



Chinese Culture University

「 Electronic Theses and Dissertations System 」

User Manual

May 22, 2013

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Important Messages

For a final, post-defence submission of dissertation and thesis, please be sure to read the following information thoroughly. (2013-05-14)

I. The important dates for submitting final, defended dissertation/thesis in electronic format in the second semester of the academic year 2012 are as follows:

Dissertation/thesis submission: May 30, 2013 - July 29, 2013.

Format review is a university requirement to ensure your document is in compliance with PCCU standards.

II. Approval of the library is also required for submitting the printed copy for Doctoral/Master's students before 16:00 on July 31, 2013 (Wednesday), Please submit the following documents to the Library Circulation Desk:

1. A valid student ID card,
2. A copyright authorization for electronic dissertation/thesis signed by you,
3. One paper copy of dissertation/thesis which bound "[Chinese Culture University Copyright Authorization for Dissertation/Thesis](#)" (Please print out this form and sign, then bind to the printed copy).



III. Notices on the printed copy of dissertation/thesis:

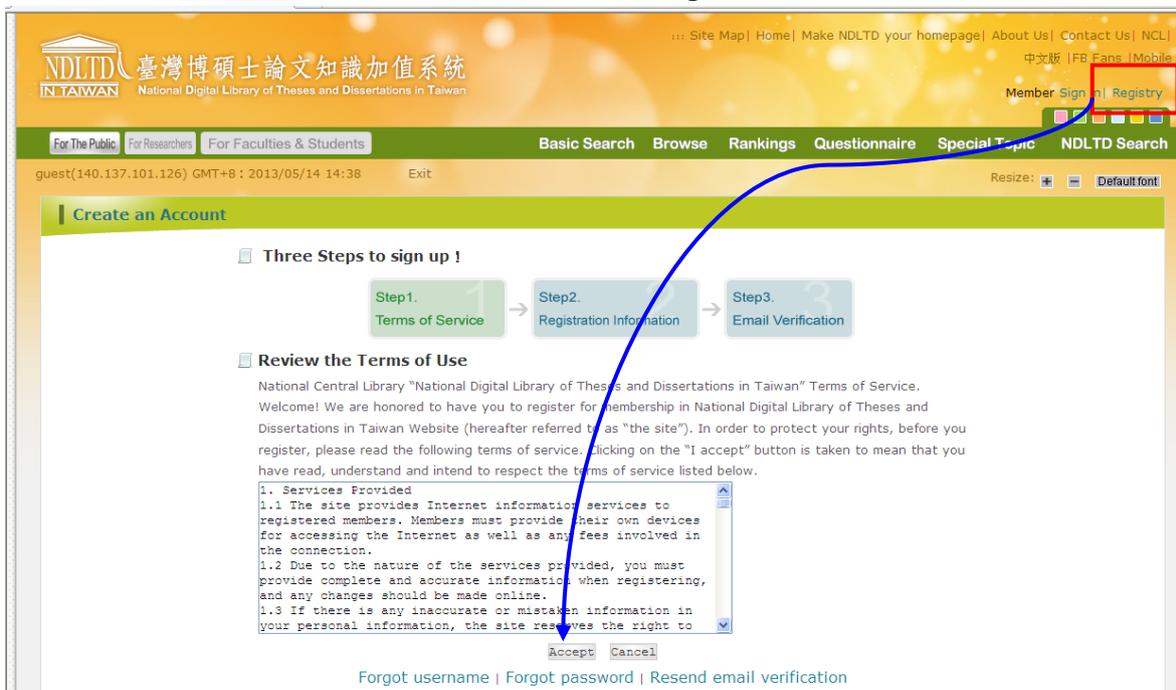
1. No watermark needed,
2. A copyright authorization for dissertation/thesis signed by you.

User Manual

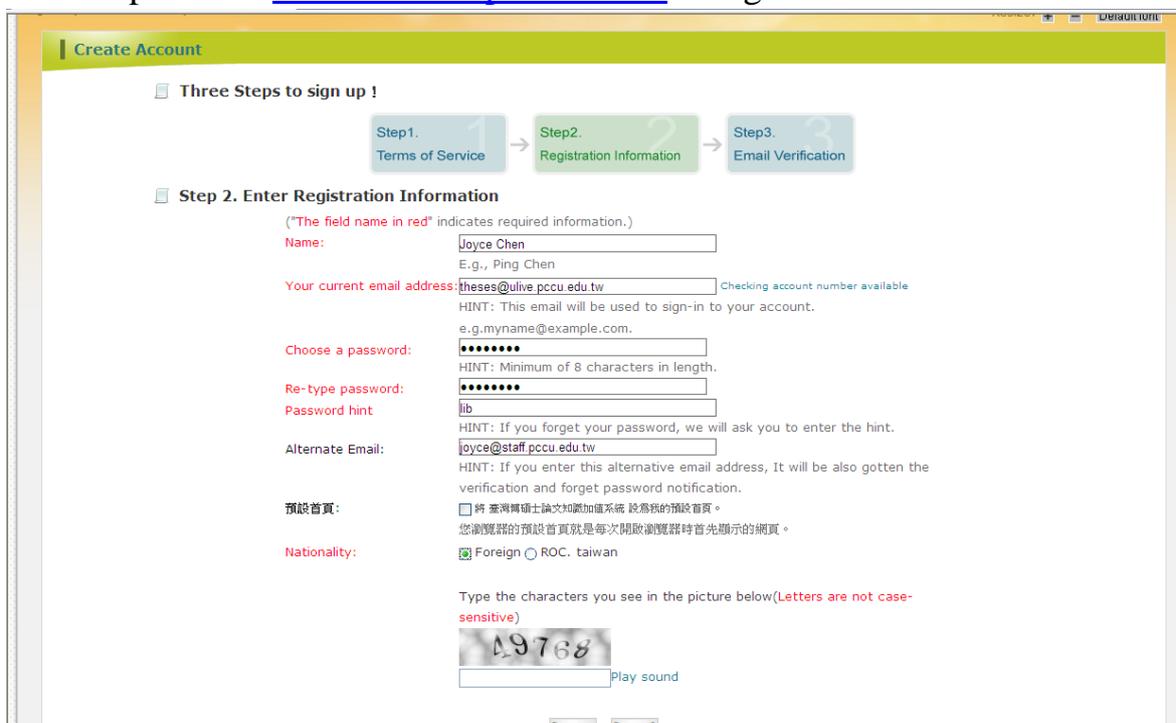
1. **Log in**

(1) Use ulive E-mail to apply register ID and Password

Step1. Please click the [National Digital Library of Theses and Dissertations in Taiwan](#) and use ulive E-mail to register as member.

