



成功大學
National Cheng Kung University

博碩士論文系統

電子檔案上傳作業說明

Guide to ETDS File Conversion and
Service Workflow

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I. Guide to ETDS File Format

File Format

- MS Word 2003 or higher is recommended for writing theses. Do not change the default settings to ensure the correct PDF file conversion.
- The content of the PDF file can be searched for characters, string and embedded Chinese characters.

II. Notes on MS Word Format for E-Theses and Dissertations

Theses and Dissertations writing Format

- MS Word file format, please refer to [National Cheng Kung University Guidelines on Writing Master's Theses and Ph.D. Dissertations \(Curriculum Division ext. 50157\)](#)

Font Settings

To avoid the text not being properly presented during PDF file conversion. The following fonts are recommended.

◆ Chinese font: 標楷體、細明體、新細明體

◆ English font: Times New Roman、Arial、Arial Black、Arial

Narrow、Bookman Old Style、Comic Sans Ms、Courier New

◆ If your paper is not written using the above-mentioned fonts, your E-Thesis/Dissertation may not be able to provide full-text search services!

Picture Format

- To avoid errors during the file conversion, please use the .gif and .jpg picture formats.
- Please avoid the .bmp format. If there are other formats, please convert other picture formats into the .gif and .jpg formats so that the size of the E-These/Dissertations will not be too big.

The Use of Special Symbols

- If you need to insert special symbols into your thesis/dissertation, please be sure to use the Symbol font.
- If the symbols that you need do not exist in the Symbol font, it is recommended to use the Microsoft formula editor in MS Word for editing.

File Name

- Do not use Chinese file names. File names can not contain full-width spaces or some special characters, such as ~ . * / \ () + [] {}, otherwise errors will occur when uploading to the database.

III. Notes before converting to PDF format file

Anti-virus scanning

- Please use anti-virus software to scan if there are viruses in the original thesis/dissertation. Go to the next step after scanning.

Multiple files combination

- If the thesis/dissertation consists of different files, please combine these files

into one file and renumber the page numbers before PDF file conversion.

- Please convert the entire thesis/dissertation as one single file, and make sure the file contains all the content of your thesis/dissertation (including cover, oral certificate, acknowledgments or foreword, Chinese and English Abstract with keywords, table of contents, charts, main text, references, and appendix) and the pagination is consistent with the print version.

Special issues

- If you create a new word, please copy the C: \ windows \ eudc.euf and eudc.tte files into the computer which you are ready to convert files.

IV. Pagination for multiple Word files combined (1)

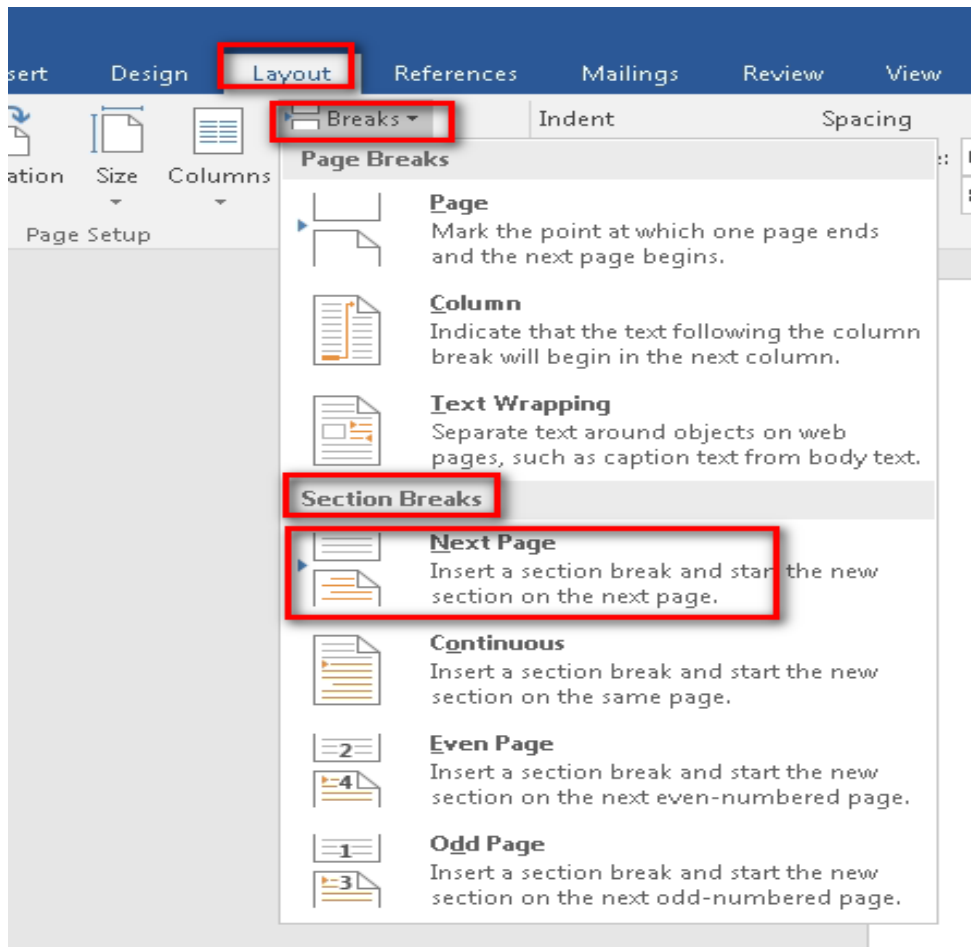
For MS Word from 2010 to 2016

- After combining multiple word files into one single file, please adjust the page order and pagination so that they can match with the print version. If you have any questions about the pagination, please follow the steps below.

