



臺灣大學博碩士論文提交系統
NTU Theses and Dissertations Submission

Guide for Submitting Electronic Theses and Dissertations 臺大電子學位論文上傳手冊

Reference hours: Monday-Friday 09:00~12:00, 13:00~17:00

➤ Main Library: (02) 3366-2366 / ntuetds@ntu.edu.tw

➤ Medical Library: (02) 2312-3456 ext. 288158 / medlib@ntu.edu.tw

Last Updated : 2024.5

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I. NTU E-Theses File Format

1. MS Word 2000 or a newer version is recommended for writing theses. Please convert your thesis file into a PDF and upload it to “NTU Theses and Dissertations Submission” <https://submit.tdr.lib.ntu.edu.tw> (See chapter III) .
2. If you want to write your thesis with Latex, you can refer to the following websites.
<https://www.latex-project.org/>
<https://www.sharelatex.com/>
3. The NTU watermark and DOI (Digital Object Identifier) must be added to the PDF E-theses (See chapter IV) .
4. Please create a password-protected PDF file to prevent others from copying and editing it, but still allow others to print the PDF file in high resolution (See chapter IV) .

II. MS Word Format for E-Theses and Dissertations

1. Please refer to the following link for the format of your MS Word file.
<https://www.lib.ntu.edu.tw/doc/cl/THESISAMPLE.doc> (According to the 1st Academic Affairs Meeting in first semester of 2023)

For master students, please write "Master's Thesis" instead of "Master Thesis".

2. The following fonts are recommended for writing your thesis/dissertation so that the text can be properly presented after the file is converted to PDF.
 - (1) Chinese font: 標楷體、細明體、新細明體
 - (2) English font: Times New Roman、Arial、Arial Black、Arial Narrow、Bookman Old Style、Comic Sans Ms、Courier New

※ It is highly possible that your e-thesis cannot be properly indexed in the full-text search service if you don't use the above-mentioned fonts for your thesis/dissertation.

3. Picture format
 - (1) To avoid errors during the file conversion process, please use the .gif and .jpg picture formats.

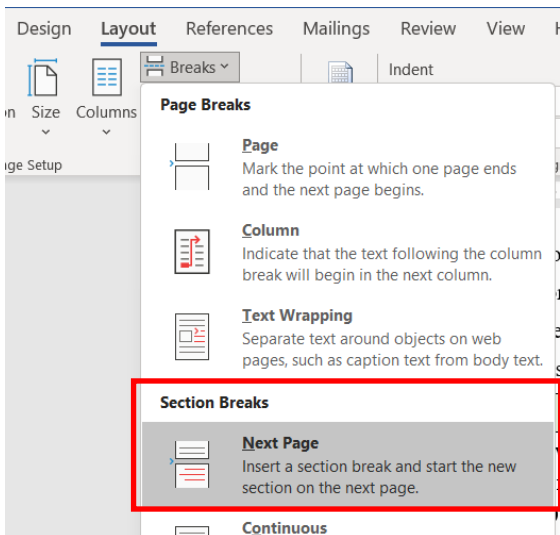
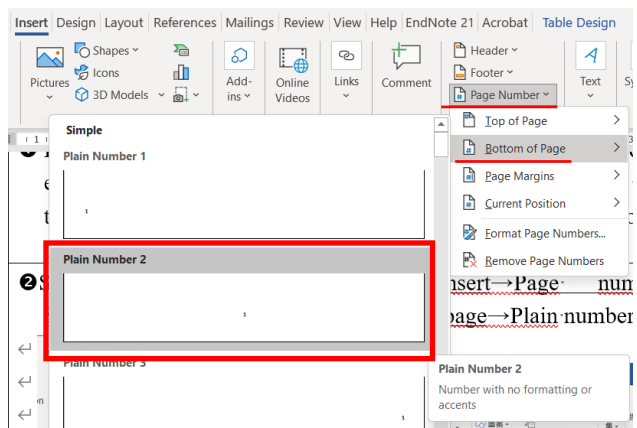
- (2) Please avoid the .bmp format if there are other format options. Please convert all other formats into the .gif and .jpg formats so that the size of the image files will not be too big

4. The use of special symbols

- (1) If you need to insert special symbols into your thesis/dissertation, please be sure to use the Symbol font.
- (2) If the symbol that you need doesn't exist in the Symbol font, we recommend you use the Microsoft formula editor in Word for editing.

5. Pagination for multiple Word files combined

After you combined multiple word files into a single one for submitting, please adjust the page order and pagination so that they are the same as the printed copy. If you have any questions about pagination, please follow the steps below.

Microsoft Word 2019	
<p>❶ Please move the cursor to the last line of the last page you are going to separate (For example, if the main text, numbered in Arabic numerals, begins from page 11, while the first 10 pages are numbered in Roman numerals, please go to the last line of page 10.)</p>	
<p>❷ Select toolbar: <u>Layout</u> → <u>Breaks</u> → <u>Section Breaks</u> → <u>Next Page</u></p> 	<p>❸ <u>Insert</u> → <u>Page number</u> → <u>Bottom of Page</u> → <u>Plain Number 2</u></p> 

III. File Conversion

1. Before converting your files to PDF

- (1) Please convert the entire thesis/dissertation to one single file, and make sure the file contains all the content of your thesis/dissertation (including cover, contents, acknowledgements or foreword, Chinese and English Abstract and keywords, charts and index, main text, references, and appendix.)
- (2) Make sure the e-thesis is compiled in the same way as your printed copy, but **don't add the information from the spine to the cover page of your e-thesis.**
- (3) Also, **attaching your Oral Defense Committee Signature Form to the PDF is optional.** However, if you want to do this, you need to attach the form signed by the committee members.
- (4) If you use custom fonts in your thesis and are going to convert your files in a different computer from the one in which you created the fonts, please copy the information from C: \ windows \ eudc.euf and eudc.tte, and paste it to the computer you're using for file conversion.

2. Converting e-thesis files to PDF

- (1) Using MS Word (2010 and newer versions) : MS Word can save files as PDFs directly. Please select File→Save as→Save as type→PDF.
- (2) Using Adobe Acrobat: Open the MS Word e-thesis file on a computer with Adobe Acrobat, and select File→Print→Adobe PDF.
- (3) Using Foxit PDF Editor: Open the MS Word e-thesis file on a computer with Foxit PDF Editor, and it will convert the file type from word to PDF automatically, and you just need save a new file. File→Save as

IV. Adding the Watermark and DOI; Setting Protection

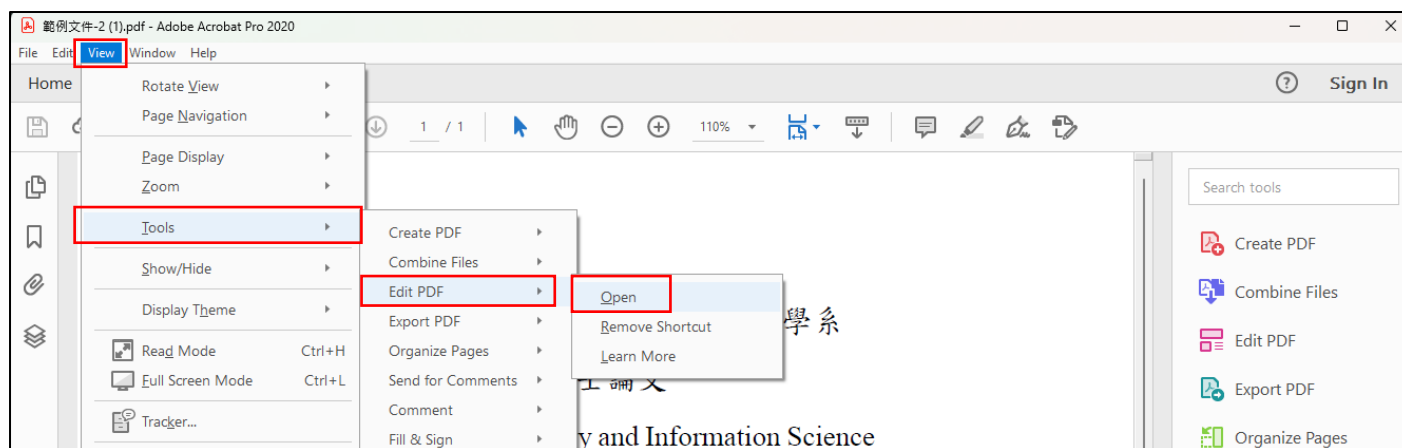
Please use Adobe Acrobat Pro to add the watermark and DOI and set PDF protection. You can use the computers in the Main Library, and the Medical Library. You also can connect to NTU VDI (Virtual Desktop Interface <http://vdiqa.ntu.edu.tw/>) to use Foxit PDF Editor (The Foxit PDF Editor Guide on page 15.). These three steps are obligatory for your e-thesis/dissertation. The watermark and DOI are also obligatory for the paper copies. Please follow this guide for instructions.