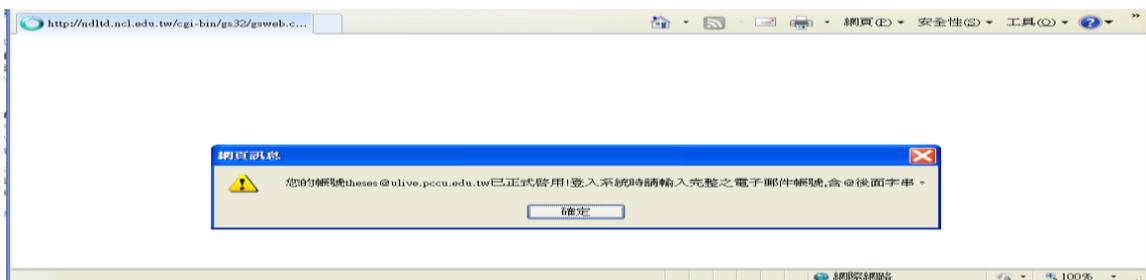
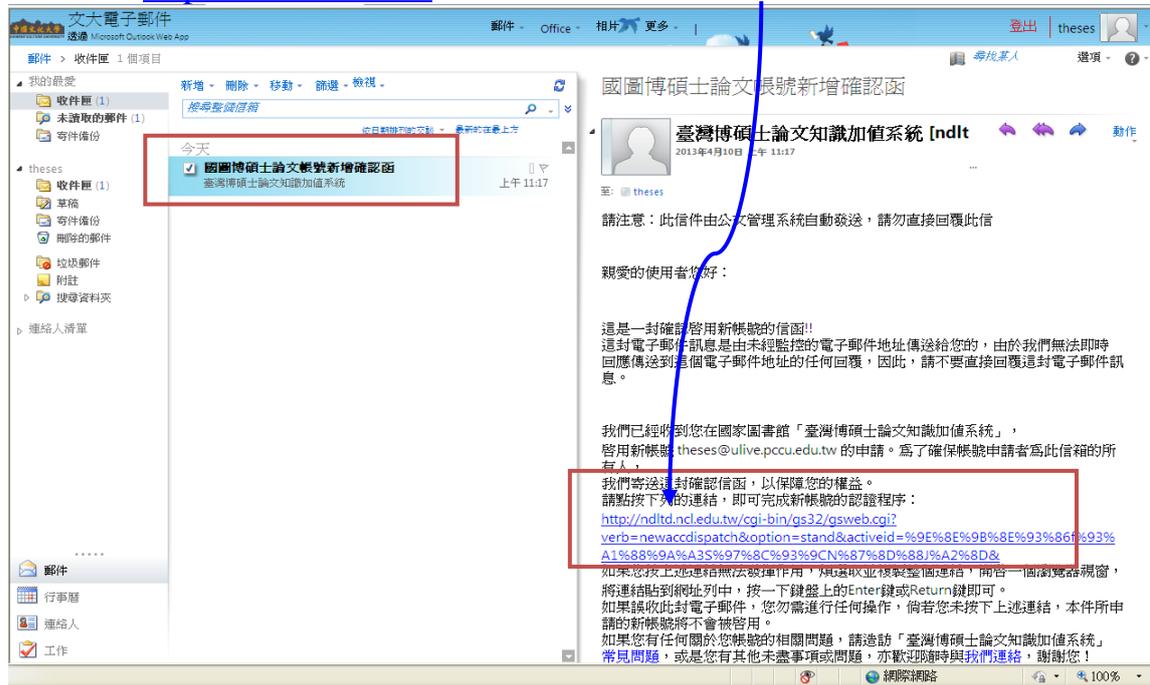


example : use theses@ulive.pccu.edu.tw to register as member





Step2. When the registry is completed, use ulive e-mail to log in <http://outlook.com/> and click the confirmation to start the ulive e-mail.



Step3. Please link to [the system](#) and click the Register button, then key in olive E-mail and password.



Step4. Please choose correct department and key in name, student ID number, E-mail (which use to receive the system message) and choose correct semester.



System will send the account and password to your e-mail, when the registry is finished.



(2) Submitting option : ulive E-mail or ID and Password supplied by the system.



Please click the Submission button to submit the dissertation/thesis.



Please key in the ID and PW which supplied by the system

中國文化大學 Chinese Culture University

博碩士論文系統
Electronic Theses and Dissertations System
上傳 下載 查詢 分析 加值服務

臺灣博碩士論文知識加值系統 | 新手上路 | 中國文化大學機構典藏系統 | 圖書館首頁

- 申請建檔帳號
- Register**
- 論文查詢
- Search**
- 論文建檔與管理 Submission**
- 列印論文摘要表
- Print Abstract**
- 最新消息
- News**
- 建檔流程
- Upload Workflow**

論文建檔與管理 Submission

National Digital Library of Theses and Dissertations in Taiwan

帳號: 101PCCU0571000

密碼: ●●●●●●●●

ID and PW (supplied by system)

2. System Description

Electronic Theses and Dissertations System
Chinese Culture University
上传 下载 查询 分析 增值服务
中文版 / English 操作手册下载 王小明 Logout

Input Metadata Full text Validate Pass

Status display

Thesis

- step1 Key in
- step2 Upload
- step3 Submit
- step4 Print
- Other Function**
- Change log
- Personal Data
- Contact Us
- Logout

Function

step1 Key in If you have any problem, please Contact Us

[Add Dissertation/Thesis](#) [Click here to enter your Dissertation/Thesis data.](#)

Basic Abstract Table of Content Reference

Chinese Name :
Foreign Name :
Chinese Title :
Foreign Title :
Advisor :
E-mail of Advisor :
Advisory Committee :
Date of Defense :
Degree :
School Name :
Department Name :
Academic Year :
Publish Year :
Student ID :
Language :
Page Count :
Chinese Keyword :
Foreign Keyword :
Name of Personal Website :
URL of Personal Website :
E-mail :

3. **Function Description**

Please make sure the basic information of the individual, if the information is incorrect, correct the information, in order to facilitate follow-up system.

博碩士論文系統
Electronic Theses and Dissertations System
上傳 下載 查詢 分析 加值服務

Input Metadata Full text Validate Pass 中文版 / English 操作手冊下載 王小明 Logout

Thesis
step1 Key in
step2 Upload
step3 Submit
step4 Print
Other Function
Change log
Personal Data
Contact Us
Logout

修改資料 All mandatory fields indicated with red asterisks (帳號建立日期: 2013-05-17)

Field	Content
User ID	101PCCU0571015
* Password	HbnVgJdY
* Name	王小明
School	中國文化大學
Department	觀光事業學系
Degree Date	101
Semester	二
Student ID	A1111101
* E-mail	joyce@staff.pccu.edu.tw

Commonly used email

Submit

(1) **Step1: Key in**

Click the function “step1 Key in”, then click the “Add Dissertation/Thesis” button to enter your Dissertation/Thesis data which included **Basic**, **Abstract**, **Table Content** and **Reference**.

博碩士論文系統
Electronic Theses and Dissertations System
上傳 下載 查詢 分析 加值服務

Input Metadata Full text Validate Pass 中文版 / English 操作手冊下載 王小明 Logout

Thesis
step1 Key in
step2 Upload
step3 Submit
step4 Print
Other Function
Change log
Personal Data
Contact Us
Logout

step1 Key in If you have any problem, please Contact Us

Add Dissertation/Thesis Click here to enter your Dissertation/Thesis data.

Basic Abstract Table of Content Reference

Chinese Name :
Foreign Name :
Chinese Title :
Foreign Title :
Advisor :
E-mail of Advisor :
Advisory Committee :
Date of Defense :
Degree :
School Name :
Department Name :
Academic Year :
Publish Year :
Student ID :
Language :
Page Count :
Chinese Keyword :
Foreign Keyword :
Name of Personal Website :

Basic

BasicAbstractTable of ContentReference

(*) Required fields
(*) Optional fields

紅色 * 號為必填欄位

* Chinese Name : 王小明

* Foreign Name : The first letter of English name must be uppercase, Ex: Wang, Dahua
Joyce Chen

* Chinese Title :

* Foreign Title : The first letter of English name must be uppercase · Ex : A Critique on Current Free Software Industry Progression: From a Comparative Perspective of Canadian Free Software Industry Strategy
Chinese Culture University Dissertation/Thesis System user manual

* Advisor : The first letter of English name must be uppercase, Ex: Wang, Dahua
Chinese: 周云
Foreign:

* E-mail of Advisor : If there are more than two E-mail, please use comma(,) to separate them

* Advisory Committee : The first letter of English name must be uppercase, Ex: Wang, Dahua
Chinese:
Foreign:

* Date of Defense :

* Degree :

School Name : 中國文化大學
Department Name : 觀光事業學系
Academic Year :
* Publish Year :