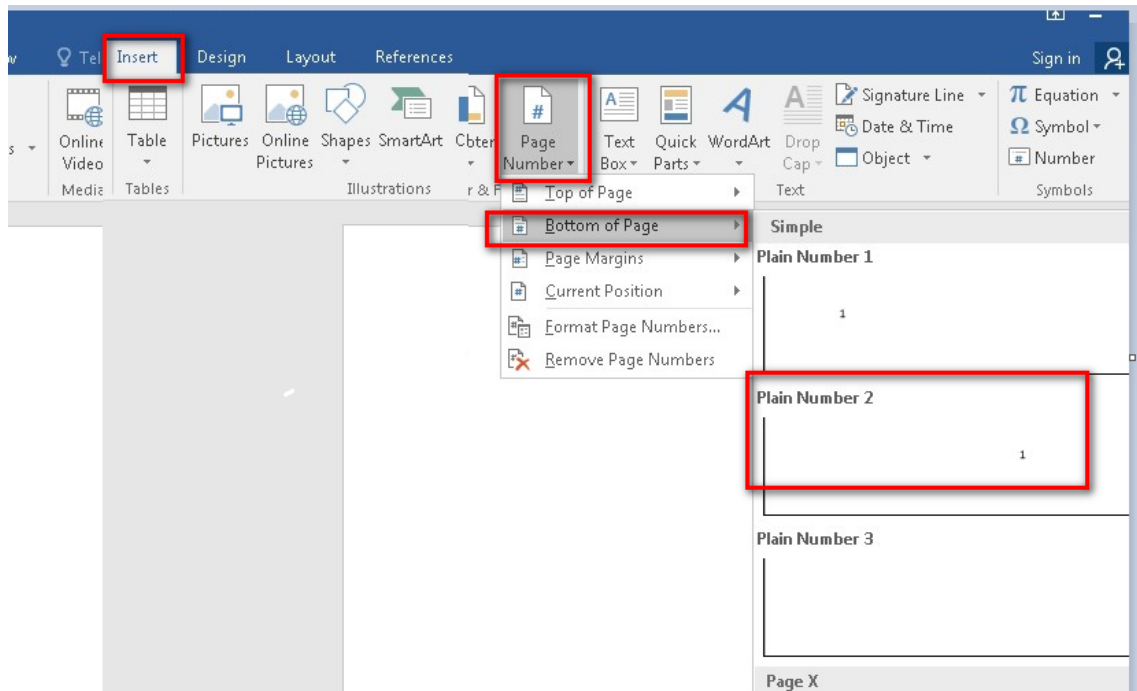
Pagination steps

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.)

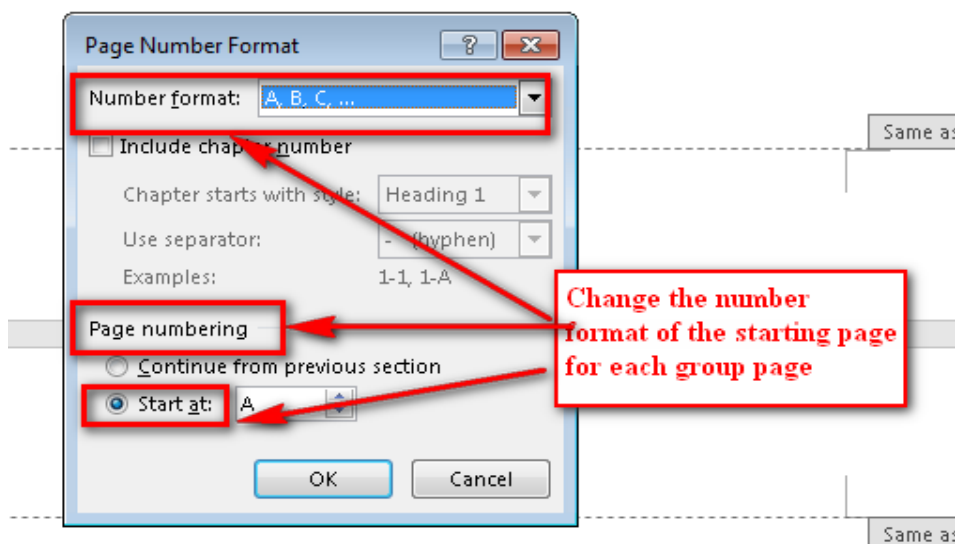
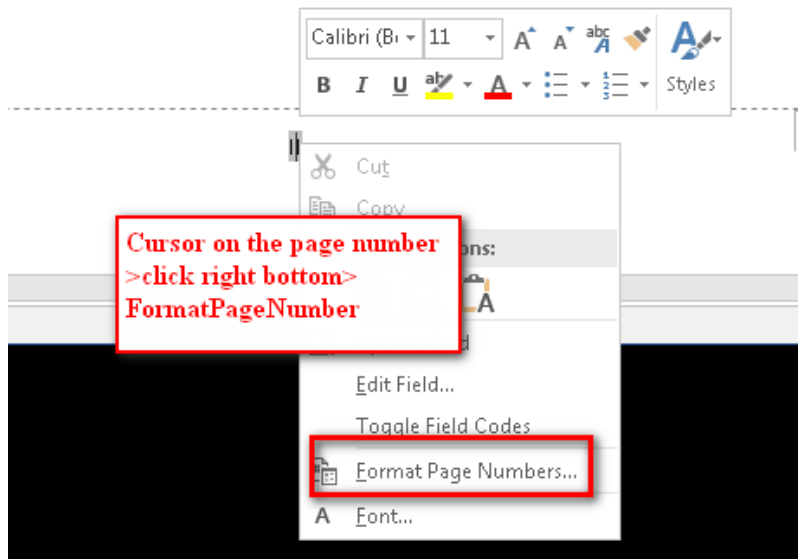
- (1) Select toolbar: Layout → Breaks → Section Breaks → Next Page



(2) Insert → Page number → Bottom of page → Plain Number 2 → Finish



- (3) Move cursor on page number → click right bottom → FormatPageNumber
→ change each group page starting number format → Finish