1. Adding the watermark to PDF

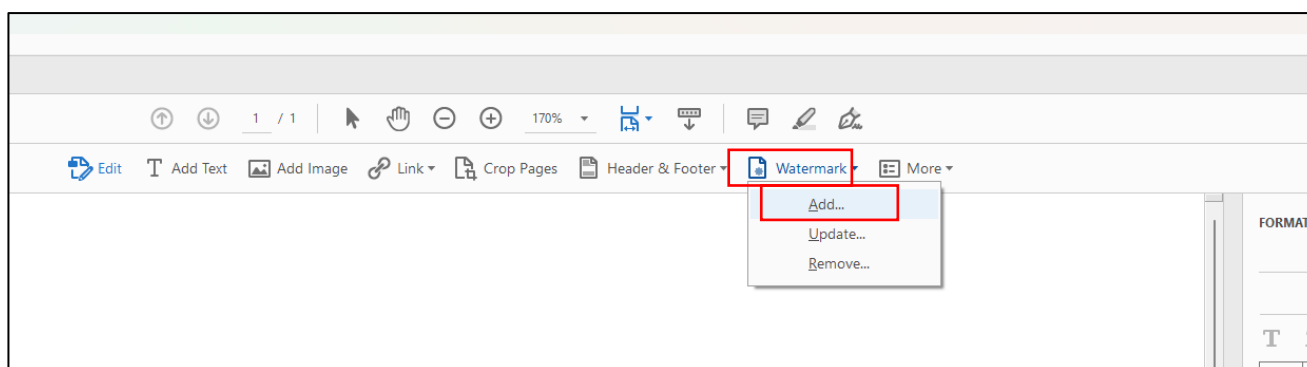
- (1) Watermark download link: <http://www.lib.ntu.edu.tw/doc/CL/watermark.pdf>
- (2) Steps to adding the watermark:

【Adobe Acrobat Pro】

- ①. Open your PDF File and choose **View→Tools→Edit PDF→Open**.



- ②. Select **Watermark→Add...**



③. Select File→Browse, and select the NTU watermark file.

④. Please refer to the picture below to set up Absolute Scale, Opacity, Location and Position; select OK to save all these changes.

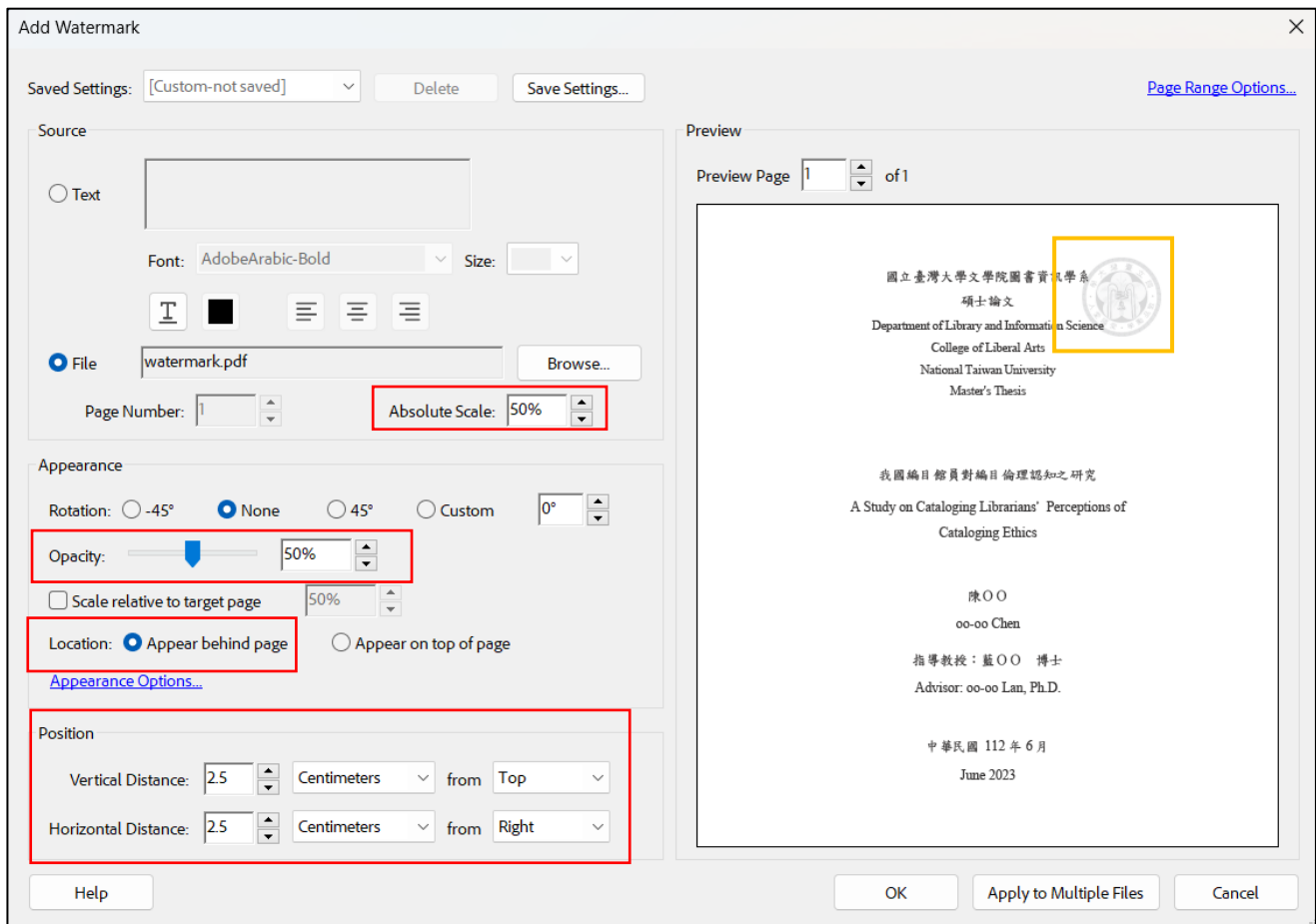
★ Absolute Scale: 50% (Remember to deselect the "Scale relative to target page")

★ Opacity: 50%

★ Location: **Appear behind page**

★ Vertical Distance: 2.5 centimeters from Top

Horizontal Distance: 2.5 centimeters from Right

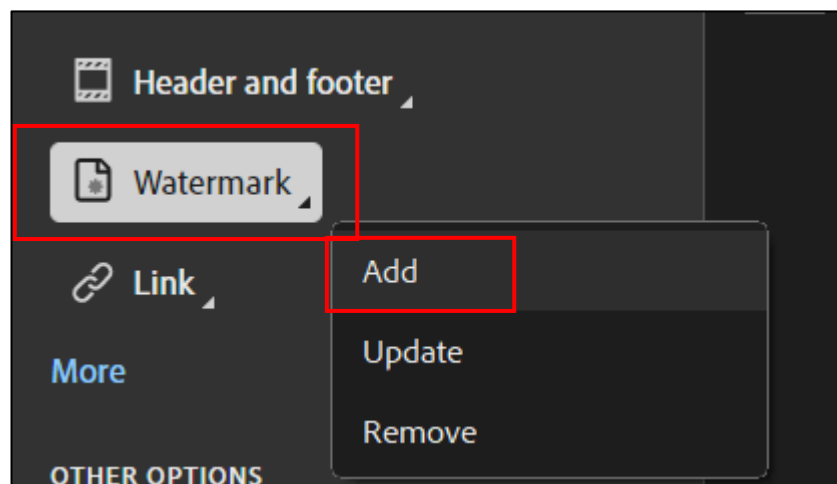


【Adobe Acrobat Standard】

- ①. Open your PDF File and choose **All Tools→Edit a PDF.**



- ②. Within Edit Toolbox, choose **ADD CONTENT→Watermark→Add.**



- ③. **Select File→Browse**, and select the NTU watermark file.
- ④. Please refer to the picture below to set up Absolute Scale, Opacity, Location and Position; select **OK** to save all these changes.
- ★ Absolute Scale: **50%** (Remember to deselect the "Scale relative to target page")
 - ★ Opacity: **50%**
 - ★ Location: **Appear behind page**
 - ★ Vertical Distance: **2.5 centimeters from Top**
Horizontal Distance: **2.5 centimeters from Right**

Add Watermark

Saved Settings: [Custom-not saved]
Delete
Save Settings...

Source

☐ Text

Font: AdobeArabic-Bold
Size:

T
■
≡
≡
≡

☒ File
watermark.pdf
Browse...

Page Number: 1
Absolute Scale: 50%

Appearance

Rotation:
☐ -45°
☒ None
☐ 45°
☐ Custom
0°

Opacity:
50%

☐ Scale relative to target page
50%

Location:
☒ Appear behind page
☐ Appear on top of page

Appearance Options...

Position


Vertical Distance: 2.5 Centimeters from Top

Horizontal Distance: 2.5 Centimeters from Right

Preview

Preview Page 1 of 1

國立臺灣大學文學院圖書資訊學系
碩士論文
Department of Library and Information Science
College of Liberal Arts
National Taiwan University
Master's Thesis



我國編目館員對編目倫理認知之研究
A Study on Cataloging Librarians' Perceptions of
Cataloging Ethics

陳○○
oo-oo Chen
指導教授：藍○○ 博士
Advisor: oo-oo Lan, Ph.D.

中華民國 112 年 6 月
June 2023

Help
OK
Apply to Multiple Files
Cancel

8

2. Adding your own DOI to PDF

- (1) A Digital Object Identifier (DOI) is a unique and actionable identifier of an object on digital networks. It provides a persistent link, and can improve the global visibility of your thesis/dissertation.
- (2) Log into Submission System (<https://submit.tdr.lib.ntu.edu.tw>) first, and you can find your DOI in step 2 “Basic information of thesis/dissertation”. Please select the blue characters (doi:10.6342/NTU2024XXXXX) and then right click to copy it.