* Student ID :
Student ID : A11111101

* Language :

* Page Count : 100

* Chinese Keyword : Enter just one keyword in a textbox

* Foreign Keyword : Enter just one keyword in a textbox
User manual

Name of Personal Website : Ex : Facebook、Blog、MSN

URL of Personal Website :

* E-mail : joyce@staff.pccu.edu.tw

Files :

* 請務必切換頁籤，填寫所有論文資料
* 論文資料填寫完成後，請按下“資料暫存”或“資料存檔”鍵
* 資料暫存功能於論文未建置完成時，供暫存使用，可於日後自行登入系統完成論文建檔
* 若您有線上建檔的問題，可洽詢系所助教或與我們聯絡。若您的全文無法自行上傳，請將全文寄送到etd@ncl.edu.tw信箱，由專人為您服務。

If you do not complete

Abstract

Edit Dissertation/Thesis

Basic **Abstract** Table of Content Reference

紅色*號為必填欄位

* Chinese Abstract :

* Foreign Abstract :

* 請務必切換頁籤，填寫所有論文資料
* 論文資料填寫完成後，請按下“資料暫存”或“資料存檔”鍵
* 資料暫存功能於論文未建置完成時，供暫存使用，可於日後自行登入系統完成論文建檔
* 若您有線上建檔的問題，可洽詢系所助教或與我們聯絡。若您的全文無法自行上傳，請將全文寄送到etd@ncl.edu.tw信箱，由專人為您服務。

Table of Content

Edit Dissertation/Thesis

Basic Abstract **Table of Content** Reference

紅色*號為必填欄位

* Table of Content :

* 請務必切換頁籤，填寫所有論文資料
* 論文資料填寫完成後，請按下“資料暫存”或“資料存檔”鍵
* 資料暫存功能於論文未建置完成時，供暫存使用，可於日後自行登入系統完成論文建檔
* 若您有線上建檔的問題，可洽詢系所助教或與我們聯絡。若您的全文無法自行上傳，請將全文寄送到etd@ncl.edu.tw信箱，由專人為您服務。

Reference

The screenshot shows the 'Edit Dissertation/Thesis' interface with the 'Reference' tab selected. The interface includes a navigation bar with 'Basic', 'Abstract', 'Table of Content', and 'Reference' tabs. Below the tabs, there is a red asterisk indicating a required field. The main area is a large text input field for references. At the bottom, there are instructions in Chinese and two buttons: 'Temporary Save' and 'Save'.

Basic Abstract Table of Content **Reference**

紅色*號為必填欄位

* Reference :

※請務必切換頁籤，填寫所有論文資料
※論文資料填寫完成後，請按下"資料暫存"或"資料存檔"鍵
※資料暫存功能於論文未建置完成時，供暫存使用，可於日後自行登入系統完成論文建檔
※若您有線上建檔的問題，可洽詢系所助教或與我們聯絡。若您的全文無法自行上傳，請將全文寄送到etd@ncl.edu.tw信箱，由專人為您服務。

Temporary Save Save

(2) Step2: Upload

Please upload single PDF file with [watermark](#) and security configuration.

The screenshot shows the 'step2 Upload' interface. The header includes the Chinese Culture University logo and the system name 'Electronic Theses and Dissertations System'. The main area has a navigation bar with 'Input Metadata', 'Full text', 'Validate', and 'Pass' buttons. The 'Full text' button is highlighted. Below the navigation bar, there is a sidebar with 'Thesis' and 'Other Function' sections. The main content area shows the 'step2 Upload' section with a red box around the 'Upload or delete full text' button and a text input field for the dissertation/thesis full text.

中國文化大學 Chinese Culture University 博碩士論文系統 Electronic Theses and Dissertations System 上傳 下載 查詢 分析 加值服務

Input Metadata Full text Validate Pass 中文版 / English 操作手冊下載 王小明 Logout

Thesis

- step1 Key in
- step2 Upload**
- step3 Submit
- step4 Print

Other Function

- Change log
- Personal Data
- Contact Us
- Logout

step2 Upload If you have any problem , please Contact Us

Upload or delete full text 上傳或刪除書目延後公開申請書 (欲申請專利者，全文上傳後請點選此按鈕)

Dissertation/Thesis full text

Edit Dissertation/Thesis

Basic Abstract Table of Content Reference Dissertation/Thesis full text

紅色*號為必填欄位

If you have more than one file, please click the "Add File" button

Please click the "S" 如果您的全文檔

刪除電子全: **Please upload single PDF file with watermark and security configuration**

全文上傳:

Add file 檔案名稱: 電子全文 瀏覽...

※ 若您有線上建檔的問題, 可洽詢系所助教或與我們聯絡。若您的全文無法自行上傳, 請將全文寄送到etd@ncl.edu.tw信箱, 由專人為您服務。

確定上傳

Please authorize public access date.

博碩士論文系統
Electronic Theses and Dissertations System
上傳 下載 查詢 分析 加值服務

中國文化大學 Chinese Culture University

Input Metadata Full text Validate Pass 中文版 / English 操作手冊下載 王小明 Logout

Thesis

- step1 Key in
- step2 Upload
- step3 Submit
- step4 Print

Other Function

- Change log
- Personal Data
- Contact Us
- Logout

step2 Upload If you have any problem, please Contact Us

Upload or delete full text 上傳或刪除書目延後公開申請書 (欲申請專利者, 全文上傳後請點選此按鈕)

Dissertation/Thesis full text

Dissertation/Thesis full text: 電子全文

全文檔授權:

- Immediate public access
- Immediate access at my school, open public access after [] year [] month [] day.
- Open access at my school after [] year [] month [] day; open public access after [] year [] month [] day
- Other:

Next

Step3: Submit

Please submit the dissertation/thesis, when you finished upload.



Please click the “Cancel Validatic”, when you have to correct the context.

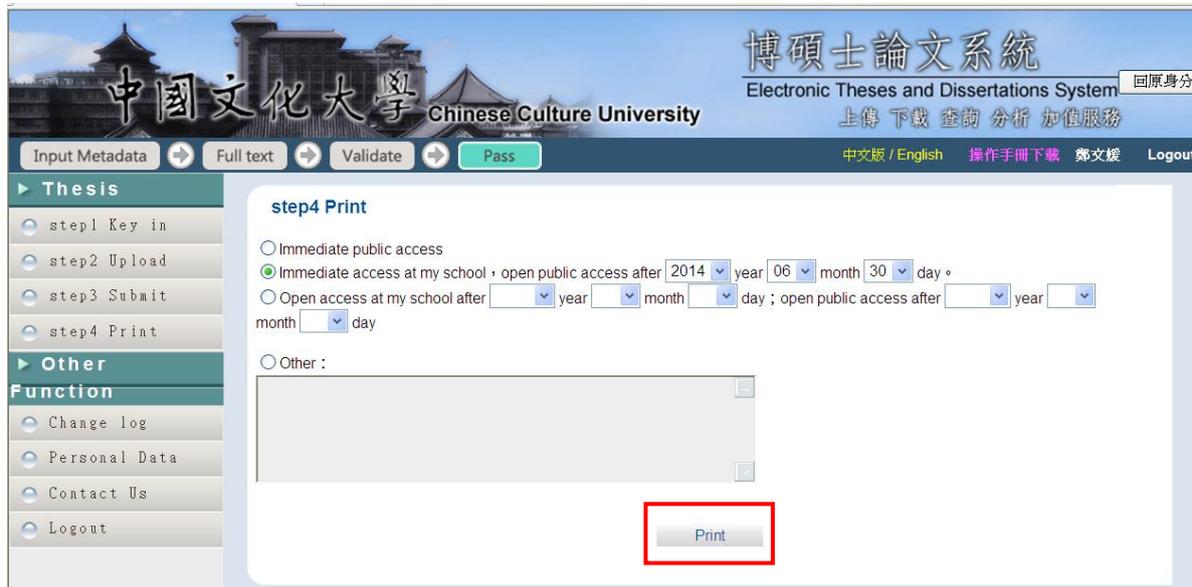


Cancel validate message



(3) Step4: Print

Please print the Authorization Form in duplicate which should be delivered to the university library and Office of Academic Affairs for approval of graduation.