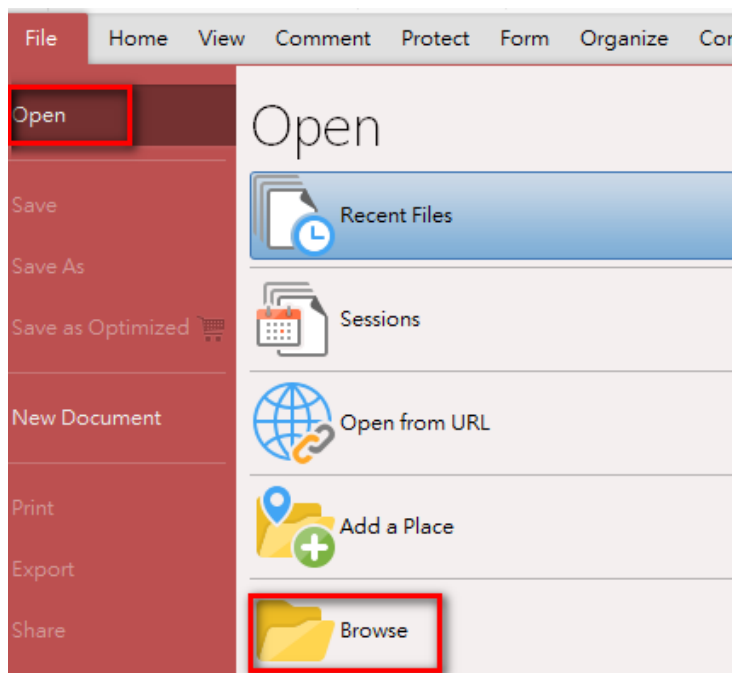
- (4) If your thesis is separated into multiple parts, you can repeat the steps above to paginate.

File conversion software

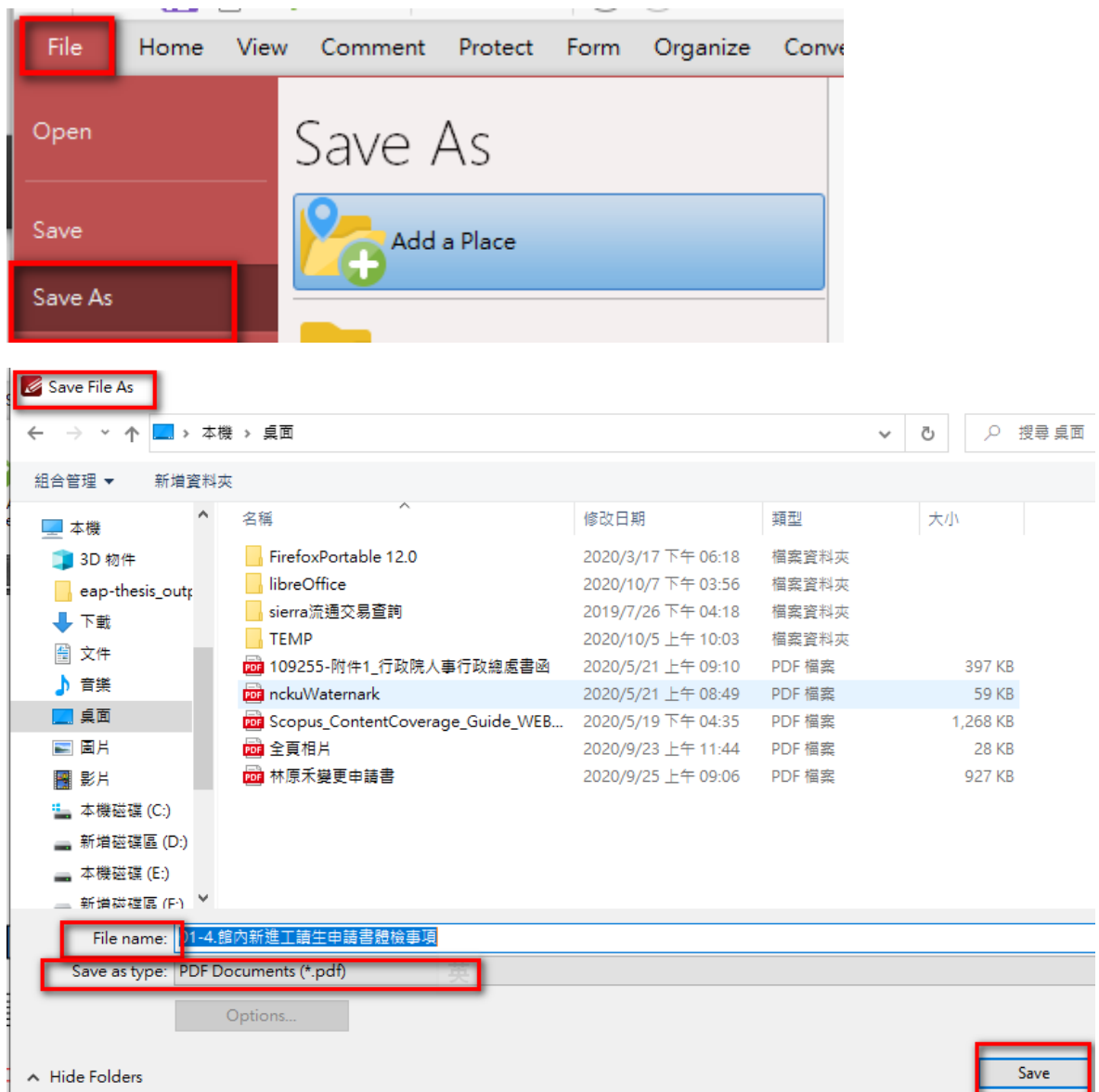
- Conversion Software: PDF-Xchange Editor
Download: <https://www.tracker-software.com/product/pdf-xchange-editor>.
- Conversion Software: PDFSAM Basic
Download: <https://pdfsam.org/download-pdfsam-basic/>
- Adobe Acrobat: Please contact Main library 1f E-Hub Area

File Conversion using PDF-Xchange Editor

1. Open the MSWord in the PDF-Xchange Editor. (the software must be installed already) → File → Open (choose your MSWord file) →



