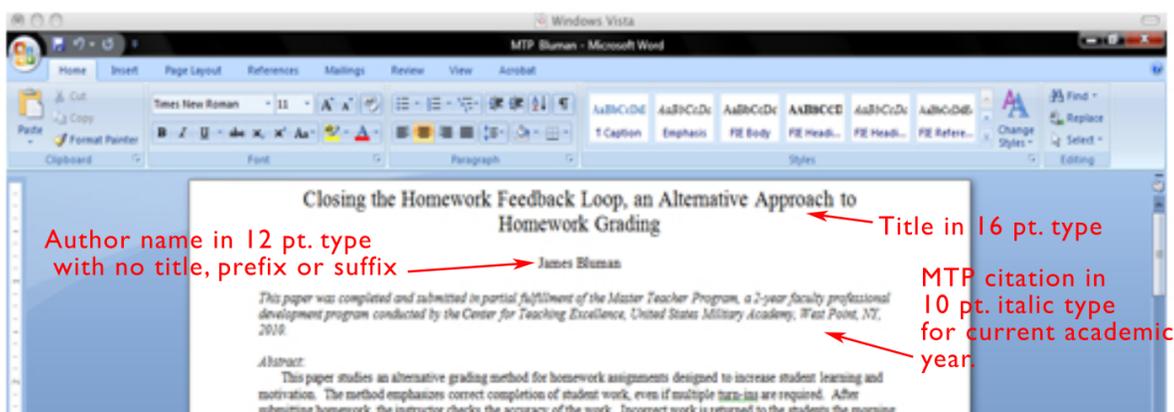


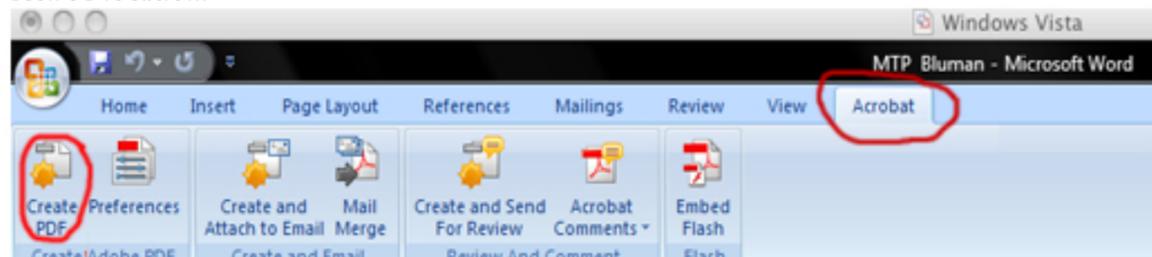
How to Prepare your Final Project for Publication on the CFE Website Master Teacher Program, Center for Faculty Excellence

Most papers are written in Microsoft Word and, on most USMA computers with **Adobe Acrobat Pro** (Acrobat Reader does not have this functionality) installed, it is a fairly straightforward process to prepare the paper for publication. While in Word, the preferred heading should be applied and formatted:

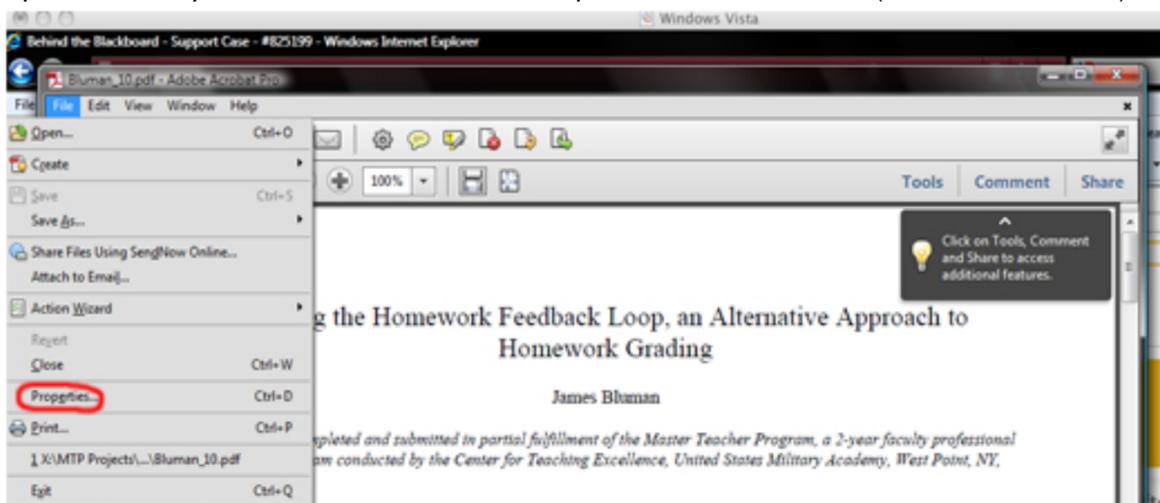


The MTP citation: "This paper was completed and submitted in partial fulfillment of the Master Teacher Program, a 2-year faculty professional development program conducted by the Center for Faculty Excellence, United States Military Academy, West Point, NY, 20xx."

