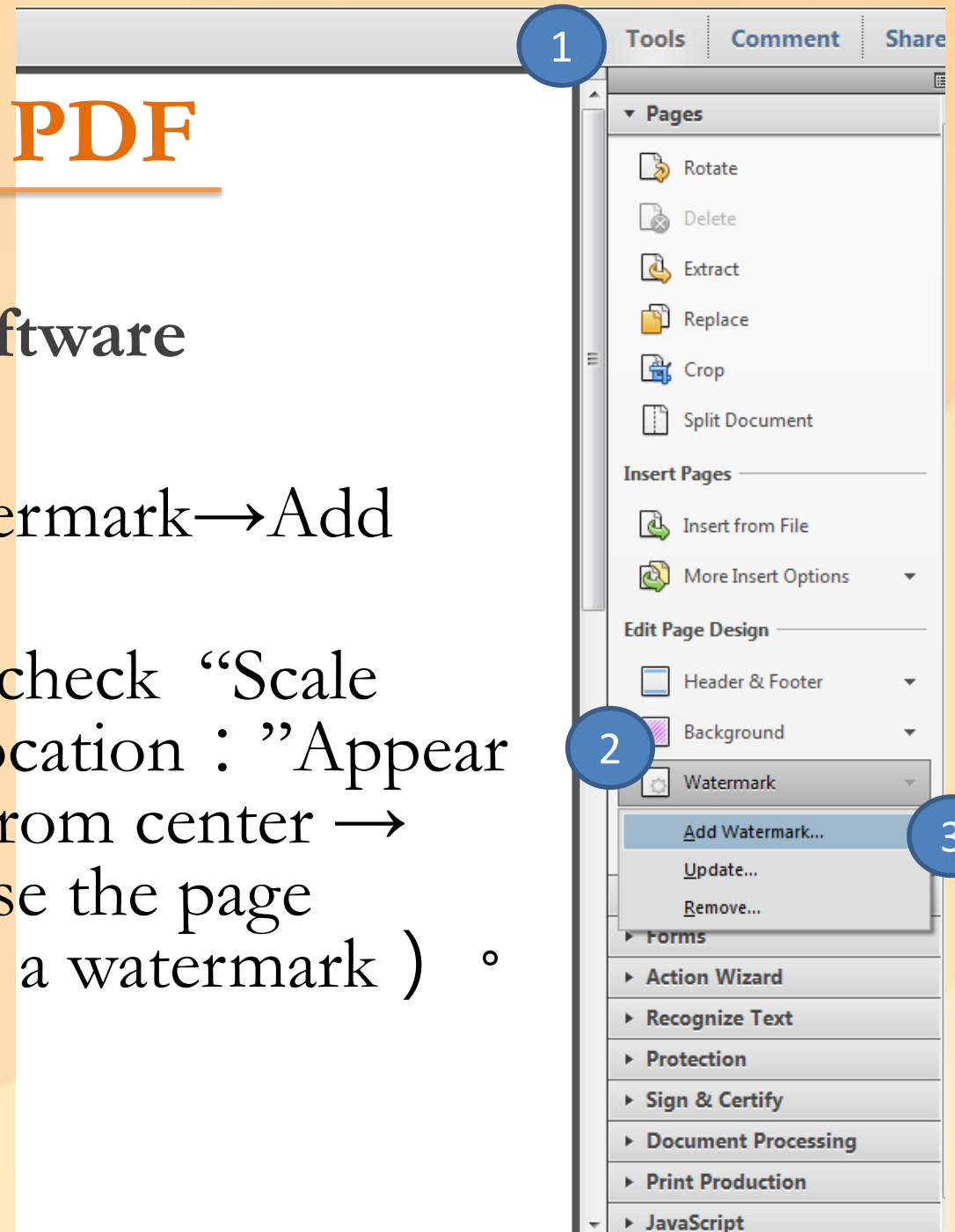
Add the watermark to PDF

Example :