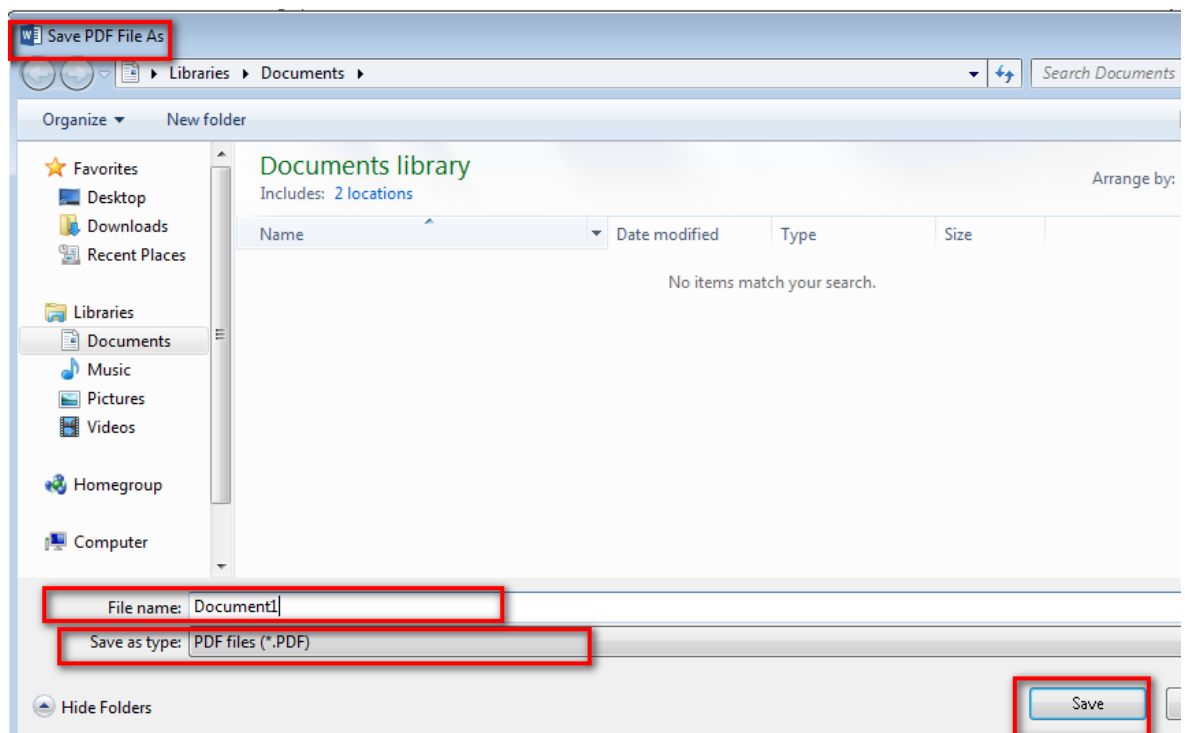
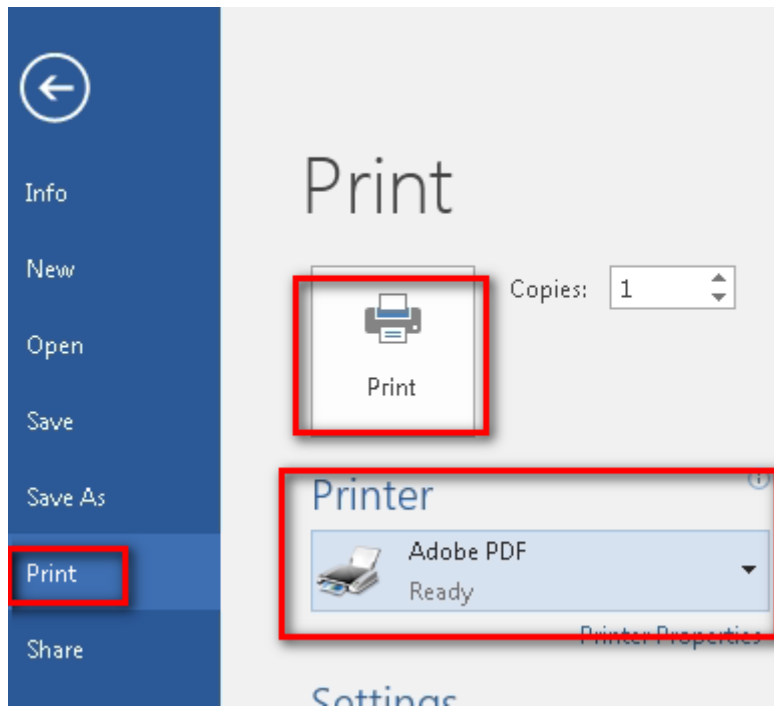
2. File → Save As → choose the destination file → Filename → Save as Type (PDF Document (*.pdf)) → Save → Reopen the PDF file to see if it works.



File Conversion using Adobe Acrobat XI

- Open the MSWord (Adobe Acrobat XI software must be installed already)
 - File → Open (choose your MSWord file) → Print → Printer (choose Adobe PDF) → choose the destination file → Filename → Save →
 - Reopen the PDF file to see if it works.
- Open the MSWord (no need to install Adobe Acrobat XI software)
 - File → Open (choose your MSWord file) → Save as → choose the

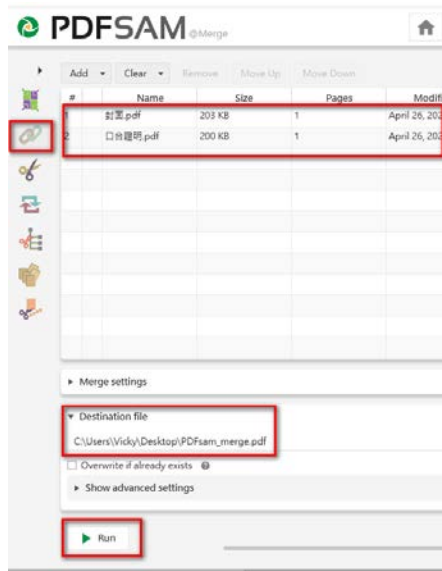
destination file → Filename → Save as Type (PDF Document (*.pdf) →
Save → Reopen the PDF file to see if it works.