Print

Dissertation and Thesis Authorization Form to Post Digital Copy Online

(Please mail this form to the National Central Library for documentation purposes)

ID:101PCCU0328021

This form is to authorize the use of the following dissertation/thesis (circle one) written to meet graduation requirements of Chinese Culture University in the department of 心理輔導學系 for the 三 semester of 101 academic year.

Title : 遊戲治療對社會退縮兒童之退縮行為與自我概念之成效探討

Advisor : 蔡美香, Mei-Hsiang Tsai

I do hereby authorize individuals to access the full text of the aforementioned dissertation/thesis (including abstract) online for non-commercial purposes of searching, reading, downloading, and/or printing. This is a non-exclusive authorization without compensation granted to National Central Library and the university from which I graduated to reproduce this work in the format of microfilm, compact disc, or digital file without limits to location, time, or number of reproductions. I also agree to the public transmission of an electronic file.

- Immediate public access
- Immediate access at my school, with public access after 2014 / 6 / 30
- Open access at my school after // 日 : open public access after 2014 / 6 / 30
- Other _____

Name : 鄭文媛

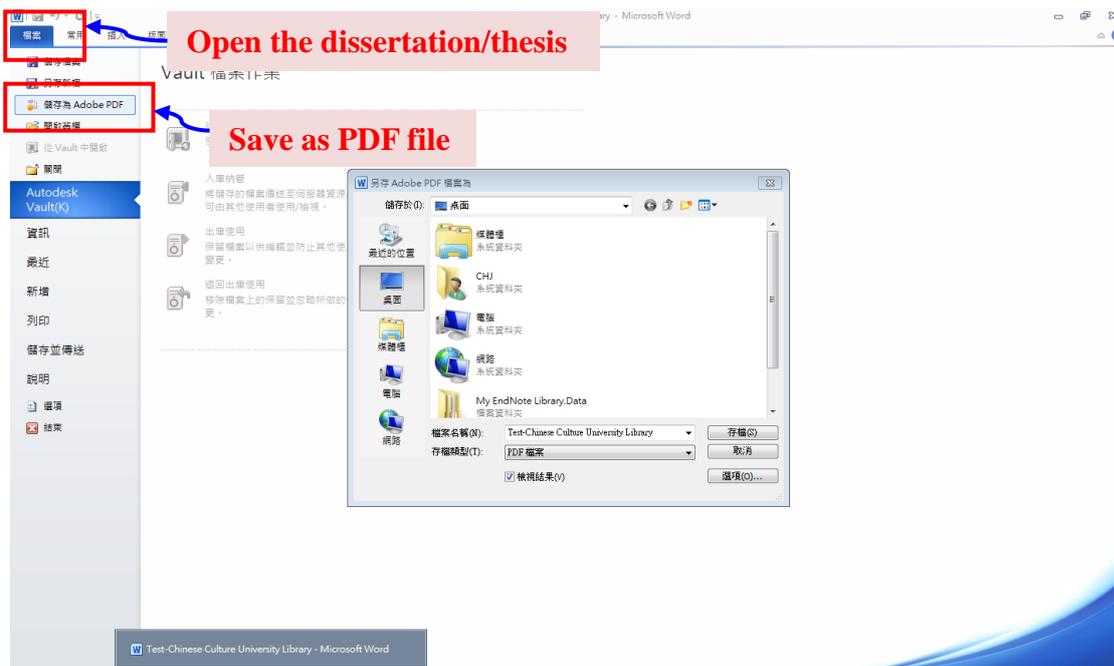
Signed : _____ **Date (yyyy/m m/dd) :** _____

4. **How to add watermark and security configuration**

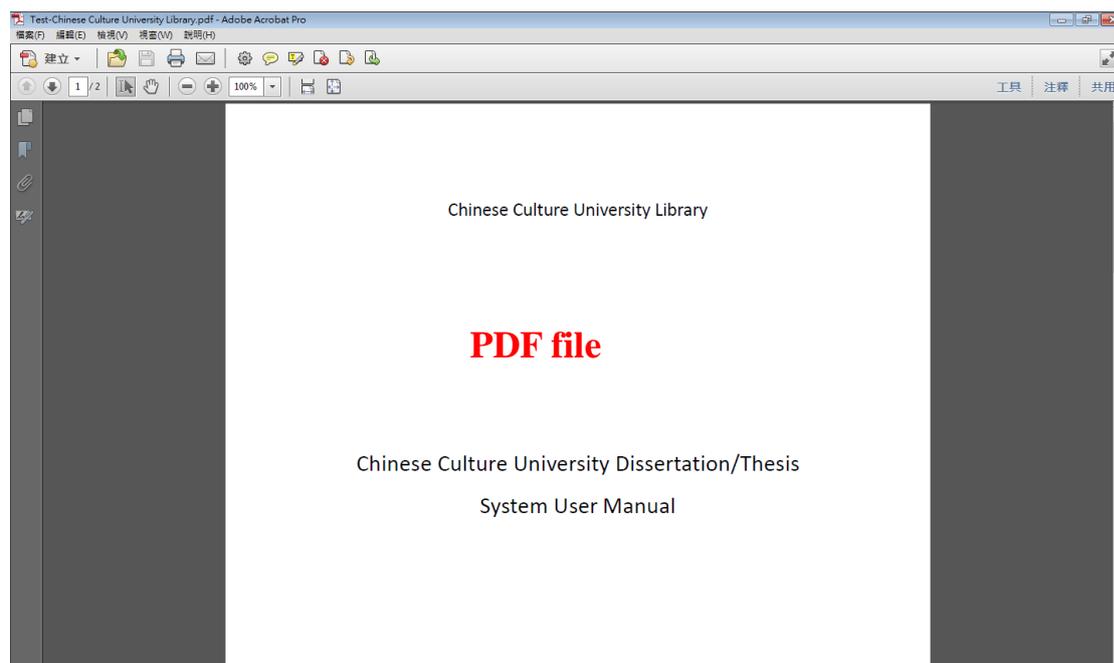
Convert the word file of your dissertation/thesis, including the title page, signature page of committee members, the acknowledgement, abstract, contents, full-text, references and appendix to single PDF file.