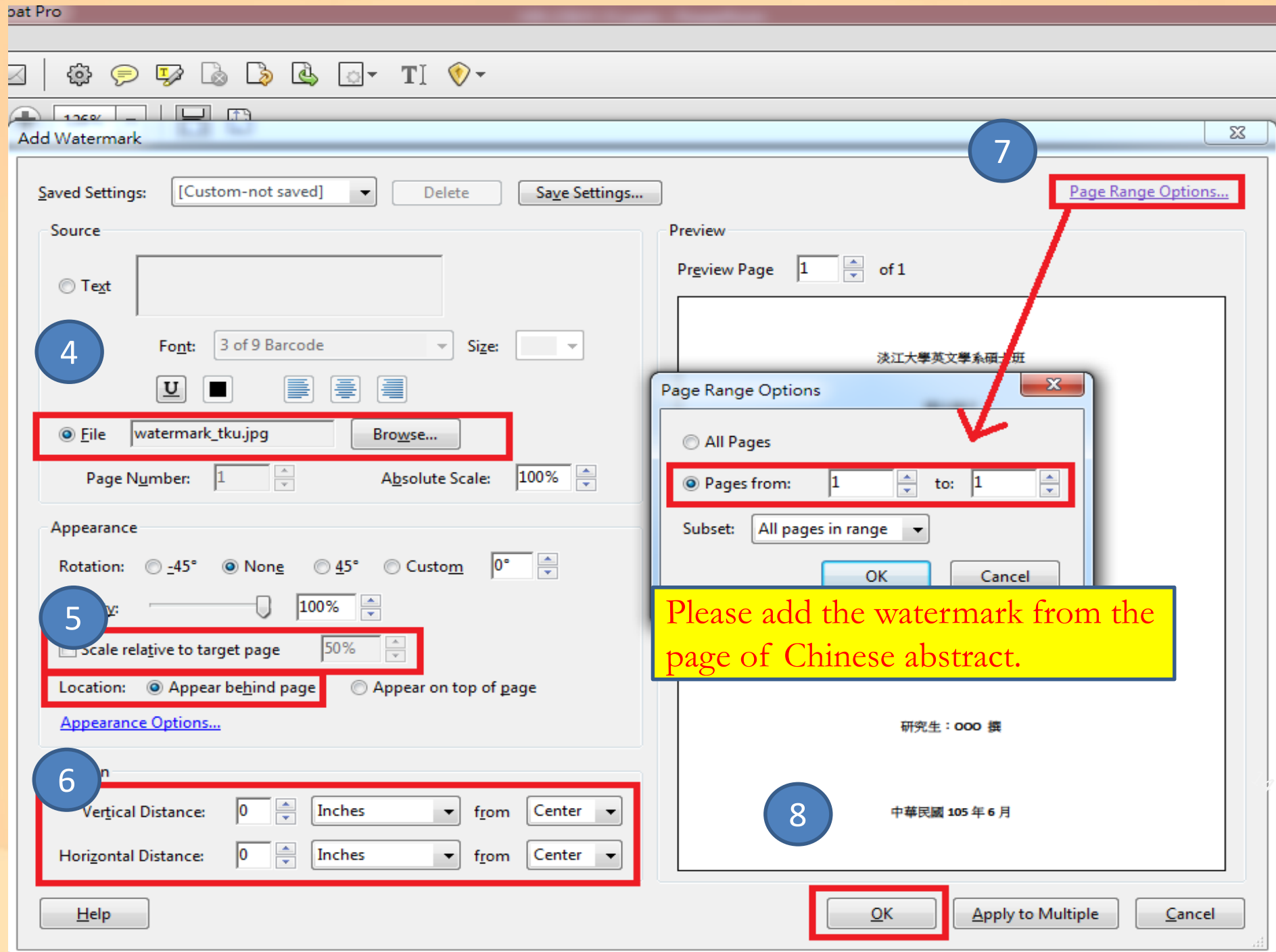
Using Adobe Acrobat Pro software

- ✓ Open your PDF file
- ✓ Choose Tools→Pages→Watermark→Add watermark
- ✓ Add the watermark file→Uncheck “Scale relative to target page” → Location : ”Appear behind page” → Position : from center → Page Range Options (Choose the page number that you want to add a watermark) ◦

Watch out! Because of the different versions of Adobe, the diameter of the watermark is about 6.5cm.



Add the Watermark to PDF



Setting File Protection

1. Open your PDF file
2. Select Tools → Protection → Encrypt →
Encrypt with Password
3. Encrypt all document contents →
Check “Restrict editing and printing of
the document.” →
Change permissions password (Set
whatever you like) →
Printing allowed : High Resolution →
Changes allowed : None →
Check “Enable text access for screen
reader devices for the visually impaired.”



