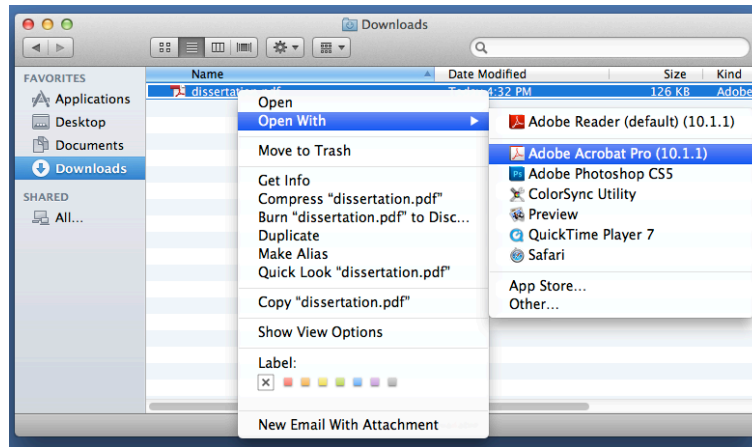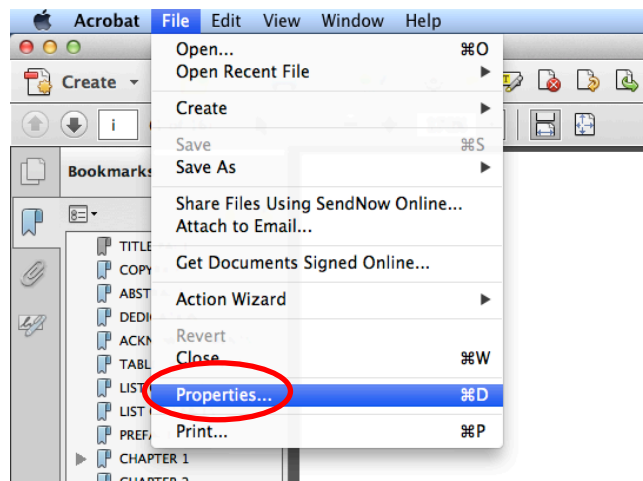**First, open the file and change subject and keywords in the file.**
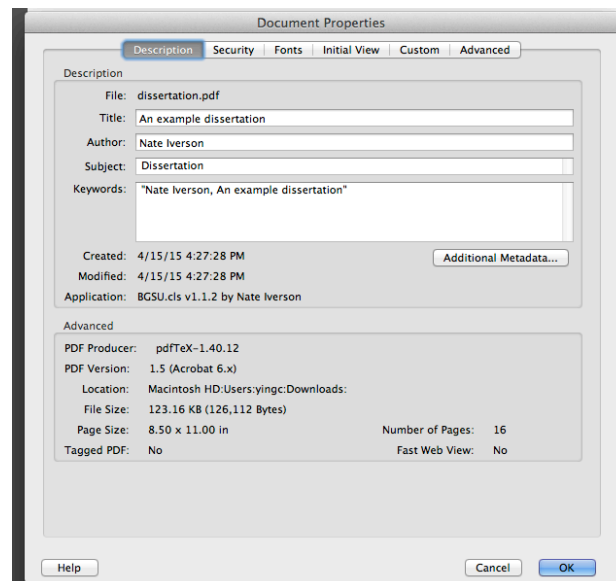1. Use ACROBAT PROFESSIONAL to open the file:
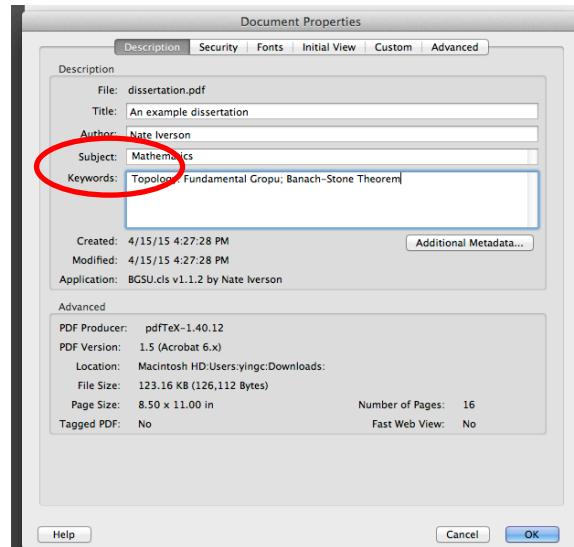