Use PDFSAM Basic to merge multiple PDF files (no need to install Adobe Acrobat)

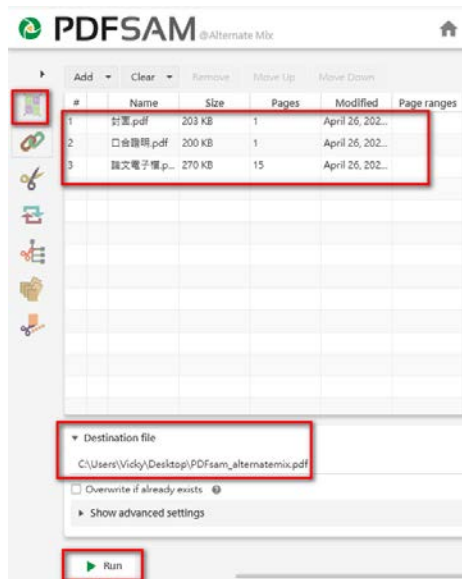
Method 1:

1. Click the “Merge” block
2. Drag and drop PDF files here > Run > after "Run" there is a "complete" display, click "Open" to check the PDF file



Method 2:

1. Click the “Alternative Mix” block
2. Drag and drop the whole PDF file here > drag the second page to this area
Run > after "Run" there is a "complete" display, click "Open" to check the PDF file



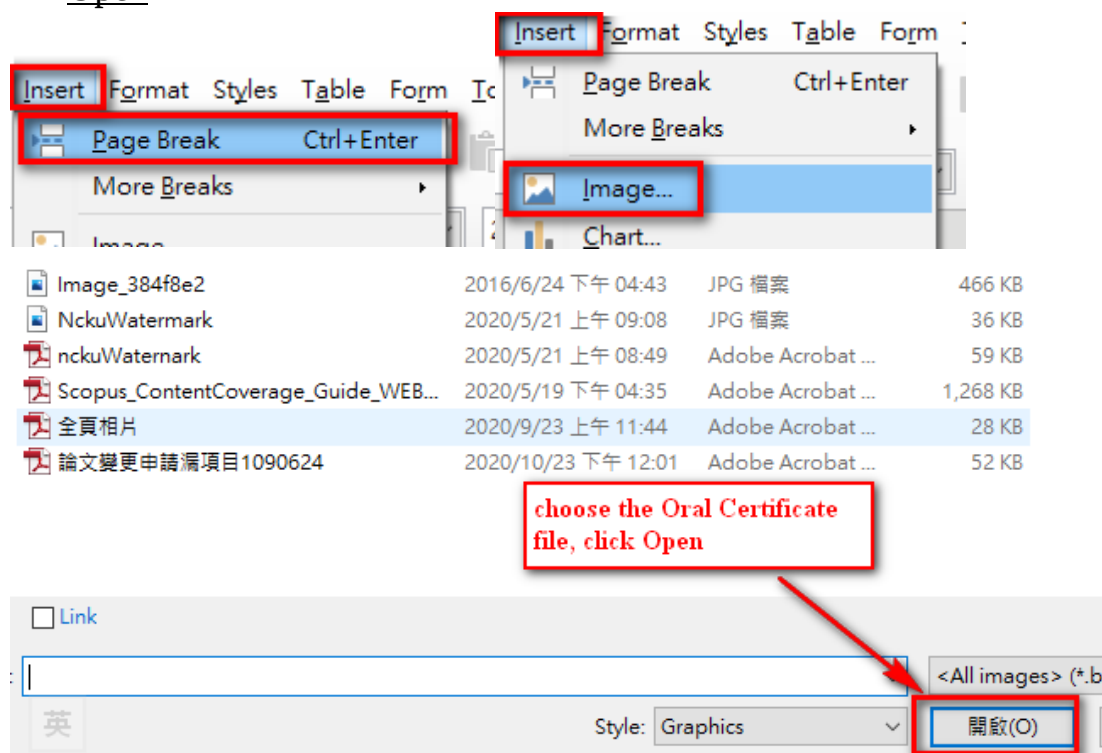
V. Pagination for multiple files combined (2)

LibreOffice Writer[based on 6.4.7.2(x64)]

- After combining multiple files into one single file, please adjust the order of the page numbers to match the print version. Please refer to the steps below to arrange the page numbers:

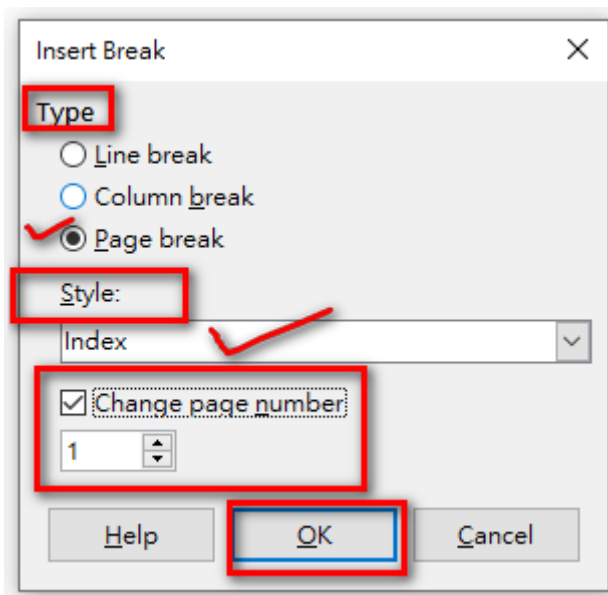
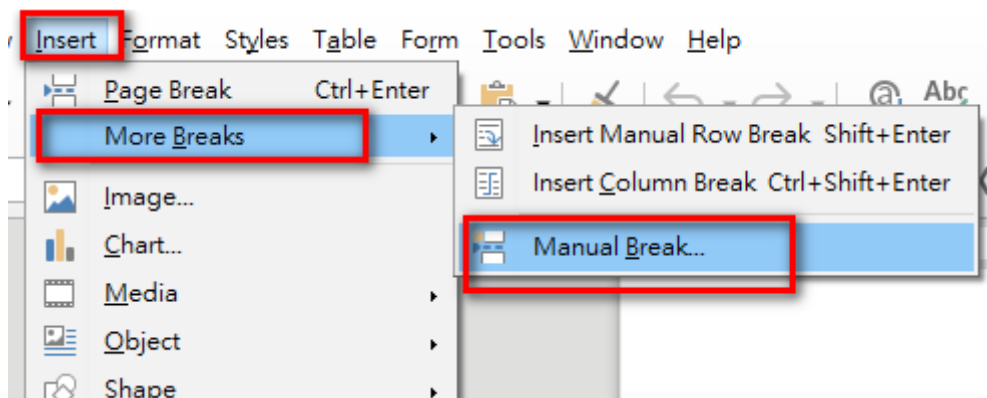
Pagination steps