! Warning !
Please do not check
“Require a password
to open the
document.”

Password Security - Settings

Compatibility: Acrobat 7.0 and later

Encryption Level: 128-bit

Select Document Components to Encrypt

☒ Encrypt all document contents (original setting)

☐ Encrypt all document contents except metadata (Acrobat 6 and later compatible)

☐ Encrypt only file attachments (Acrobat 7 and later compatible)

All contents of the document will be encrypted and search engines will not be able to access the document's metadata.

☐ Require a password to open the document

Document Open Password: Not Rated

No password will be required to open this document.

Permissions

☒ Restrict editing and printing of the document. A password will be required in order to change these permission settings. (set the password that you like)

Change Permissions Password: ***** Weak

Printing Allowed: High Resolution

Changes Allowed: None

☐ Enable copying of text, images, and other content

☒ Enable text access for screen reader devices for the visually impaired (the original setting)

Help OK Cancel

淡大說明會論文範本_0525.pdf (已保全) - Adobe Acrobat Pro

檔案(F) 編輯(E) 檢視(V) 視窗(W) 說明(H)

建立 保存 8

1 / 10 55.9%

安全設定 9

文件內容

描述 保全 字型 初始視圖 自訂 進階

文件保全

文件的「保全方法」用於限制可作用於文件的內容。要移除保全限制，請選擇「無保全」。

保全方法(M): 密碼保全

可用來開啟的程式: Acrobat 7.0 和更高版本

文件所有內容均被加密，搜尋引擎將無法存取文件元資料。

文件限制摘要

列印: 允許

變更文件: 禁止

文件組合: 禁止

內容複製: 禁止

複製內容用於協助工具: 允許

頁面擷取: 允許

注釋: 禁止

Process of ETD submission

Link to ETD Service System from library homepage

The screenshot shows the library's homepage with a red header bar. The main navigation menu includes 'About', 'Search & Find', 'Services', 'Resources', 'Help', 'Forms', 'Apply Online', 'News & Events', 'Outreach', and 'Renew'. The 'Apply Online' dropdown menu is open, showing links to 'Request for Priority Processing', 'Online registration System', 'Course Reserves Request', 'RapidILL Service', 'Reading Corner Lending', 'Suggest a Purchase', 'Space Registration System', and 'ETD Service System'. A red arrow points to the 'ETD Service System' link. Below the main navigation, there is a 'Notice' section with a 'COVID-19 Page' banner. To the left, a 'Quicklinks' section lists various services. To the right, a 'News & Events' section displays recent updates. A red box with the text 'Link to ETD Service System' is overlaid on the right side of the page, with an arrow pointing to the 'ETD Service System' link in the dropdown menu.

Teacher · Graduate · Undergraduate · Staff · Alumni · Guest

Google Site Search Language Admin Admin

Home · TKU · Sitemap · Chinese

About Search & Find Services Resources Help Forms Apply Online News & Events Outreach Renew

Notice Catalog Discovery Ebooks Journals Multimedia D

— For the information on the new coron
COVID-19 Page
Click on to fir

Quicklinks

- COVID-2019 Prevention Page
- Languages learning
- Forms
- Library Tutorial Registration
- Interlibrary Loan
- Intercampus Loan

etds.lib.tku.edu.tw/en/etdsystem/submit/submitLogin a Purchase

Request for Priority Processing

Online registration System

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Suggest a Purchase

Space Registration System

ETD Service System

HOURS

MY ACCOUNT

FACEBOOK

CONTACT US

News & Events

News Events Pho

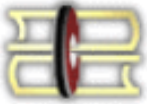
03-19 Measuring required before entering library

02-26 Study Room located at the ground floor will be closed from February 27

02-24 Book Return located at the ground floor is open all the day from February 24

Link to ETD Service System

Login to ETD Service System



淡江大學電子學位論文服務
Electronic Theses & Dissertations Service

中文版

Login

⇒

Basic information of thesis / dissertation

⇒

Set up committee members

⇒

Upload thesis / dissertation

⇒

Authorization

⇒

Submit for process

Login

Please fill in your student ID and Password (last 6 digits of your identity card).

If you are unable to login, please call (02)2621-5656 # 2281 for assistance, or [email](#) us.