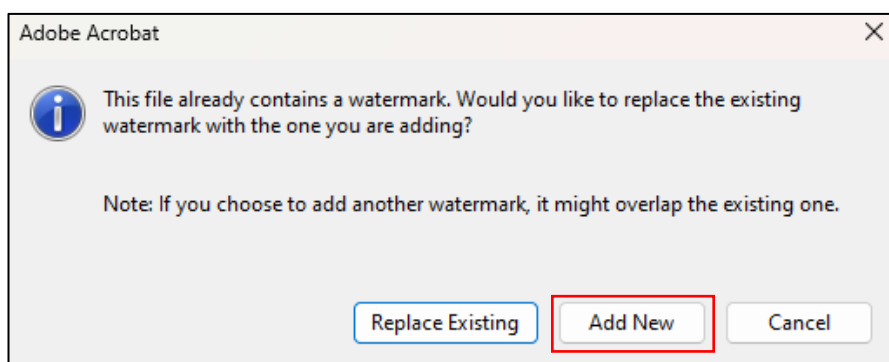
- (3) Steps to adding your DOI:

【Adobe Acrobat Pro】

- ①. Open your PDF file,

and click **Tools → Pages → Watermark → Add watermark**.

If a dialog box pops up showing “ This file already contains a watermark……” , please select **Add New**.



- ②. Please refer to the picture below to set up Absolute Scale, Opacity, Location and Position; select **OK** to save all these changes.

- ★ Size: 12 (Recommended)
- ★ Opacity: 100%
- ★ Location: Appear behind page
- ★ Vertical Distance: 1 centimeter from Bottom
- Horizontal Distance: 1 centimeter from Right

Add Watermark

Saved Settings: [Custom-not saved] [Delete](#) [Save Settings...](#) [Page Range Options...](#)

Source

☒ Text ☐ File

Text: doi:10.6342/NTU202412345

Font: AdobeArabic-Bold Size: 12

Page Number: 0 Absolute Scale: 1

Appearance

Rotation: ☐ -45° ☒ None ☐ 45° ☐ Custom 0°

Opacity: 100%

☐ Scale relative to target page 50%

Location: ☒ Appear behind page ☐ Appear on top of page

[Appearance Options...](#)

Position

Vertical Distance: 1 Centimeters from Bottom

Horizontal Distance: 1 Centimeters from Right

Preview

Preview Page 1 of 1

國立臺灣大學文學院圖書資訊學系
碩士論文
Department of Library and Information Science
College of Liberal Arts
National Taiwan University
Master's Thesis

我國編目館員對編目倫理認知之研究
A Study on Cataloging Librarians' Perceptions of
Cataloging Ethics

陳○○
oo-oo Chen

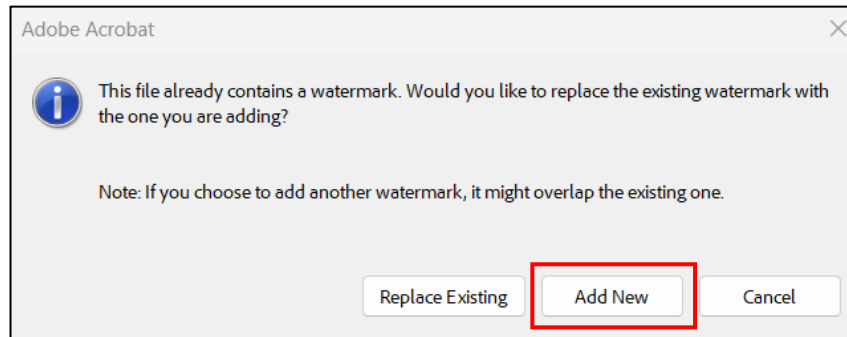
指導教授：藍○○ 博士
Advisor: oo-oo Lan, Ph.D.

中華民國 112 年 6 月
June 2023

Help OK Apply to Multiple Files Cancel

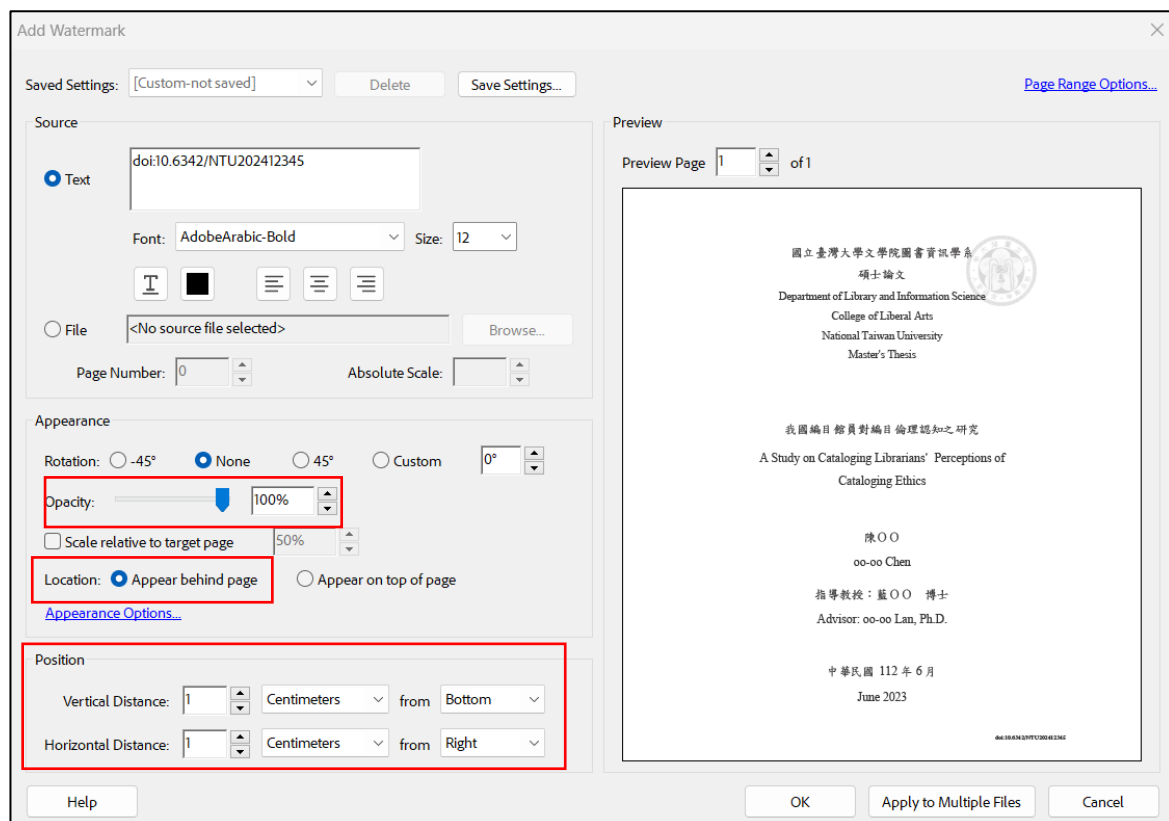
【Adobe Acrobat Standard】

- ①. Within Edit Toolbox, choose **ADD CONTENT→Watermark→Add**.
- ②. If a pop-up window shows “This file already contains a watermark……” , please select **Add New**.



- ③. Please refer to the picture below to set up Absolute Scale, Opacity, Location and Position; select **OK** to save all these changes.

- ★ Size: **12** (Recommended)
- ★ Opacity: **100%**
- ★ Location: **Appear behind page**
- ★ Vertical Distance: **1 centimeter from Bottom**
- Horizontal Distance: **1 centimeter from Right**