Example. Word 2010

Step1. Open the file and save it as a PDF file



PDF file



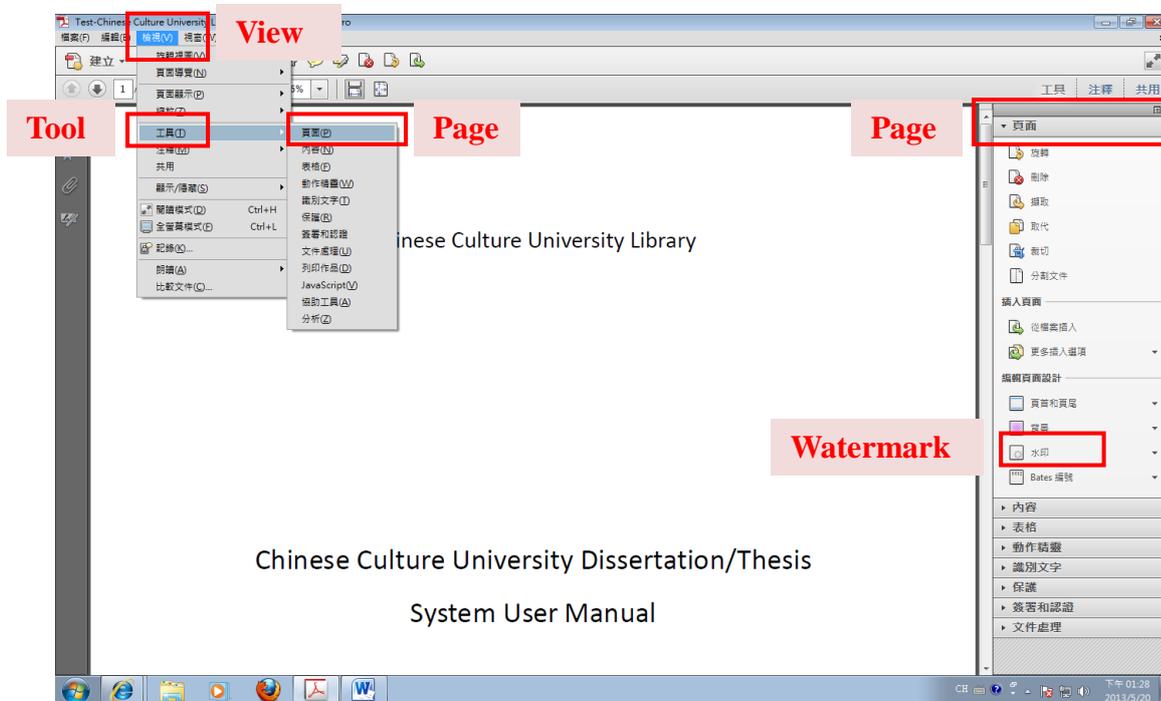
Step2.Add watermark and security configuration

Students should use computers that are installed with the Adobe Acrobat X Professional (Students could use in Library and Ta-Yi Building Room 410)for adding watermark and security configuration.



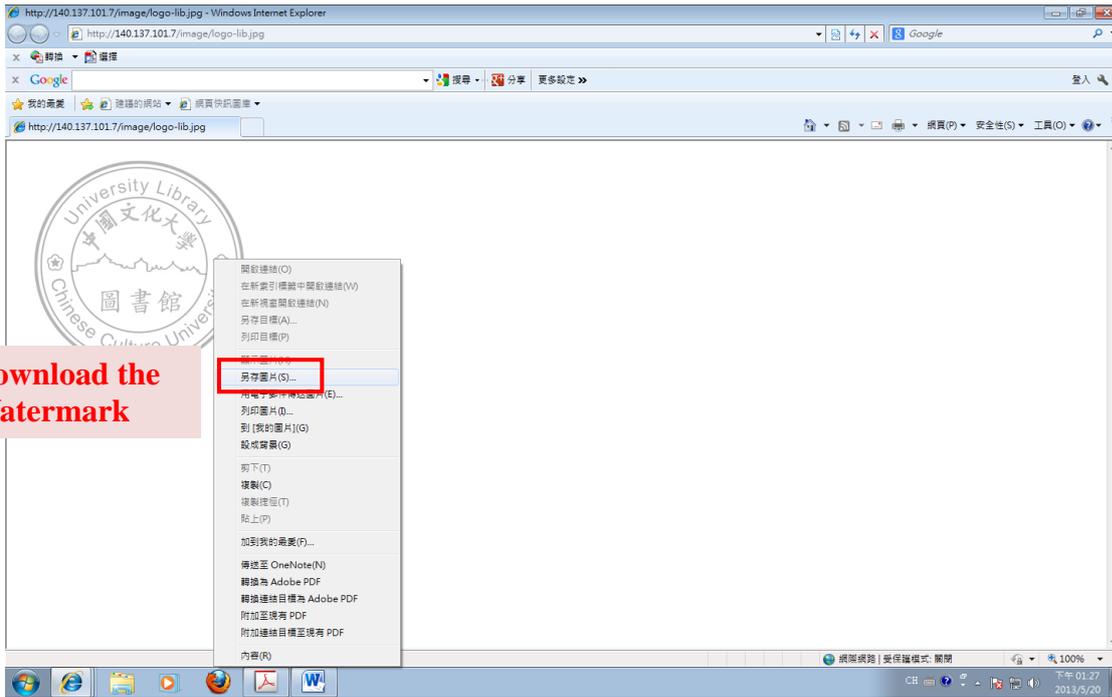
Add watermark:

Open the dissertation/thesis → View→Tool→Page→Watermark

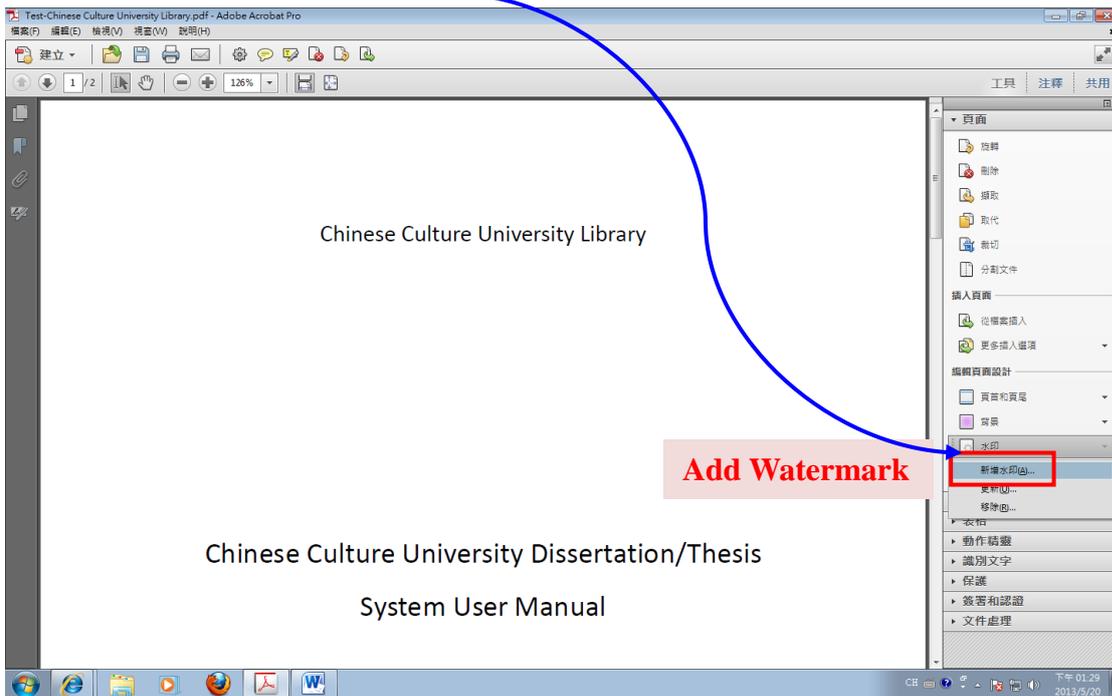


Please click the URL(listed as below) to download the watermark.