- (1) Oral Certificate, please scan it into .jpg format, add it to the next page of the Cover → on the last line of the Cover → Select toolbar: Insert → Page Break → at the cursor → Insert → Image → choose the Oral Certificate file → Open

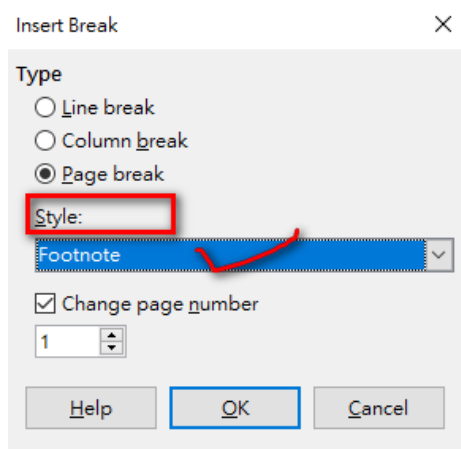


- (2) Page numbers are not required on the Cover and Oral Certificate page, page number setting begins from the next page of the Oral Certificate → on the last line of the Oral Certificate → Select toolbar: Insert → More Breaks → Manual Break → Type: Page break → Style: Index → click Change page

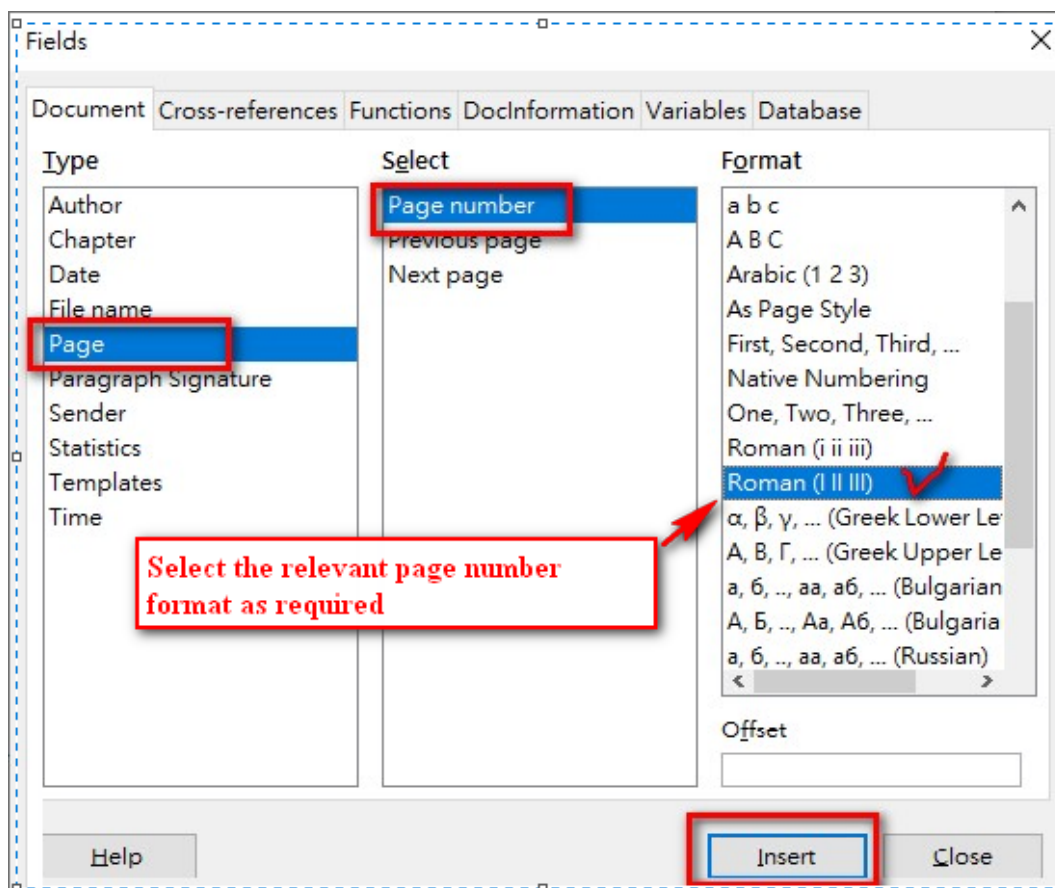
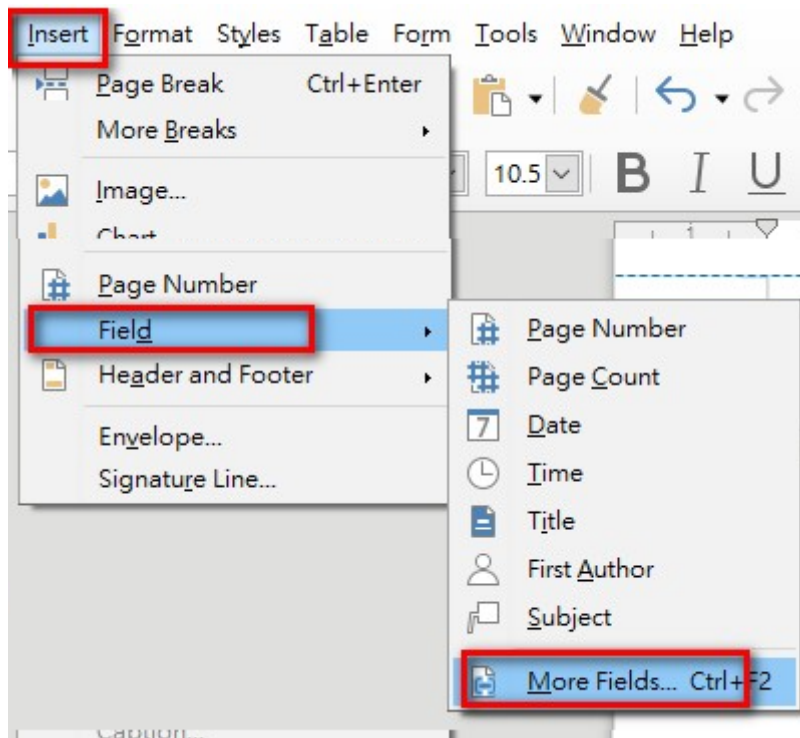
number → “1” will automatically pop out → OK