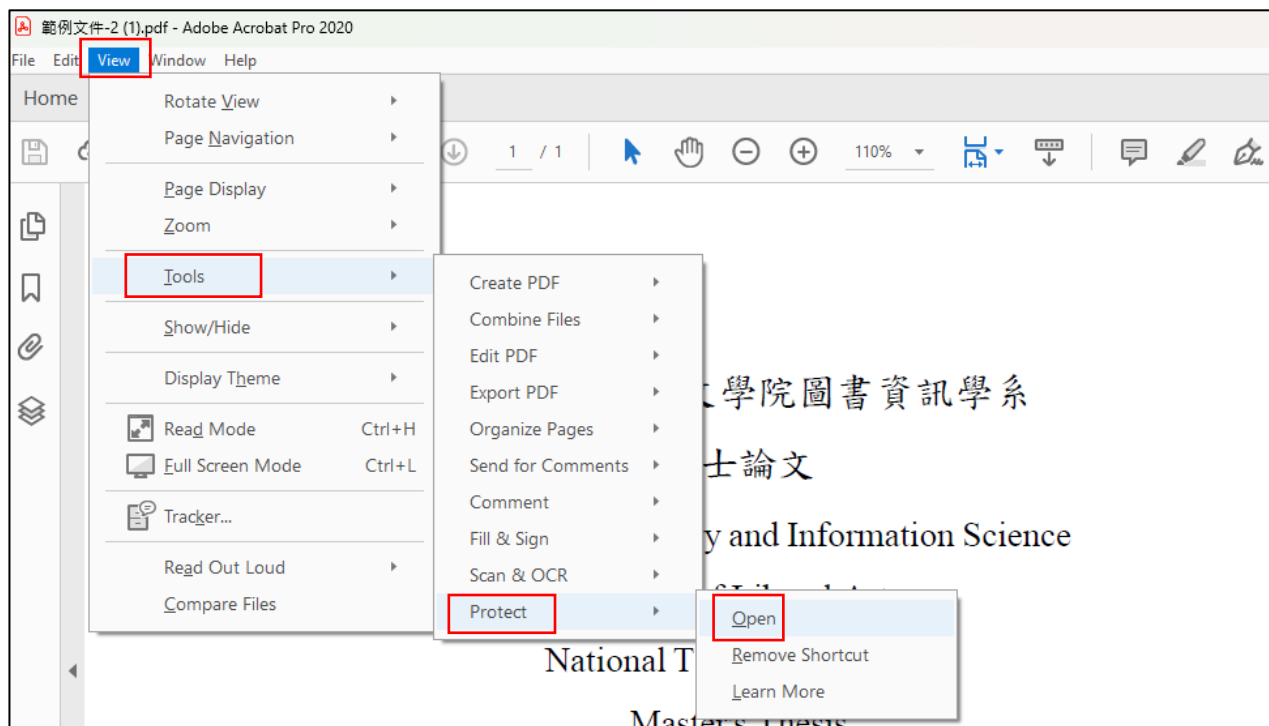


3. Setting protection

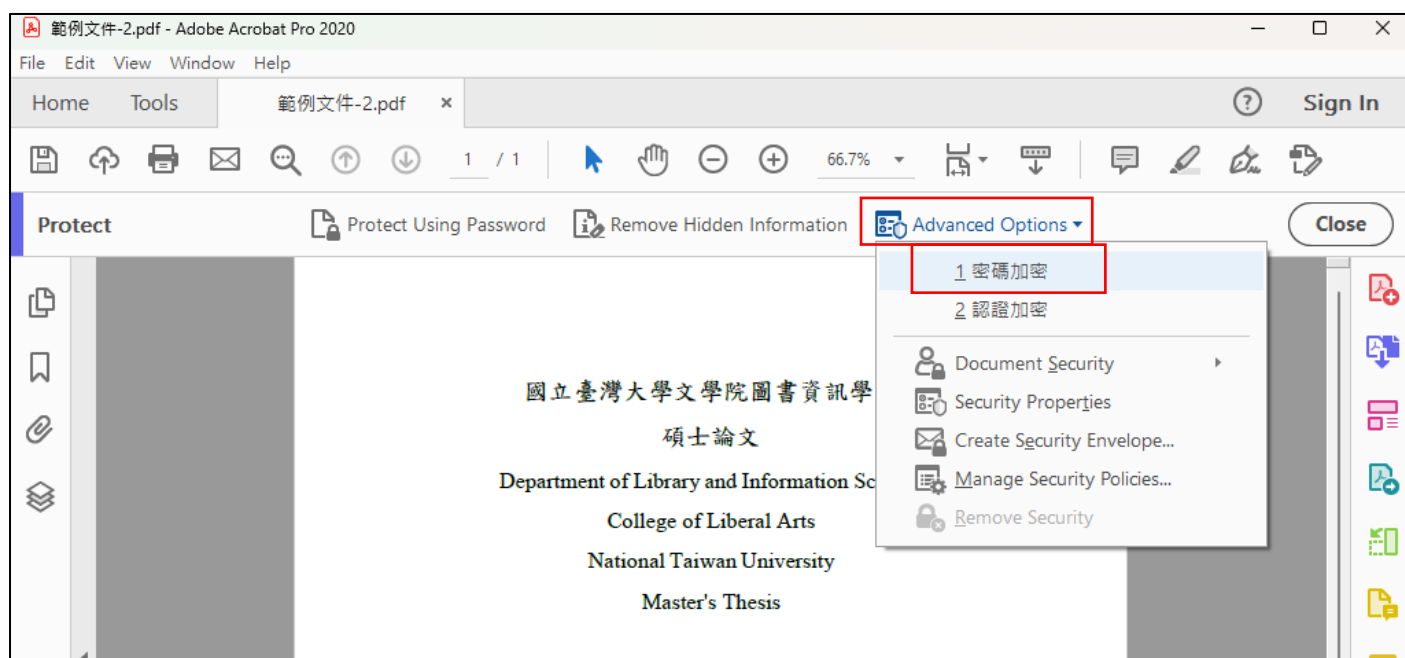
- (1) Please create a password-protected PDF file to prevent others from copying and editing, but still allow others to print the PDF file in high resolution.
- (2) Steps to PDF protection:

【Adobe Acrobat Pro】

- ①. Open your PDF file and select **View→Tools→Protect→Open**.



- ②. Select **Advanced Options→密碼加密**



③. Please refer to the picture below to set your password.

Password Security - Settings

Document Open

☐ Require a password to open the document ←Do NOT select

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.

Printing Allowed: High Resolution

Changes Allowed: None

☐ Enable copying of text, images, and other content ←Do NOT select

☒ Enable text access for screen reader devices for the visually impaired

Change Permissions Password: [*****] Strong

Options

Compatibility: Acrobat X and later Encryption Level: 256-bit AES

☒ Encrypt all document contents

☐ 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.

Help OK Cancel

④. Please confirm the password, and click **OK** to save the changes.

Adobe Acrobat - Confirm Permissions Password

Please confirm the Permissions Password. Be sure to make a note of the password. You will need it to change these settings in the future.

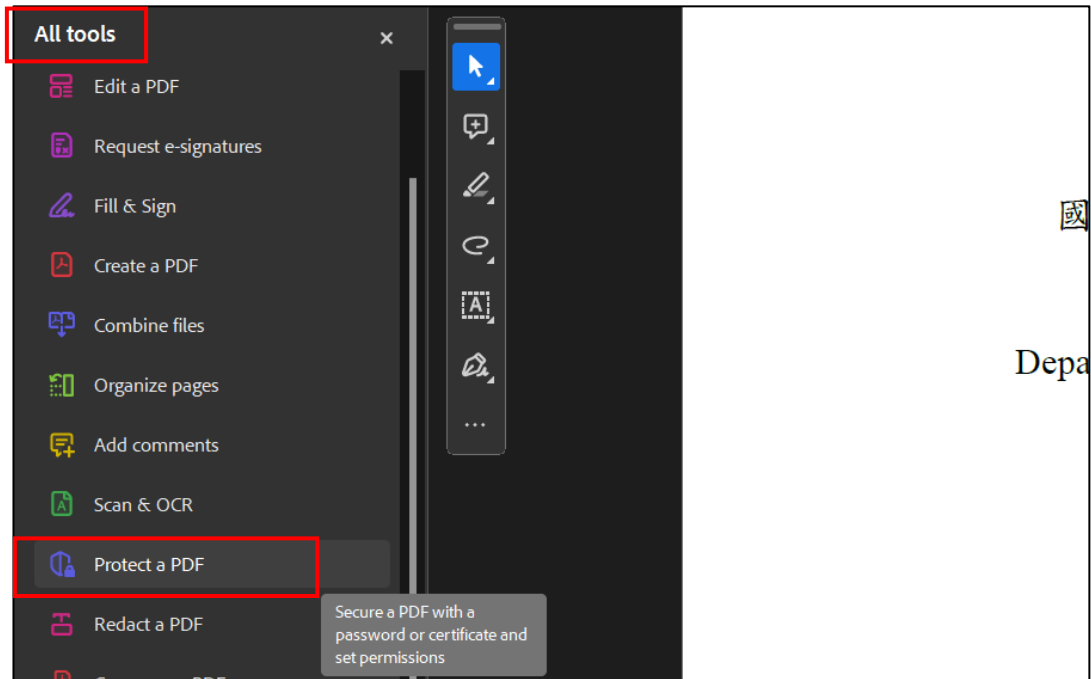
Note: If a Document Open Password is set, the Permissions Password will also open the document and bypass the security settings.

Permissions Password: []

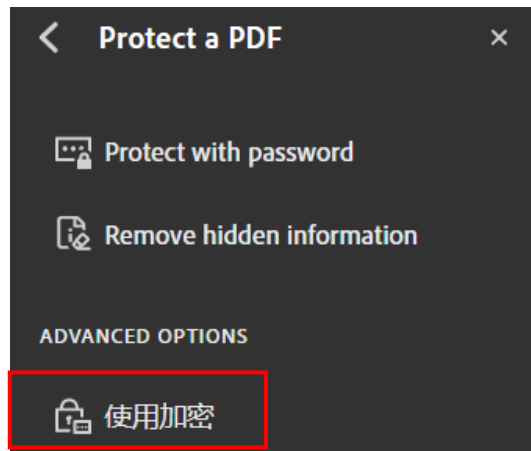
OK Cancel

【Adobe Acrobat Standard】

- ①. Open your PDF File and choose **All Tools → Edit a PDF**.



- ②. Within Edit Toolbox, choose **ADVANCE OPTIONS → 使用加密**



③. Please refer to the picture below to set your password.