Student ID:

Password: (Last 6 digits of your identity card)

Download

Login to the system to:

- ✓ revise thesis/dissertation
- ✓ view the progress of reviewing theses/dissertation
- ✓ print out the Copyright License Agreement.

View and revise your thesis/dissertation



淡江大學電子學位論文服務

Electronic Theses & Dissertations Service

View Theses / Dissertations Information

Please confirm if the information you provided of your thesis/dissertation is correct. If not, please [revise](#) it immediately.

System No.	U0002-2407201914171200
Title of Thesis/Dissertation (in Chinese)	aaaaaa
Title of Dissertation (in English)	bbbbbb
Title of Dissertation (in other language)	ccccc
Name of Graduate School	tku
Name of College	College of Education
Name of Department	Graduate Institute of Educational Psychology and Counseling
Year of Graduation	108
Semester	2
Year of Publication	109
Name of Author (in Chinese)	a
Name of Author (in English)	a
E-mail address	tang@mail.tku.edu.tw (Don't publish my email address)
Backup email address	
Student ID	402000100

Click on [revise](#) to edit your thesis/dissertation

Basic Elements of EDT

- Fill in elements of thesis/dissertation such as
Title 、 Name of school 、 Year of publication 、 Keywords, etc. (Be Careful: **The fields of blue words are optional fields**, others are required.)
- Please note the reminded words in every field, follow the instructions, fill in fields firmly.
- ETD Service System will save the data temporarily for 30 days
- Remember to come back to finish submission, or the system will delete all the data after 30 days !

Edit Theses / Dissertations Information

Please edit your thesis/dissertations information !
Optional fields: Backup email address, Additional Note, Title of thesis/dissertation (in third language), Keywords (in third language), Abstract (in third language), and Second Language. All other fields must be provided.
[Revise the Foreign Degree Information](#)

System No.	U0002-2407201914171200
Title of Thesis/Dissertation (in Chinese)	aaaaaa
Title of Thesis/Dissertation (in English)	aaaaaaaa
Title of Thesis/Dissertation (in third language)	aaaaaaaaaaaa
Name of Graduate School	tku
Name of College	College of Education
Name of Department	Graduate Institute of Educational Psychology and Counseling
Year of Graduation	108
Semester	2
Year of Publication	109
Name of Author (in Chinese)	a
Name of Author (in English)	a
E-mail address	<div>Please make sure the email address you provided is correct so that you will received the result of your submission. Thank you. tang@mail.tku.edu.tw <input checked="" type="radio"/> Don't publish my email address <input type="radio"/> Do publish my email address</div>
Backup email address	

This semester 109-2
Year of publication 110

Recommend to enter Gmail or
school email address

Committee Members

- Fields marked with an asterisk * are required.
- System default settings are
 - Two committee member fields
 - Two oral examination committee member fields
- Use “Add More Committee Members” to create new columns if you need.

Please provide the details of your advisor(s). The fields with asterisk (*) are compulsory.

1	
Name (in Chinese) *	<input type="text" value="宋雪芳"/>
Name (in English)	<input type="text"/> Please input Last Name first, follow by First Name, Example: Ming-Wen Li
Identity (Advisor or co-advisor) *	<input type="text" value="Advisor"/>
email	<input type="text"/>

2	
Name (in Chinese) *	<input type="text"/>
Name (in English)	<input type="text"/> Please input Last Name first, follow by First Name, Example: Ming-Wen Li
Identity (Advisor or co-advisor) *	<input type="text" value="Advisor"/>
email	<input type="text"/>

Please provide the details of your Oral Defense Committee Members. The fields with asterisk (*) are compulsory.

1	
Name (in Chinese) *	<input type="text" value="歐陽"/>
Name (in English)	<input type="text"/> Please input Last Name first, follow by First Name, Example: Ming-Wen Li
email	<input type="text"/>

2	
Name (in Chinese) *	<input type="text" value="謝振環"/>
Name (in English)	<input type="text"/> Please input Last Name first, follow by First Name, Example: Ming-Wen Li
email	<input type="text"/>

Click on **no file**
To load your PDF data

Click on **Save**
ETD Service System
will save the data
temporarily for 30 days

Table of Content (with page number; includes list of figures and tables)	aa	
References	aa	
Additional Note		
The File You Uploaded	no file	
The Granted Authorization of Thesis/Dissertation	<ul style="list-style-type: none"> thesis/dissertation (paper version): Allow access to the public immediately after submitting the Copyright License Agreement. I authorize Tamkang University to collect the royalty fee on my behalf and agreed to donate the royalty fee to the University Development Fund.Allow access to the public immediately after submitting the Copyright License Agreement. edit data	
<div>Proceed the submission immediately</div> <div>Save</div>		



淡江大學電子學位論文服務

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Your thesis/dissertation information has been saved.