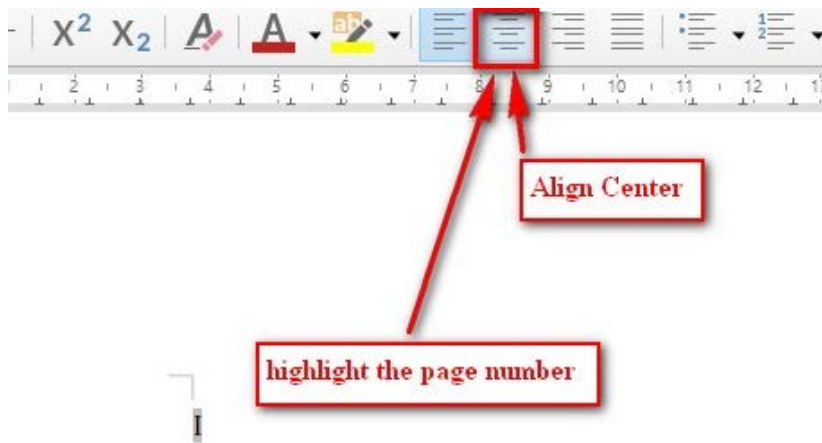


- (3) At the last line before the Main Text page, repeat the steps mentioned above, and change the Style: **Footnote**



- (4) Please always pay attention to correct the position of the text on each page

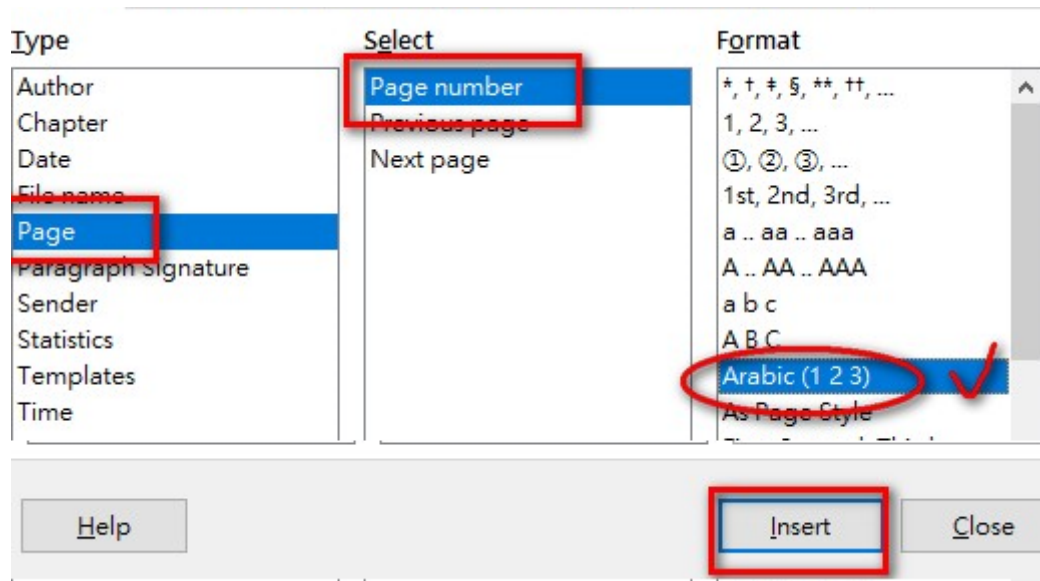




- Editing the Main Text page number : On the page before the Main Text page (the beginning page of the Arabic numerals code, ex. 1, 2, 3) → click on the bottom of the page → The footer editing status appears → repeat the steps mentioned above (5-7).(note: Header and Footer → Footer →

Footnote ; Page → Page number → Select the relevant page number format as required(ex. Arabic (1,2,3...))





VI. Submission Workflow

Login to ETDS

- ID/Password
Check your student ID and password (the same as [NCKU Portal](#)) before login, if there is any question about the ID/password, please contact the Computer and Network Center: 06-2757575 #61010
- Login from the NCKU library webpage or you can log in directly using <https://thesis.lib.ncku.edu.tw/>



Basic Information of your thesis/dissertation

➤ Step 1: Create Thesis Profile

There are 7 labels (as shown below), please enter the Basic Information of your thesis/dissertation.

1. Please follow the instructions in each field, and fill in the basic information of your thesis/dissertation for every label. (Opening MS Word file to copy/paste is advised)
2. Make sure you have provided all the required information and then you can press the "Save and Next Step" button to the next step. The same applies when making changes.
3. If your Information is not fully prepared, you can press the "Save and Next Step" button until the next time you log in.
4. "Save and Next Step" button: Make sure you have filled out all the information required, please press the "Save and Next Step" button to the next step.

Submission Process : Thesis Fulltext Authorize Submit Staff Review Nopass Print

Upload Thesis -

Step1: Create Thesis Profile

Status: the data is stored, you can proceed to the next step.

Tips:

- 1 · Please provide all required information for steps 1 to 4.
- 2 · Make sure you have provided all the required information and then you can press the "Save and Next Step" button to the next step.
- 3 · If your Information is not fully prepared, you can press the "Save and Next Step" button until the next time you log in.
- 4 · If you have filled out all the information required, please press the "Save and Next Step" button to the next step.

7 labels

- 1. Author
- 2. Thesis/Dissertation
- 3. Advisor
- 4. Committee
- 5. Abstract
- 6. Table of Contents
- 7. References

➤ Step 2: Upload Fulltext File

1. Please combine the multiple files into one PDF file before uploading. The **PDF file does not need to add watermark, DOI, and security settings.**
2. Upload the Fulltext file, click "select file", click the "Save and Next Step" button to the next step.
3. If you need to replace the old file, click "select file", and choose the correct file then click the "Save and Next Step" button to the next step.