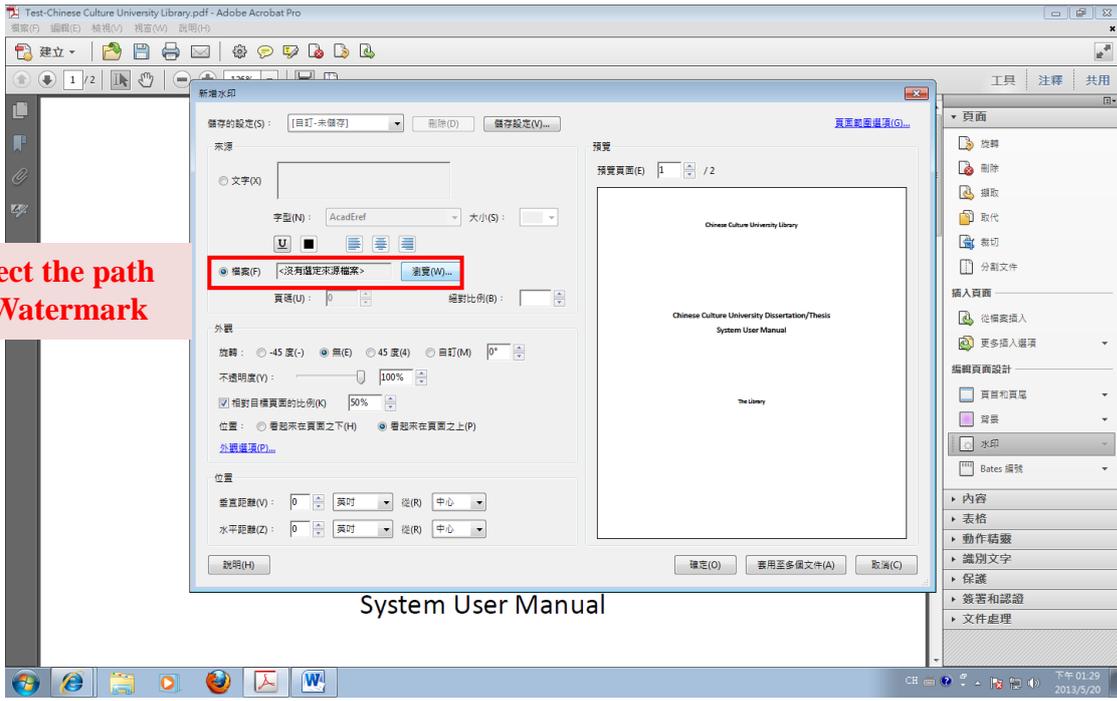
<http://140.137.101.7/image/logo-lib.jpg>