Please don't forget to come back for the fulfillment of the rest part within 30 days, or the information you saved will be deleted automatically by system.

Thanks for using ETDS.

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Important Things to Note When Uploading :

1. Please upload the entire thesis/dissertation as ONE single PDF file; make sure the page numbers for all chapters are the same as stated in the table of contents.
2. Important : The electronic copy of your thesis/dissertation should include (in the following order) : Title Page, Abstract (in Chinese), Abstract (in English), Table of Content, Main Text and References. The Table of Content for the system must include page numbers.
3. Please upload the PDF version of your thesis/dissertation. Only uploaded, please check that the file you've uploaded can be read properly and it is not garbled. Note that the system will rename the file automatically.
4. If the format of your thesis/dissertation is PostScript (.ps), you must convert your file to PDF before uploading. You can use the program provided by Acrobat Distiller to do the conversion.
5. If you are unable to convert your file to PDF, please call us at (02)2621-5656 #2486. or send us an [email](#).
6. If your PDF file is NOT ready for uploading, please [logout](#) first. (By clicking on the "Temporary save my upload" button, the system will save the data that you've since provided.) Once you have finished the file conversion, you can continue with the uploading process, Thank you!

[Download watermark file](#)

[Q & A on Electronic File Format of Thesis/Dissertation](#)

[Q & A on Document Conversion and Uploading](#)

Please upload your file in PDF format

Upload the PDF file

選擇檔案

未選擇任何檔案

1

2

Upload

Check the thesis/Dissertation Files

登入系統 → 輸入論文資料 → 設定口試委員名單 → 上傳論文 → 選擇是否授權 → 送出審核

上傳PDF檔案 已上傳成功！tku-101-Tkutest000-1.pdf 刪除

若您已完成檔案上傳，請點選下一步。

Next

下一步

Click Next to recheck your pdf file

You can check your PDF twice

您已成功上傳檔案！請點選下一步 選擇是否授權！

檔案名稱	檔案大小 (bytes)	作業
tku-101-Tkutest000-1.pdf	333637	刪除

Next

回到上一頁 下一步

Click Next to authorize your thesis/dissertation

Uploading the theses/Dissertations Files

- ❑ Please read important things to note when uploading carefully
- ❑ Check whether the theses/dissertations have been added the watermark and protection in PDF file
- ❑ Click 「選擇檔案」 to select the file
- ❑ Click 「upload」
- ❑ Finish the submission
- ❑ Please note that the system will rename the file automatically
- ❑ Click 「Next」 to recheck your PDF file
- ❑ Click 「Next」 to authorize your thesis/dissertation

Authorizing your Thesis/Dissertation

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

Airiti Library online platform

Database

CEPS Journal ▼

Browse by Discipline

-  Humanities
-  Basic & Applied Sciences
-  Health & Medical Care
-  Bio-Agriculture
-  Engineering
-  Social Sciences

Browse by Journal Index

Preprint Journal

Browse by Pinyin

CEPS Journals(Including TEPS journal)

Content Field

We mainly collected academic journals published in Taiwan and China. And we also collect quality academic journals in Chinese or English that were published in the U.S.A., Hong Kong, Malaysia, and other countries. The contents cover six main categories such as : Humanities, Basic & Applied Sciences, Health & Medical Care, Bio-Agriculture, Engineering, and Social Sciences.