2. Click Files → Properties

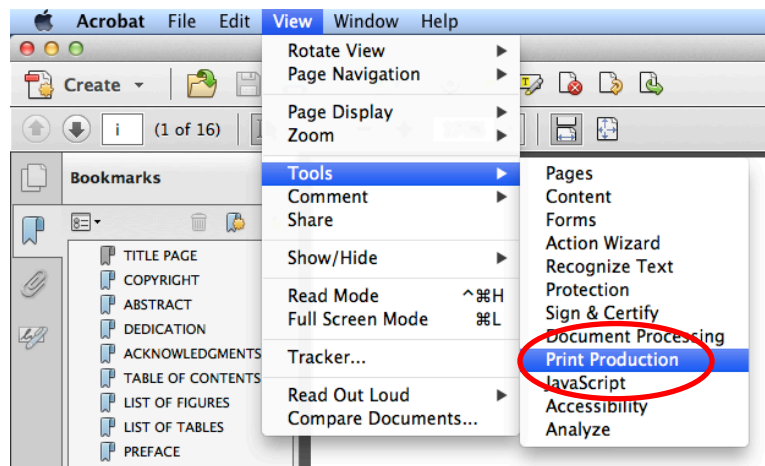3. You should see the following page

4. Change the subject and keywords:
   a. The keywords in the Document Properties must be separated by semi colons.
   b. The subject in the Document Properties would not be "Dissertation". You can put Mathematics or Statistics.
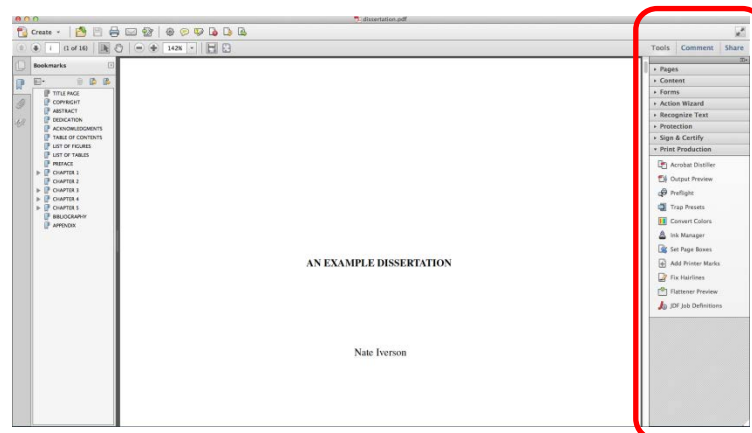   **Don't forget to click OK when you are done!**

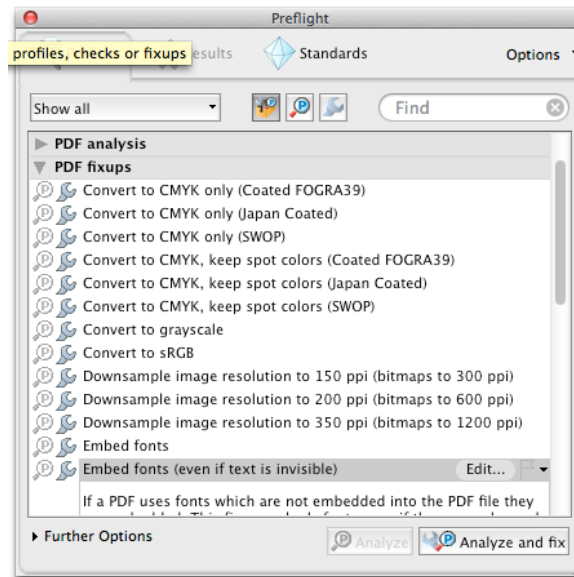**Next, there are fonts that need embedded.**
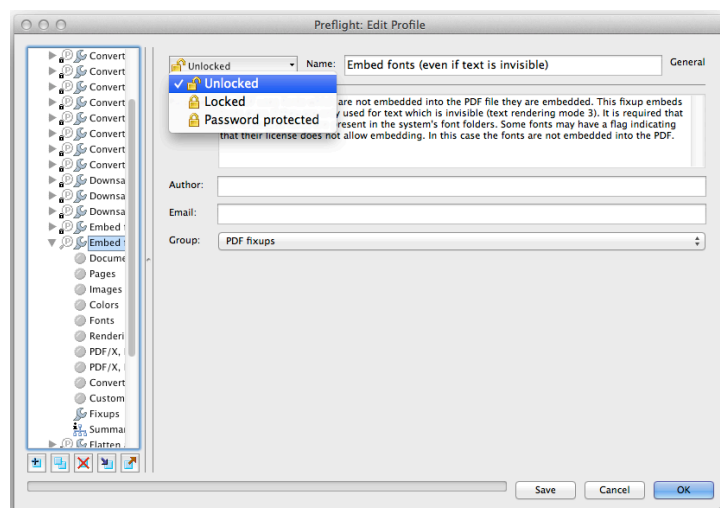1. Click View → Tools → Print Production