Password Security - Settings

Document Open

☐ Require a password to open the document ←Do NOT select

Document Open Password: [] Not Rated

Permissions

☒ Restrict editing and printing of the document. A password will be required in order to change these permission settings.

Printing Allowed: High Resolution

Changes Allowed: None

☐ Enable copying of text, images, and other content ←Do NOT select

☒ Enable text access for screen reader devices for the visually impaired

Change Permissions Password: [*****] Strong

Options

Compatibility: Acrobat X and later Encryption Level: 256-bit AES

☒ Encrypt all document contents

☐ 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.

Help OK Cancel

④. Please confirm the password, and click **OK** to save the changes.

Adobe Acrobat - Confirm Permissions Password

Please confirm the Permissions Password. Be sure to make a note of the password. You will need it to change these settings in the future.

Note: If a Document Open Password is set, the Permissions Password will also open the document and bypass the security settings.

Permissions Password: []

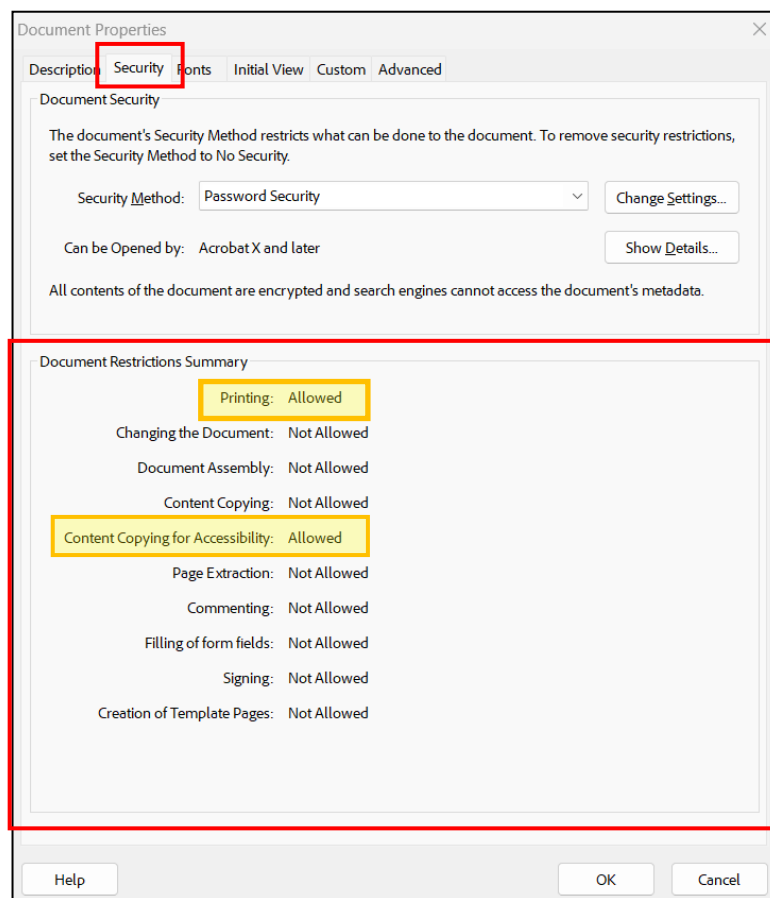
OK Cancel

(3) Checking the protection setting

- ①. Save and re-open the PDF file.
- ②. Press **Ctrl+D**, and a "Document Properties" window would pop up.

Select the **Security** tab. The protection setting would be correct **ONLY the "Printing" and "Content Copying for Accessibility" is Allowed** (as follow).

Please note that if "Page Extraction" is allowed, please save the PDF file and re-open it.



4. Checklist for uploading your PDF file

- (1) Is the entire thesis converted into a single PDF file?
- (2) Can the PDF file be opened normally?
- (3) Does the textual content of the PDF file have ASCII? Does the format (such as the font and the number of pages) remain the same after conversion?
- (4) Has the watermark been added?
- (5) Has the DOI been added?
- (6) Is your PDF password-protected? **(DO NOT select the "use password to open PDF" option)**

V. Uploading the File

1. Logging into NTU Theses and Dissertations Submission System

(1) Check your NTU credential (ID and Password):

Make sure you have the personal ID number and password issued by the Computer and Information Networking Center before logging in. If you forget the ID/password, please contact the Computer and Information Networking Center. TEL: 02-33665022

(2) Logging into NTU Theses and Dissertations Submission

Log in from the school library webpage, or you can use the following link:

<https://submit.tdr.lib.ntu.edu.tw>

2. Entering the Basic Information of your thesis/dissertation

(1) Please follow the instructions on each field, and provide the basic information of your thesis/dissertation.

(2) Each submission session is limited to 20 minutes. If you need more time to finish entering the basic information of your thesis/dissertation, click **Save** and the system will save the information you have entered. If you don't click **Save**, the system will abandon the session, and will not save what you have entered. Please remember to continue your submission within 30 days. Otherwise, the information you have entered will be deleted.

(3) Click **Next** when you finish entering the basic information.



(4) International student without a Chinese title, abstract or keywords:

- i. For **Author's name (in Chinese)** field and **Name (in Chinese)** fields (when setting up committee members), **you may enter the name in English** if there's no proper Chinese name.
- ii. For **Title (in Chinese)** field, **please enter English title instead.**
- iii. For **Keywords (in Chinese)** and **Abstract (in Chinese)** fields, if there are difficulties translating to Chinese, **please enter "none" in the selected field or enter English text instead.**

*Pagination	<input type="text"/> ←Please type the final page number Please enter the last pagination.
*Keywords (in Chinese)	<input type="text"/> + ←Type one keyword for each field, and press <input type="text"/> to add more field. Please translate the keywords into Chinese if possible, otherwise proper nouns in English are also acceptable.
*Keywords (in English)	
*Abstract (in Chinese)	←If there are difficulties translating to Chinese, please enter "none" or enter English text instead.
*Abstract (in English)	
*Table of Content (with Page Number)	Please type all Table of Contents of your thesis. The title and page number should correspond with the PDF file.
*References	Please type all references lists of your thesis

3. Setting up the list of committee members

- (1) The number of committee members is three by default. If there are more than three committee members, click **Add Committee Members** to add more fields.
- (2) If the title of a committee member is beyond the scope of "advisor" or "co-chair," please email us and we will create a new title for you.
- (3) The names and titles of the committee members must be filled in. If the committee members only have English name (with no formal translation), please fill in with English name.
- (4) After completing the above procedure, please click **Next**.
- (5) Advisor please type in First Field.

* Name (in Chinese)	<input type="text" value="指導教授1"/>	←Fill in with English name if necessary
* Name (in English)	<input type="text" value="000-000 000"/>	(First Name Last Name. For example Ming-Wen Li 李明文)
* Title of Committee Member	<input type="text" value="advisor"/>	
* E-Mail Address of Committee Member	<input type="text"/>	
ORCID 	<input type="text" value="ORCID/"/>	Example : 0000-0001-4401-9821
* Name (in Chinese)	<input type="text" value="試委員1"/>	
* Name (in English)	<input type="text" value="XXX-XXX XXX"/>	(First Name Last Name. For example Ming-Wen Li 李明文)
* Title of Committee Member	<input type="text" value="co-chair"/>	Should be correspond with the cover
* E-Mail Address of Committee Member	<input type="text"/>	
ORCID 	<input type="text" value="ORCID/"/>	Example : 0000-0001-4401-9821

4. Uploading the thesis / dissertation file

- (1) Please upload the final single file you have created.
- (2) **Upload the password-protected PDF file containing the watermark and DOI.** To do so, click **Browse**, select the right file, and then click **Upload**.

Sign in Basic metadata of Thesis/Dissertation Set up committee members **Upload file** Authorization

Submit for review

Checklist for uploading your PDF file

- Is the entire thesis converted into a single PDF file?
- Can the PDF file be opened normally?
- Has the watermark been added?
- Has the DOI been added?
- Is your PDF password-protected? DO NOT select the two options "use password to open PDF" and "no printing."

The File You Uploaded		
	Upload Successfully ! U0001-0106202010225500-1.pdf 2.4MB	Delete

Upload Successfully ! Please click the "Next" button to continue the process.

Back Next

5. Authorization

Please take careful note of the following information:

- (1) Theses / Dissertations **should be made available for public use**, according to the *Degree Conferral Act*.

According to the act (in Article 16), the theses / dissertations, whether in print or electronic form, should be made publicly accessible by default. Your theses / dissertations will be made available to the public to read within the NTU Library and Nation Central Library (NCL) in print form or to access using independent equipment in electronic form.

However, if your thesis / dissertation involves (1) confidential information; (2) patent matters, or (3) is not permitted to be provided on statutory grounds, you may delay public access to it **by submitting application forms and supporting documents**.

- (2) Authorization Options: You can choose whether to authorize the NTU Library / NCL / database provider to make your thesis / dissertation available for perusal and download online.
- (3) Only the authorization of Database Provider would have the royalty fee, which contains two options.
- Agree to authorize your thesis / dissertation with royalty fee, and **donate the royalty fee to the school library as development funds**.
 - Agree to authorize your thesis / dissertation with royalty fee, and **the fee would return to you**.

Please note that if your contact information is changed, please contact your library to update. If the royalty fee is not redeemed for more than one year, it will be automatically donated to the "School Development Fund".