Time Period:

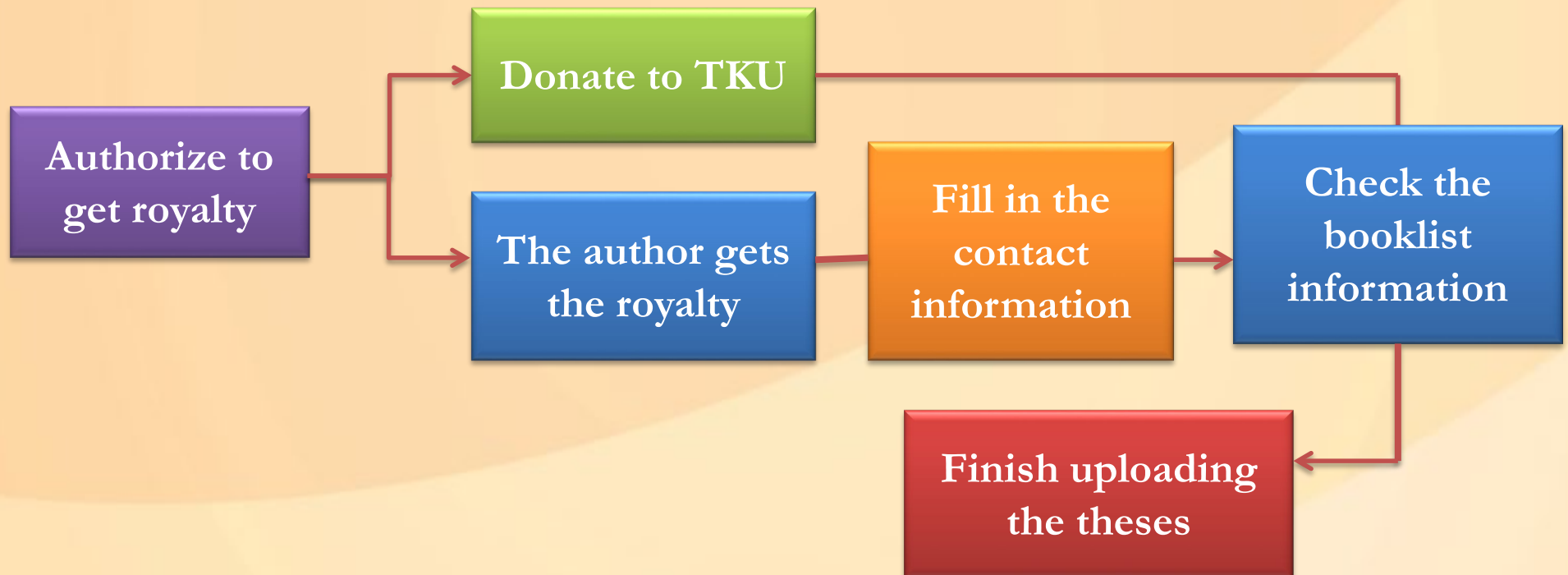
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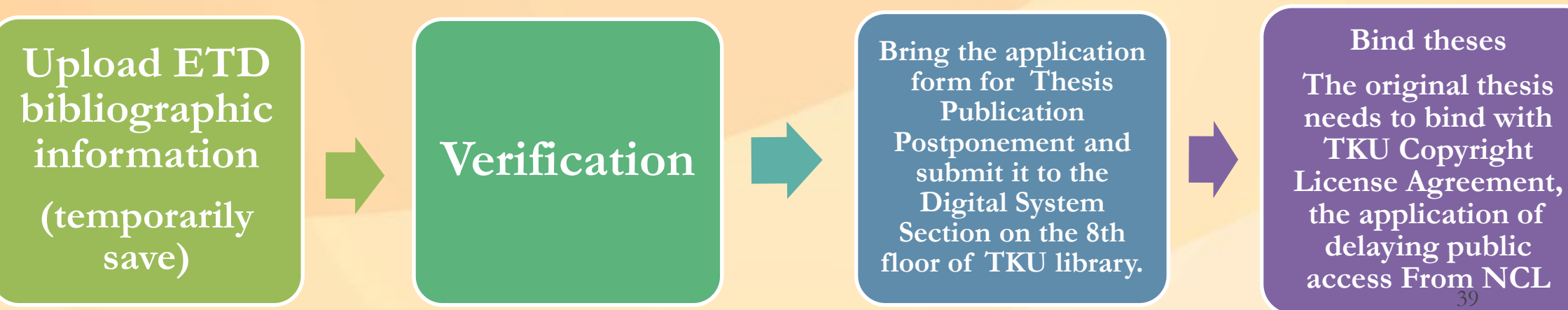
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1. Time and Place for Theses / Dissertations

Verification

2. Checklists of theses/dissertations (Check thesis content by yourself)

3. Presentation of Electronic theses/dissertations Submission

4. Related links

□ National Central Library

□ TKU Registration Section

Steps of submitting thesis

1.Upload the file to ETDS

(Temporary file)

2.Department Verification

3.Print out Copyright License Agreement

4.Bind printed thesis (Number of copies is depend on your department.)