Submission Process : Thesis **Fulltext** Authorize Submit Staff Review Nopass Print

Upload Thesis -

Step1: Create Thesis Profile
Step2: Upload Fulltext File
Step3: Make Authorization
Step4: Submit
Step5: Print Authorization Form
[Thesis Upload Guide](#)

Step2: Upload Fulltext File

Status: the data is stored, you can proceed to the next step.

Tips:

1. Please combine the multiple files into one PDF file before uploading. The PDF file does not need to add wat DOI, and security settings.
2. If you need to replace the old file , please choose the correct file and click the "Save and Next Step" button next step.

Fulltext

*Fulltext name

[Browse file](#)
[Select file](#)

[Save](#)
[Save and Next Step](#)

➤ Step 3: Authorization

There are 3 labels (as shown below), Please enter the authorization of your thesis/dissertation.

1. There are three objects(E-file authorized to NCKU/Paper authorized to NCKU/E-file authorized to NCL) to be authorized.
2. There are three ways to authorize(Release now/Delay release/No release). Please follow the instructions in each field, and fill in the authorization of your thesis/dissertation for every label. (To discuss with your advisor before making a decision is advised.)
3. The general rule for the authorization:
 - (1)The paper is based on the principle of openness, with the exception of non-openness.
 - (2)In order to promote academic dissemination, if the publication is delayed for up to 5 years, and the situation of never being disclosed should be avoided.
4. Make sure authorization in every label has been made, press the "Save and Next Step" button to the next step.

Submission Process : Thesis Fulltext **Authorize** Submit Staff Review Nopass Print

Upload Thesis -

Step1: Create Thesis Profile
Step2: Upload Fulltext File
Step3: Make Authorization
Step4: Submit
Step5: Print Authorization Form

Thesis Upload Guide

Step3: Make Authorization

Status: the data is stored, you can proceed to the next step.

1. E-file authorized to NCKU 2. Paper authorized to NCKU 3. E-file authorized to NCL

Please enter the required field content:
Intranet, Internet

Tips:

1. According to the provisions of Article 16 of the Degree Conferral Act, the National Central Library(NCL) and school library is a thesis/dissertation storage unit, and the thesis/dissertation is based on the open to the public, with the exception of non-open.
2. According to the Ministry of Education Letter 97年7月23日台高遊字第0970140061號函 and 102年7月3日教育部臺教高(二)字第1020096745號函, The thesis/dissertation should be provided for public access to promote academic dissemination. The proposed delaying release duration of up to 5 years and the situation of not being disclosed should be avoided.

➤ Step 4: Submit

1. Make sure you have complete all the steps(step1-3) , please press “submit” so that library can receive your submission for verification.

Submission Process : Thesis Fulltext Authorize **Submit** Staff Review Nopass

Upload Thesis -

Step1: Create Thesis Profile
Step2: Upload Fulltext File
Step3: Make Authorization
Step4: Submit
Step5: Print Authorization Form

Thesis Upload Guide

Step4: Submit

Tips:

1. Please reconfirm all the steps and click on “Submit” for reviewing.

Submit

➤ Step 5: Print Authorization Form

1. Please log in to the ETDS system and go to this step after you get the approval notification email.
2. There are two items in this step:
 - (1) Print: Please print all listed Authorization forms.
 - (2) Print Paper: Please download the full-text PDF file to print out the paper thesis/dissertation.

Submission Process : Thesis Fulltext Authorize Submit Staff Review Nopass **Print**

Upload Thesis -

Step1: Create Thesis Profile
Step2: Upload Fulltext File
Step3: Make Authorization
Step4: Submit
Step5: Print Authorization Form

Thesis Upload Guide

Status:

Tips:
Extension of the release date could be made after the last delaying date expired, please fill in 「NCKU Library Request Form for Dissertation/Theses Authorization Revise」.

Print

Print all listed Authorization forms

Term	File
Thesis & Dissertation Copyright License Agreement-English	Authorization Form(PDF)
Print Thesis & Dissertation Copyright License Agreement-English	Authorization Form(PDF)

* Print authorization form on both sides of the paper

Print Paper

Download the full-text PDF file to print out the paper thesis/dissertation

Term	File
Fulltext name	Fulltext

Checklist before uploading your PDF file

- Checklist before uploading your PDF file
 1. Is the entire thesis converted into one single PDF file? PDF size under 20MB?
 2. Can the PDF file be opened normally?
 3. Is the number of pages the same as that in print thesis?
 4. Does the textual content display normally?
 5. Does the format (ex. the font) remain the same after conversion?
 6. Please refer to the [Checking notice before submission](#) for more detail.

Submitting for Verification

- Please log in to the ETDS system and go to this step4 to click “submit”.
- If your Information is not fully prepared, you can press the "Save and Next Step" button until the next time you log in.

Verification Notice

- It will take about 3 working days for the NCKU THESIS WORKING GROUP to complete the verification process. We will notify you about the result via email which you fill out in the ETDS System.

■ Disapproved

Please refer to the email for the disapproved reasons, and then submit your files again after correction.

■ Approved

When you received the Approval notification email , please log in the ETDS system

- (1) Make sure the content of the authorization form is correct, and print all the authorization forms out. These Authorization papers must sign by you and your advisor
- (2) Download the thesis/dissertation Pdf file to print the paper version.
- (3) Please log in to NCKU Portal (<https://i.ncku.edu.tw/>) to print "Graduation Procedure Form", and then bring the signed Authorization paper and printed thesis/dissertation to the library for the graduation process.
- (4)Download the thesis/dissertation Pdf file to print the paper version.

- In order to ensure that your paper can be approved, please check the content and related settings of the PDF file yourself!

➤ Contact

■ If there is any problem with the file conversion, Please contact Main library 1f E-Hub Area to borrow a computer to convert files.

■ Regarding E-theses/dissertations submission or verification problems, please contact the NCKU THESIS WORKING GROUP.

Tel : (06)2757575#65774

E-mail : etds@email.ncku.edu.tw