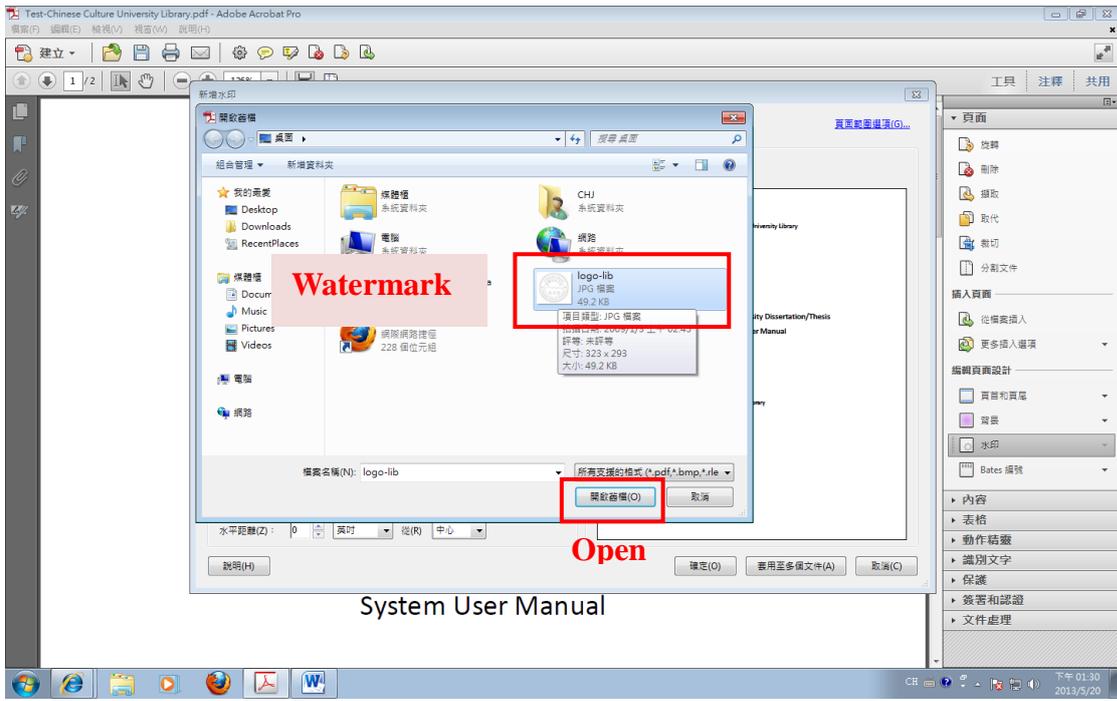
Click on the watermark to add watermark



Select the path of Watermark

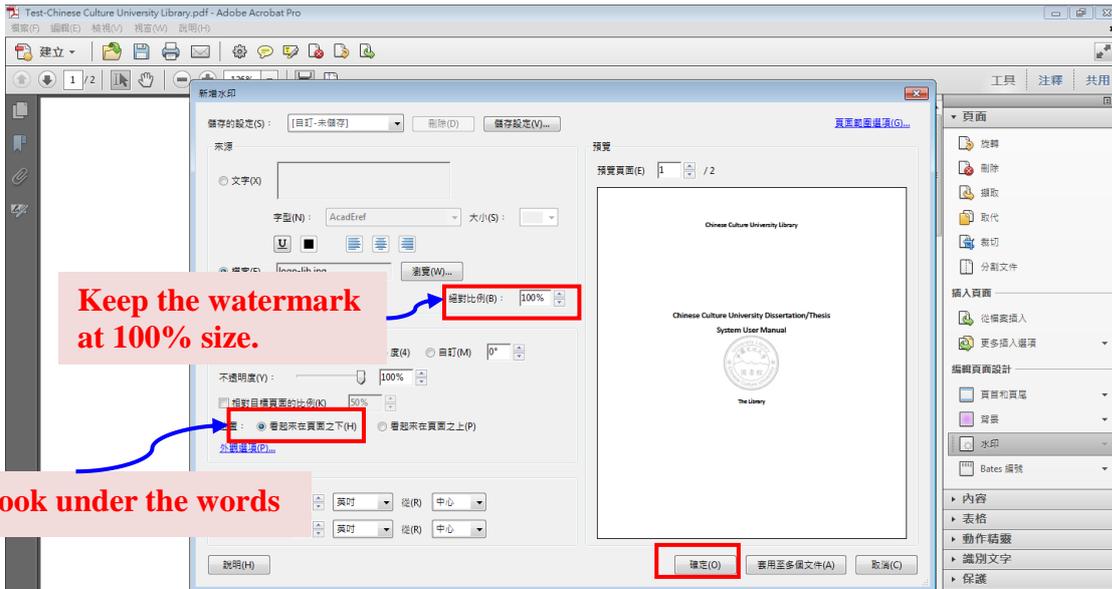


System User Manual



Open

System User Manual

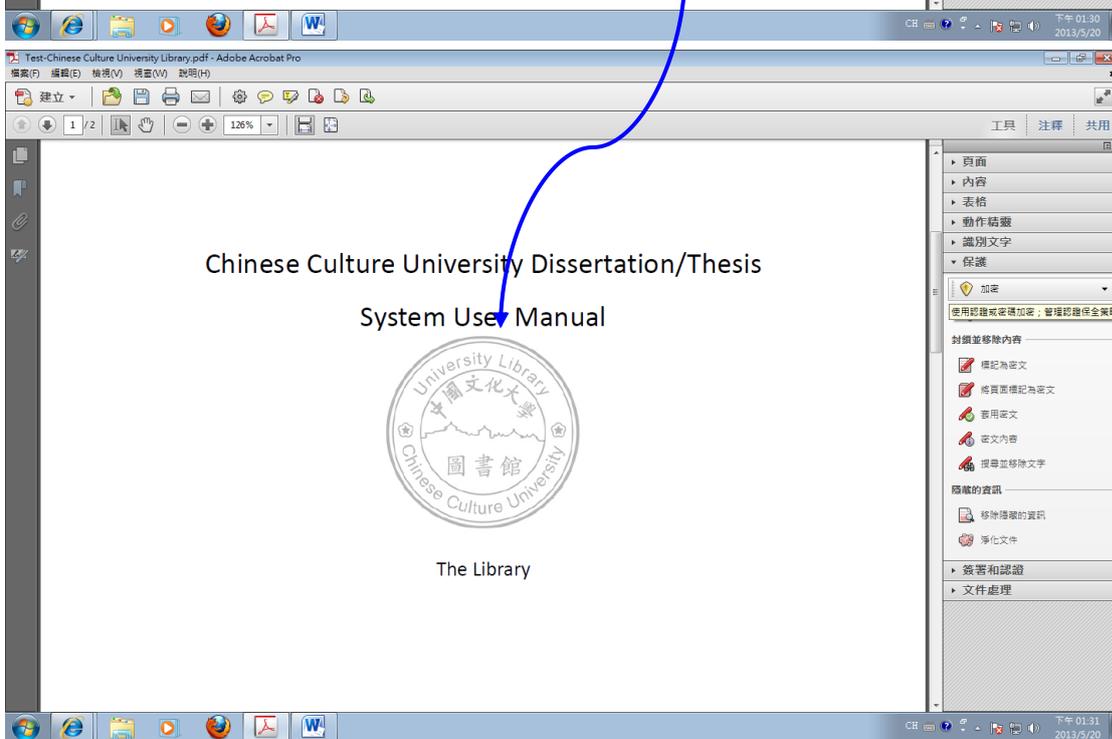


Keep the watermark at 100% size.

Look under the words

O.K.

System User Manual



Chinese Culture University Dissertation/Thesis

System User Manual



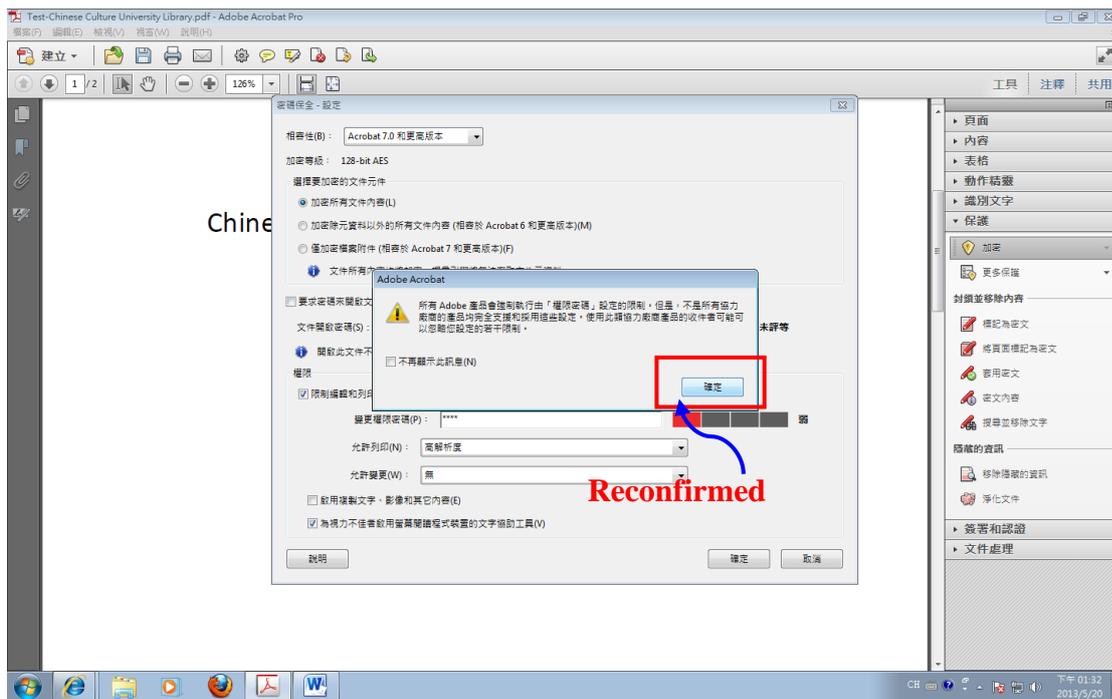
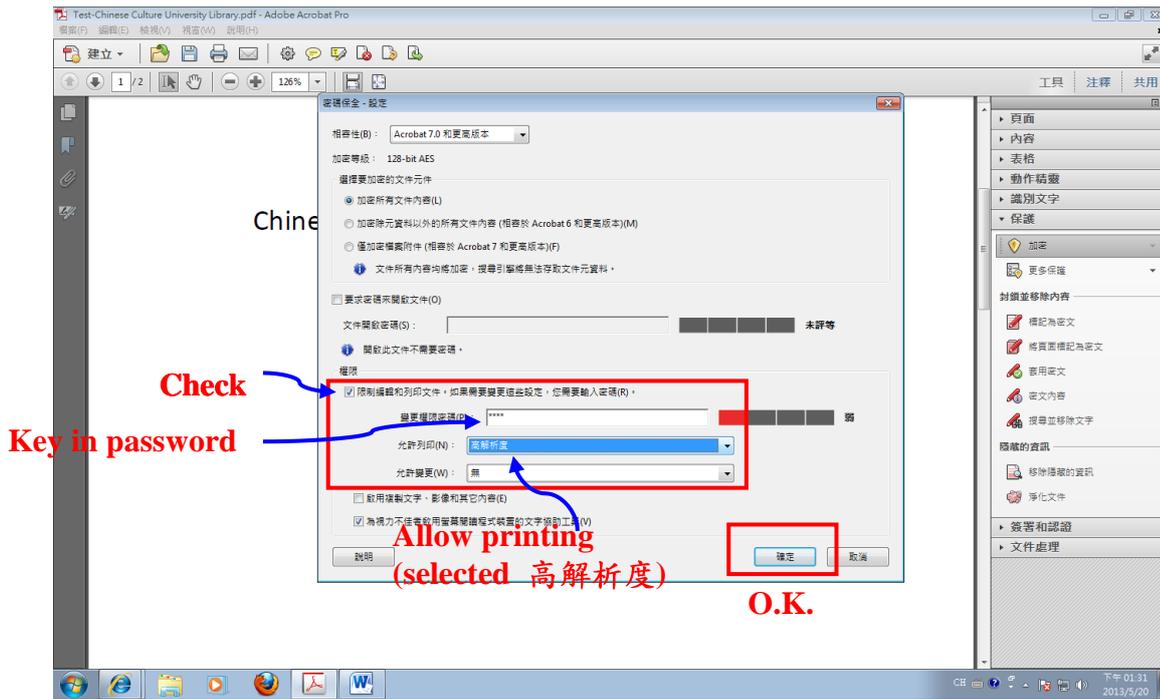
The Library