5.Library Verification (One original thesis and two copies)

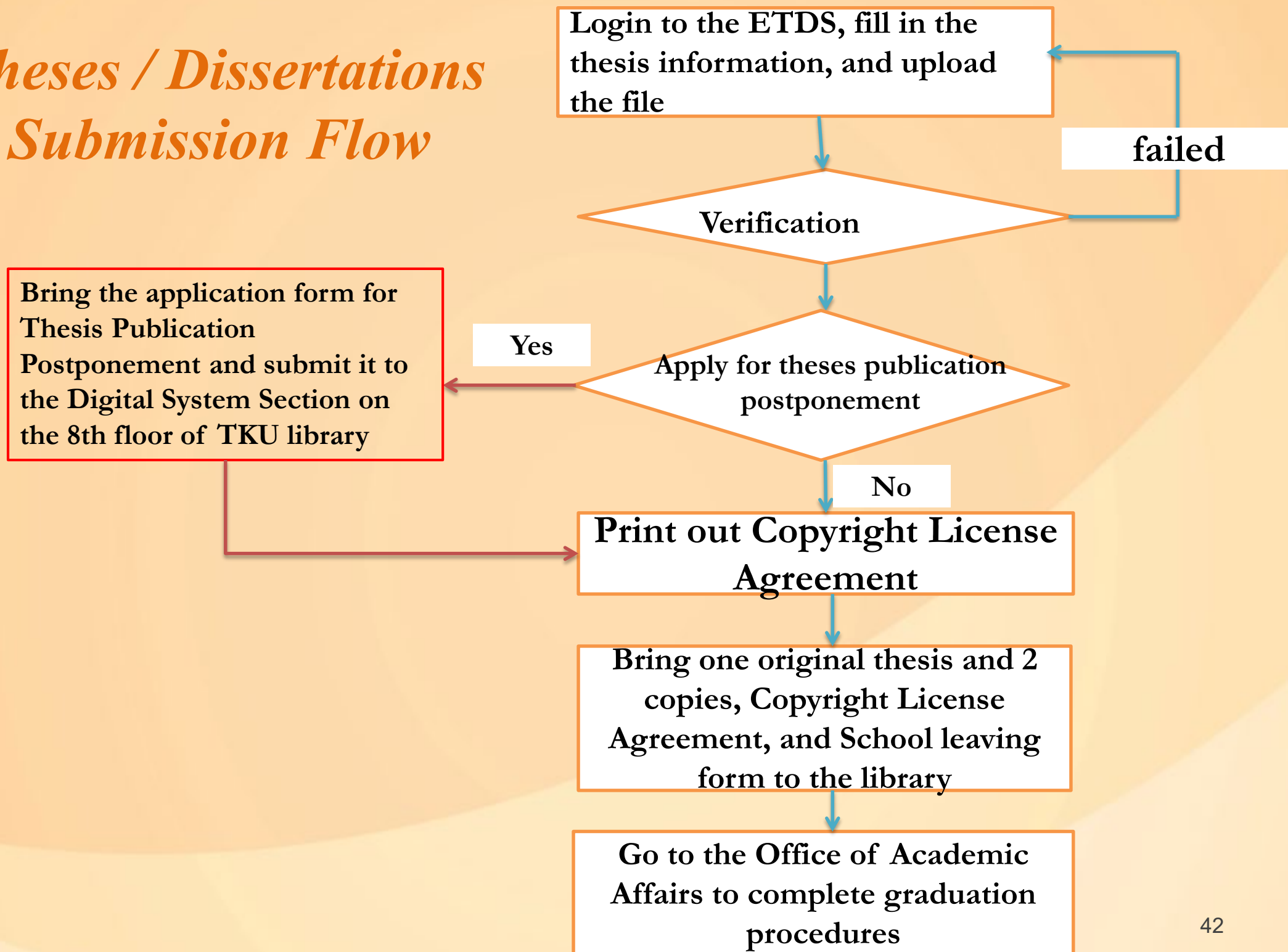
[The checklist of thesis/dissertation](#)

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Theses / Dissertations Submission Flow



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