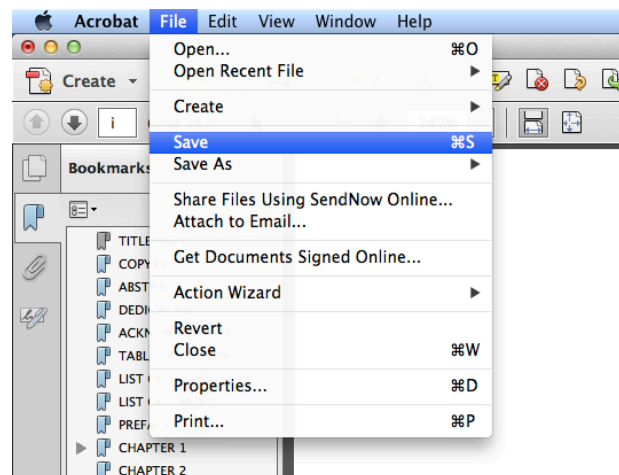2. You will see this

3. Click Preflight → Profiles → PDF fixups → Embed fonts (even if text is invisible) → Edit
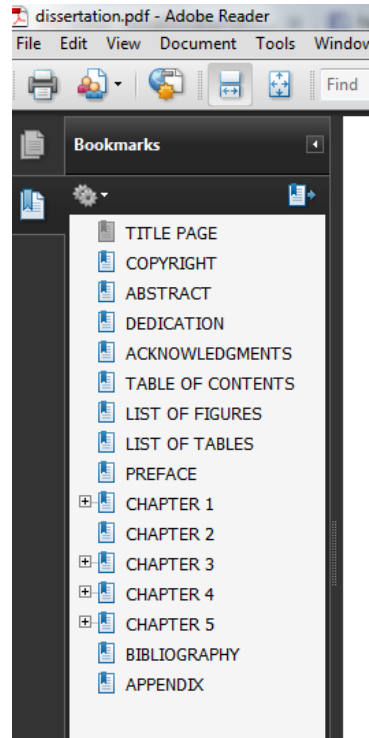
4. Unlocked the file → OK

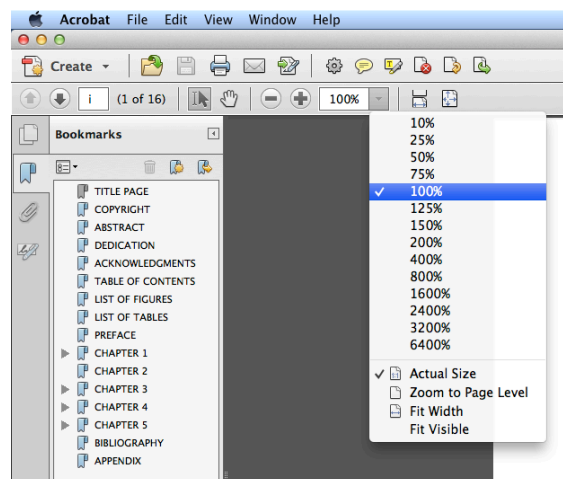5. **Save the file**

Check the bookmark.

1. All first level headings must be bookmarked.
   - All first level headings include Abstract, Acknowledgments, Table of Contents, List of Figures, List of Tables, Chapters or their equivalents, References/Bibliography/Works Cited and any appendices.
2. All first level headings are uppercase.
3. The contents in the bookmark need to be general without specific titles. It should looks like the follow picture.

4. View the file with the actual size (100%) and check if the bookmark works well. You should see the top of page when you click each section.

Congratulations!! You survive the graduate school!! Best wishes for your future career. ☺

-------------------- **Ying-Ju Chen**

April 15, 2015