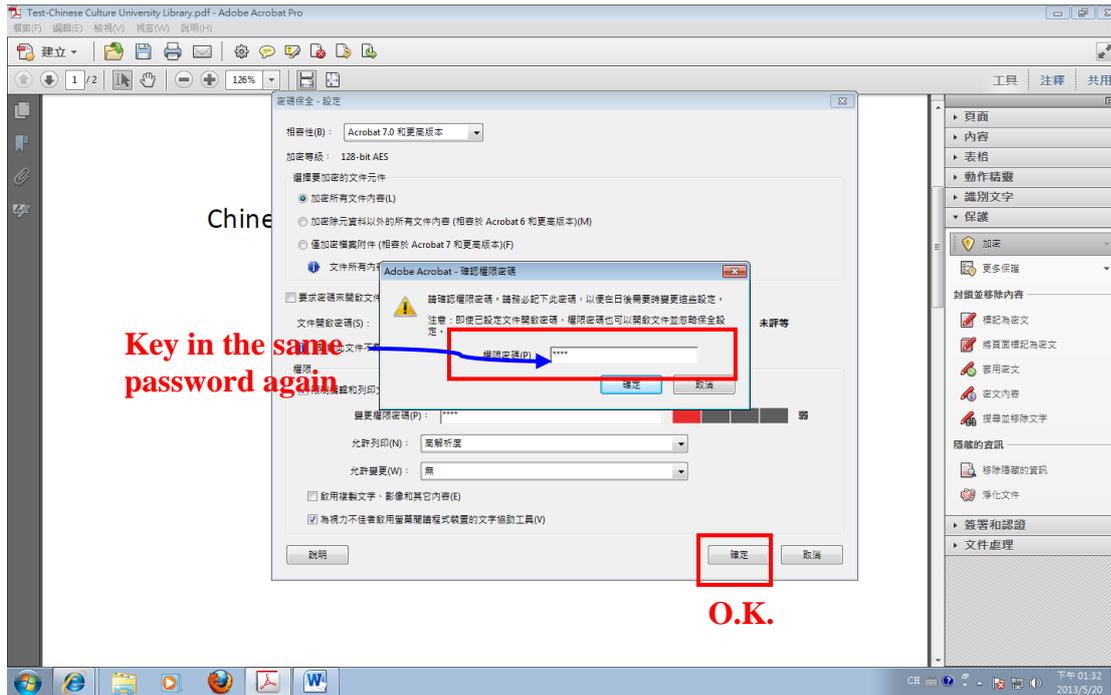
Security configuration:

The image displays two screenshots of the Adobe Acrobat Pro interface, illustrating the process of adding password security to a PDF document.

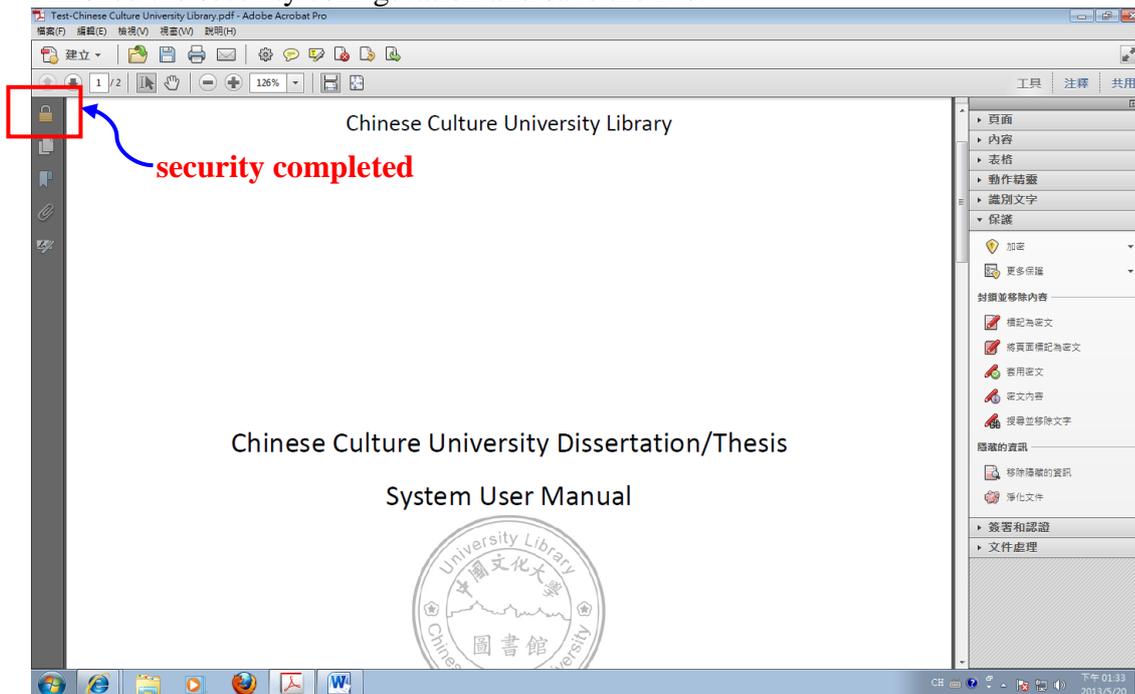
Top Screenshot: The main window shows the PDF content: "Chinese Culture University Dissertation/Thesis System User Manual". The university logo and "The Library" text are visible. On the right-hand side, the "Tools" panel is open to the "Protect" section. The "Add" (加密) option is highlighted with a red box. A blue arrow points from this option to a red box containing the text "password security".

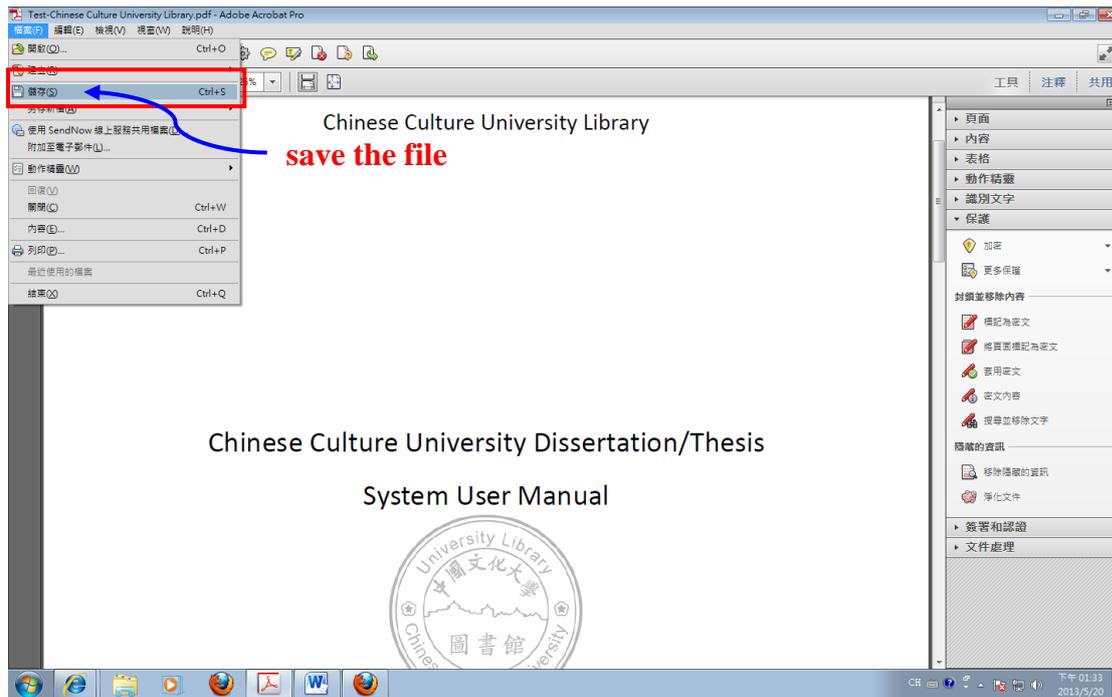
Bottom Screenshot: This screenshot shows the same PDF content, but with a dialog box titled "Apply New Security Settings" (套用新安全設定) overlaid. The dialog asks, "Do you want to change the security of this file?" (您確定要變更此文件的保密度嗎?). There is a checkbox for "Do not show this message again" (不再顯示此訊息) which is unchecked. The "Yes" button is highlighted with a red box, and the word "Yes" is written in red below it.





Finished the security configuration and save the file.





Chinese Culture University Library
save the file

Chinese Culture University Dissertation/Thesis
System User Manual