- iii. Also, there's an option called "Refuse to authorize".
- (4) If you agree to authorize your thesis / dissertation, please select when to open your thesis/dissertation to public access.

§ **Paper Print and Bibliographies need to delay public or not**

Paper Print will be public until YYYYMMDD in the school

☐ Immediately

☒ Only paper print need delay public until YYYYMMDD , System will show the bibliographies Immediately, bibliographies including title, abstract, keywords reference

☐ Paper print and Bibliographies need delay public until YYYYMMDD , System will hide the Bibliographies automatically, bibliographies including title, abstract, keywords reference

The reason for delay public :

☒ Filing for patent registration

☒ Contains information pertaining to the secret. Please specify

☐ Withheld according to the law. Please specify

- ★ The postponement period should be less than 5 years.
- ★ The disclosure date of your electronic thesis / dissertation SHOULD NOT be before the publish date of paper print.

§ **Authorizaion for the open access to the electronic thesis**

Authorizaion to **NTU** :

☐ Agree to authorize globally(Including in NTU Campus)

☒ Agree to authorize in NTU Campus

This work will be open internationally until :

☐ Since the day of signature , NTU can proceed with the progress normally

☒ Since till YYYYMMDD open , because of the authorization at point 1, it also has the right to open since the day of signature.

☐ Disagree to authorize

Authorizaion to **Database Provider** :

☐ Agree to authorize to Database Provider, and the royalties return the author

☒ Agree to authorize to Database Provider, and the royalties all donate to School for the development

International open date

☐ Since the date of the signature, NTU can authorize to the database provider by progress to open

☒ Since till YYYYMMDD open , because of the authorization at point 1, it also has the right to open since the day of signature.

☐ Disagree to authorize

Authorizaion to **NCL**

☐ Release on the Internet immediately

☒ Release on the Internet from (YYYY / MM / DD)

☐ Disagree

6. Submitting to Library Audit

- (1) After all the above-mentioned processes are completed, please select **Submit**.
- (2) If you need more time to examine your thesis / dissertation, click **Save**, and the system will save the information you have entered. Please remember to continue your submission within 30 days. Otherwise, the information you have entered will be deleted.
- (3) Click **Complete** when the window “your thesis has been submitted for auditing...” shows up. It means you have successfully submitted your thesis for auditing.
- (4) It will take 2 working days for the librarians to complete the auditing process. We will notify you about the result via email.

7. Audit notice

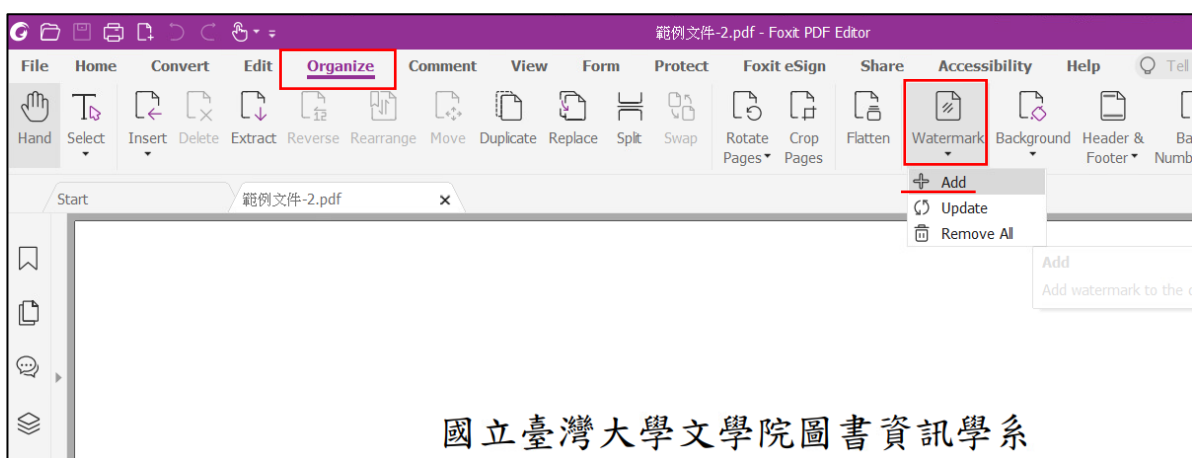
- (1) Disapproved: Please refer to the email for the reasons for disapproval, and then submit your files again after correction.
- (2) Approved: The Copyright License Agreement will be attached to the approval notification email. After printing out and signing the Agreement, log into “Graduation Procedures System” (<https://my.ntu.edu.tw/StudLeave/Login.aspx>) with the personal ID and password issued by the Computer and Information Networking Center to apply for library review, and then bring the signed Agreement and printed thesis/dissertation to library for the graduation process.

Appendix A. Adding the Watermark and DOI; Setting Protection (by NTU VDI, Foxit PDF Editor)

The NTU Virtual Desktop Infrastructure (VDI) provides Foxit PDF Editor, which allows students to add the watermark, DOI number to the PDF and set protection to the file. For more information, please refer to <https://vdiqa.ntu.edu.tw/>

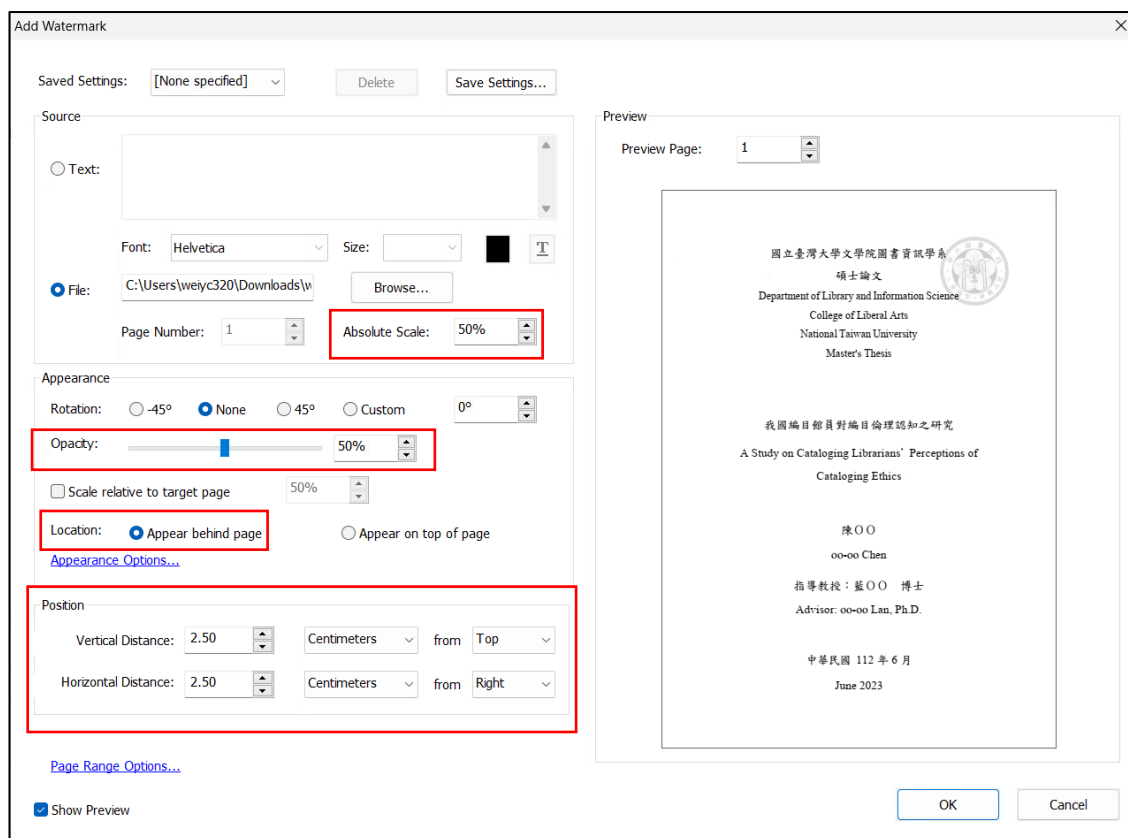
1. Adding the watermark to PDF

- (1) Watermark download link: <http://www.lib.ntu.edu.tw/doc/CL/watermark.pdf>
- (2) Open your PDF File and choose **Organize** → **Watermark** → **Add**



- (3) Select **File** → **Browse**, and select the NTU watermark file.
- (4) Please refer to the picture below to set up Absolute Scale, Opacity, Location and Position; select **OK** to save all these changes.

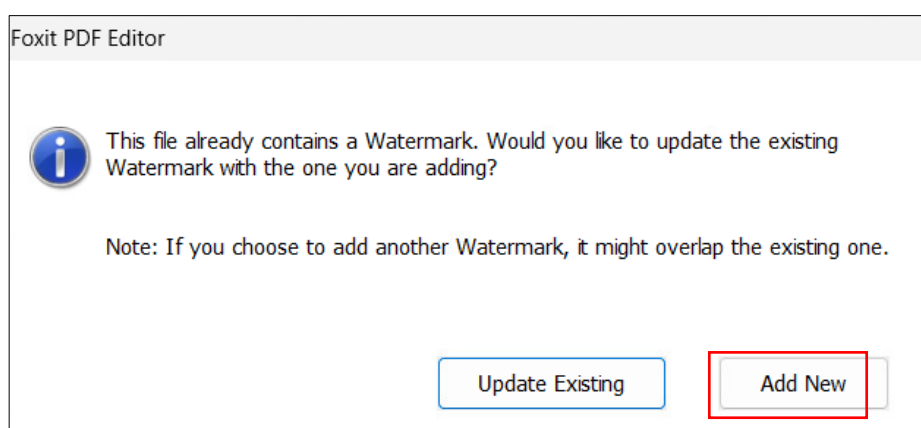
- ★ Absolute Scale: **50%** (Remember to deselect the "Scale relative to target page")
- ★ Opacity: **50%**
- ★ Location: **Appear behind page**
- ★ Vertical Distance: **2.50 centimeters from Top**
Horizontal Distance: **2.50 centimeters from Right**



2. Adding your own DOI to PDF

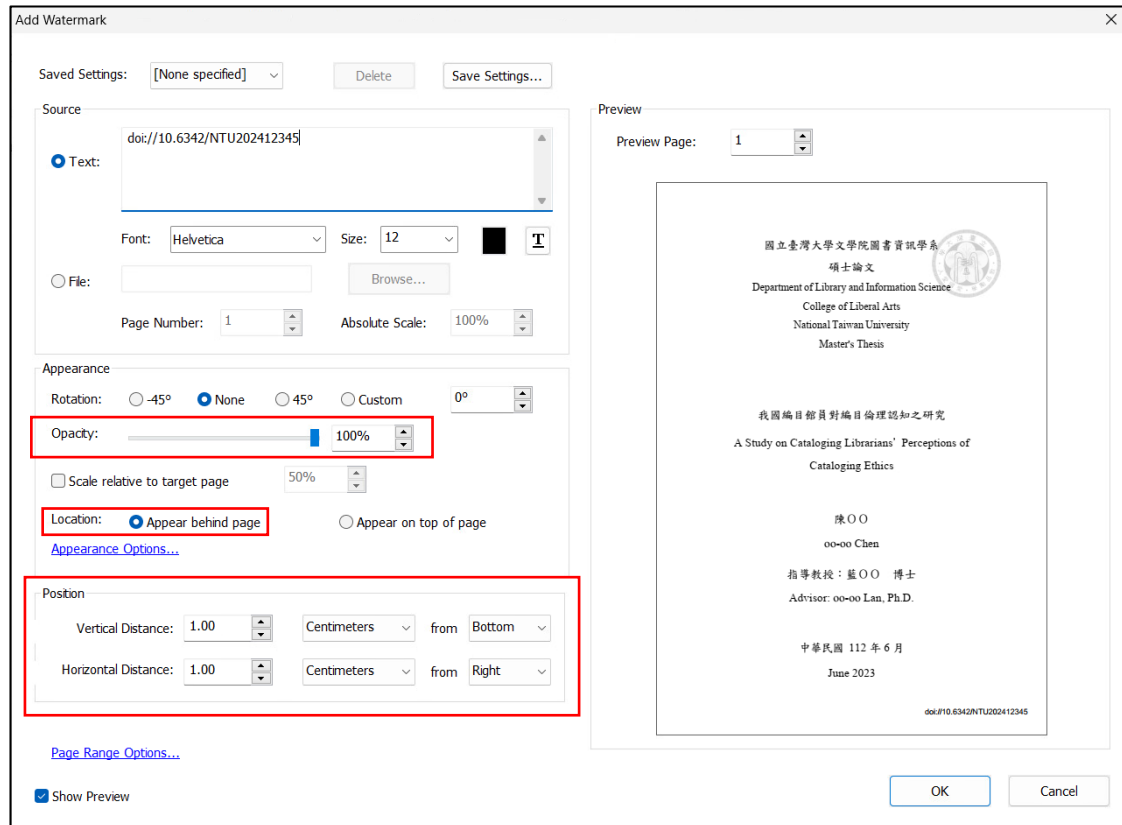
- (1) Log into Submission System (<https://submit.tdr.lib.ntu.edu.tw/>) first, and you can find your DOI in step 2 “Basic information of thesis/dissertation”. Please select the whole blue characters (doi:10.6342/NTU2024XXXXX) and right click to copy it.
- (2) Open your PDF file, click **Organize** → **Watermark** → **Add**.

If a dialog box pops up showing “This file already contains a watermark……”, please select Add New.



- (3) Please refer to the picture below to set up Size, Opacity, Location and Position; select **OK** to save all these changes.

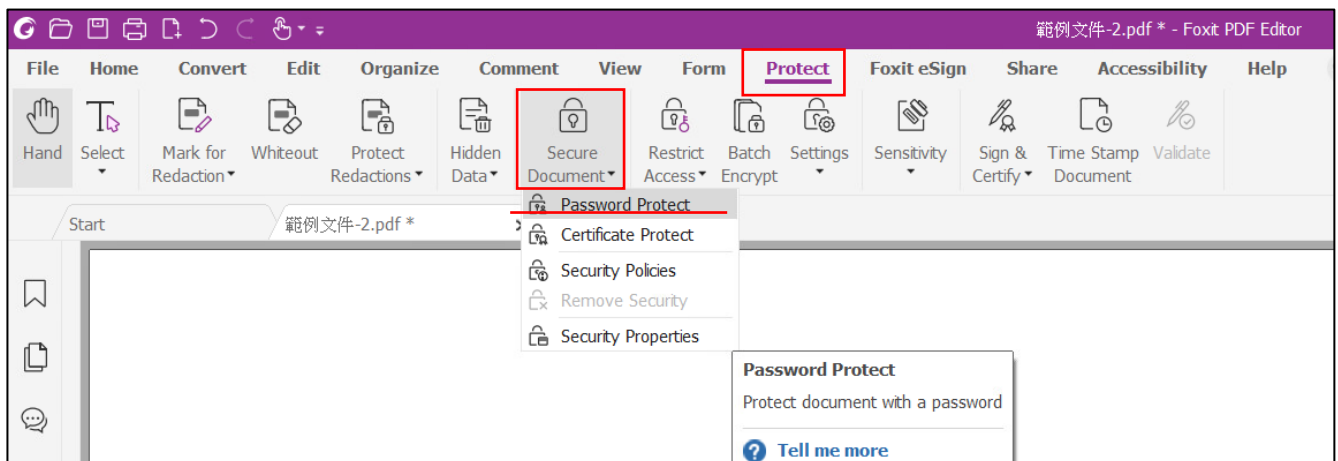
- ★ Size: 12 (Recommended)
- ★ Opacity : 100%
- ★ Location : Appear behind page
- ★ Vertical Distance: 1 centimeter from Bottom
- Horizontal Distance: 1 centimeter from Right



3. Setting Protection

(1) Open your PDF File and choose **Protect** → **Secure Document** → **Password**

Protect



(2) Please select Add Document Restriction and set your password.

Password Protection

Document Open Settings

☐ Require a password to open the document ←DO NOT Select

Password Input: Password Confirm:

Document Restriction Settings

☒ Add Document Restriction

Password Input: Password Confirm:

Permission Specification

Printing: High Resolution

Accessibility: Allowed

Copying: Allowed

Changes: Any except extracting pages

Permission...

Encrypt Settings

Encryption Algorithm: ☒ 128-bit AES ☐ 256-bit AES ☐ 128-bit ARC-FOUR

☐ Don't encrypt metadata

☐ Save the settings as a new policy

OK Cancel

(3) Click **Permission...** and set protection referring to the picture below

- i. Check "Restrict printing and editing of the document and its security settings"
- ii. **Printing Allowed** please select "High Resolution"

Permission Settings

☒ Restrict printing and editing of the document and its security settings

Permissions

Printing Allowed: High Resolution

Changes Allowed: None

☐ Enable copying of text, images, and other content ←DO NOT Select

☒ Enable text access for screen reader devices for the visually impaired

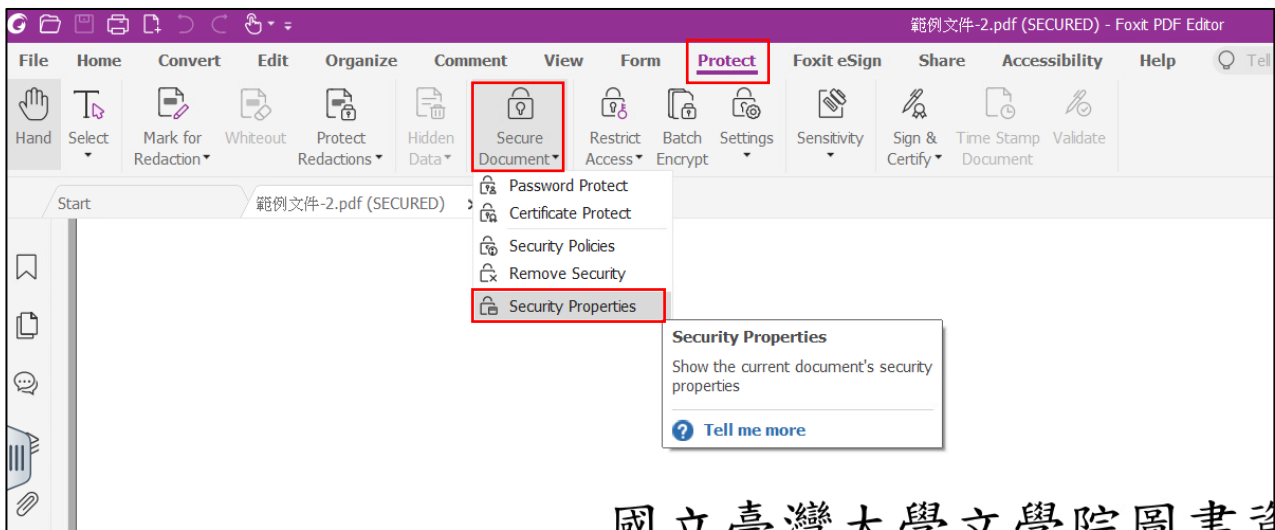
OK Cancel

(4) Save the setting and close the file.

(5) Checking the protection setting

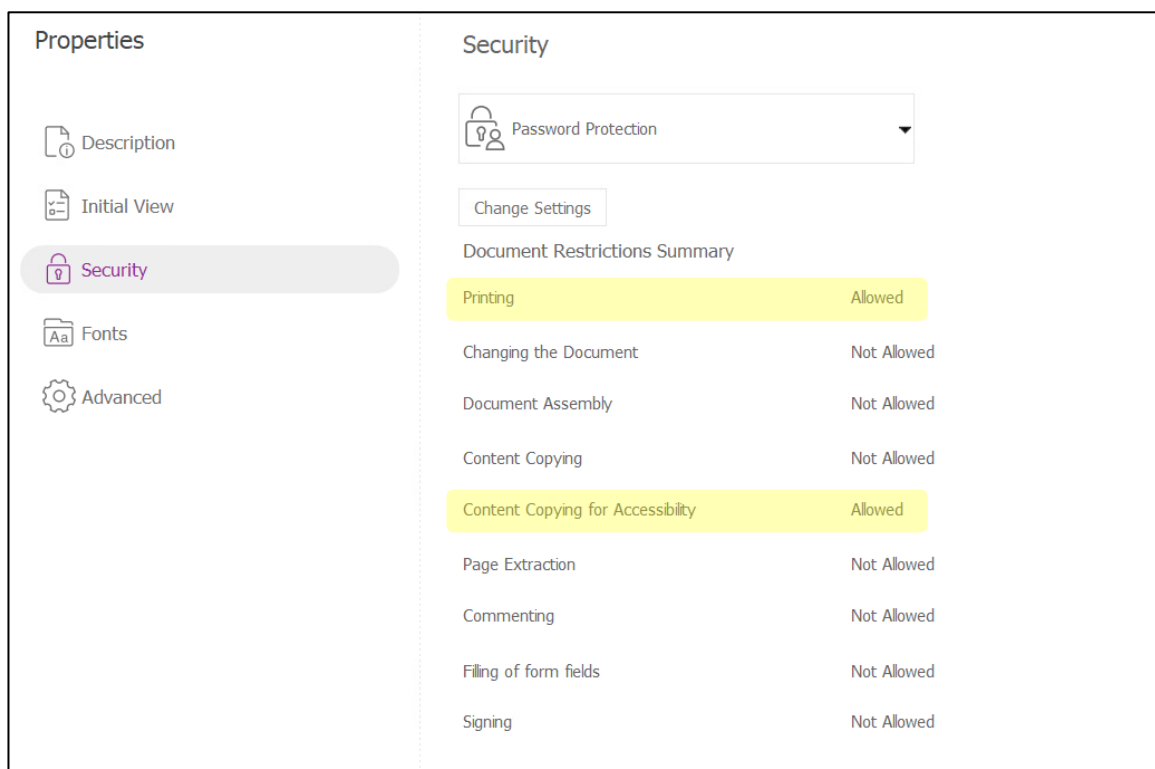
i. Save and re-open the PDF file.

ii. Select **Protect** → **Secure Document** → **Security Properties**



iii. The protection setting would be correct **ONLY the "Printing" and "Content Copying for Accessibility" is Allowed** (as follow).

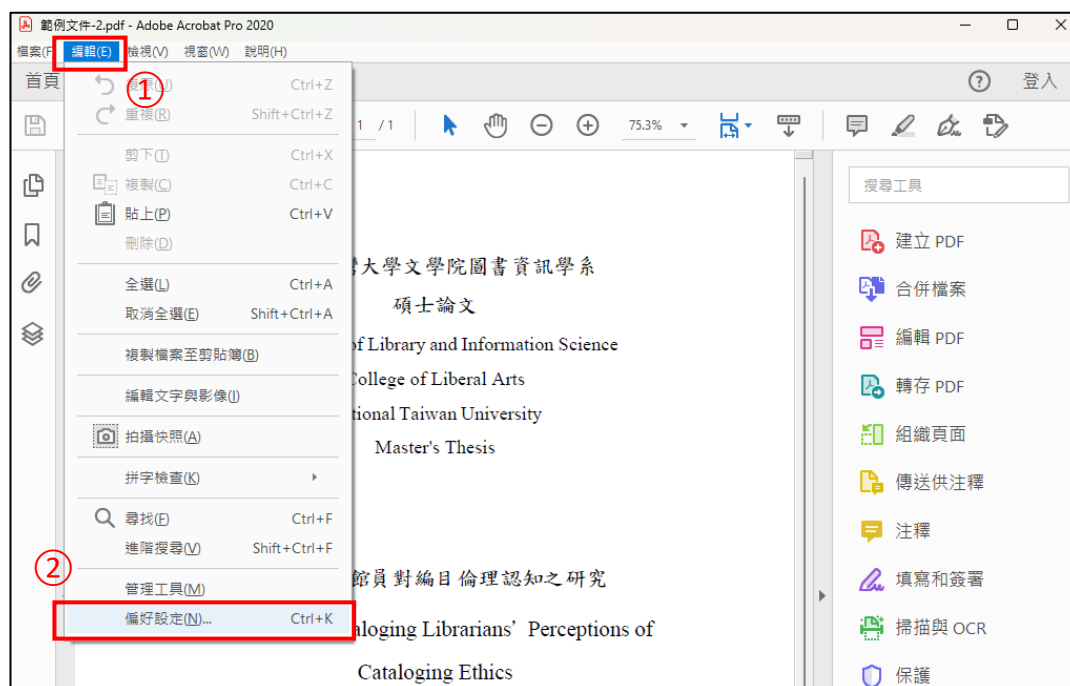
Please note that if "Page Extraction" is allowed, please save the PDF file and re-open it.



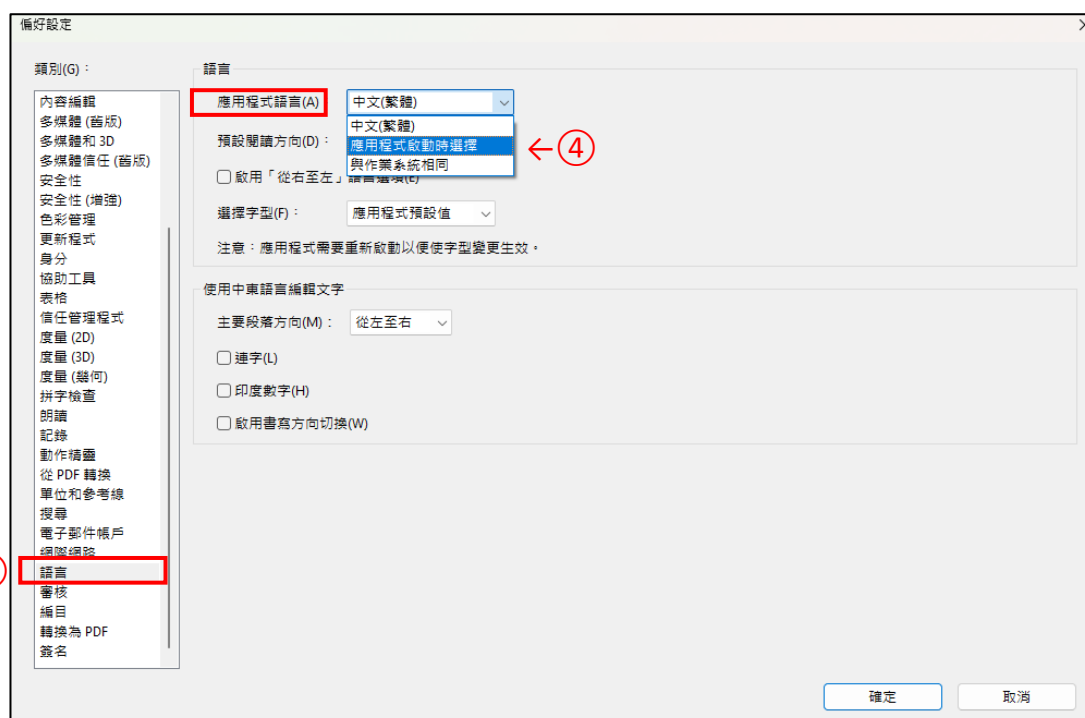
4. Checklist for uploading your PDF file (Please See p.16)

Appendix B. Switching Adobe to English Version

1. Find 編輯(E) at the top, and choose the 偏好設定(N) at the bottom of list.



2. Within the pop-up window, please find 語言 (which would be at lower position of the list), select 應用程式啟動時選擇 (the second option)



3. Re-open the Adobe Acrobat, and you would be able to choose the language.