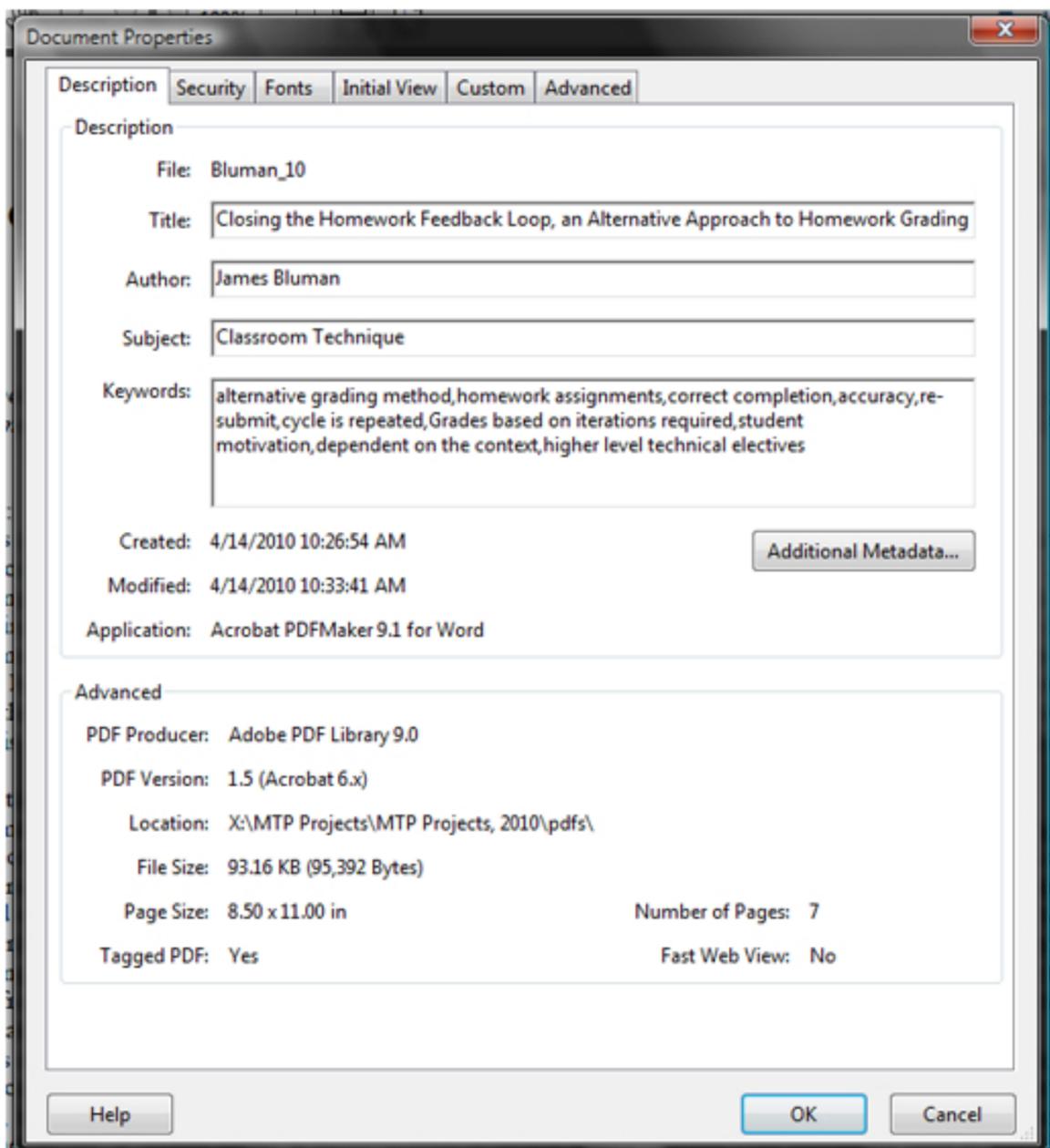
The next step is to click the acrobat tab, choose Create PDF, and then save the file to your desired location.



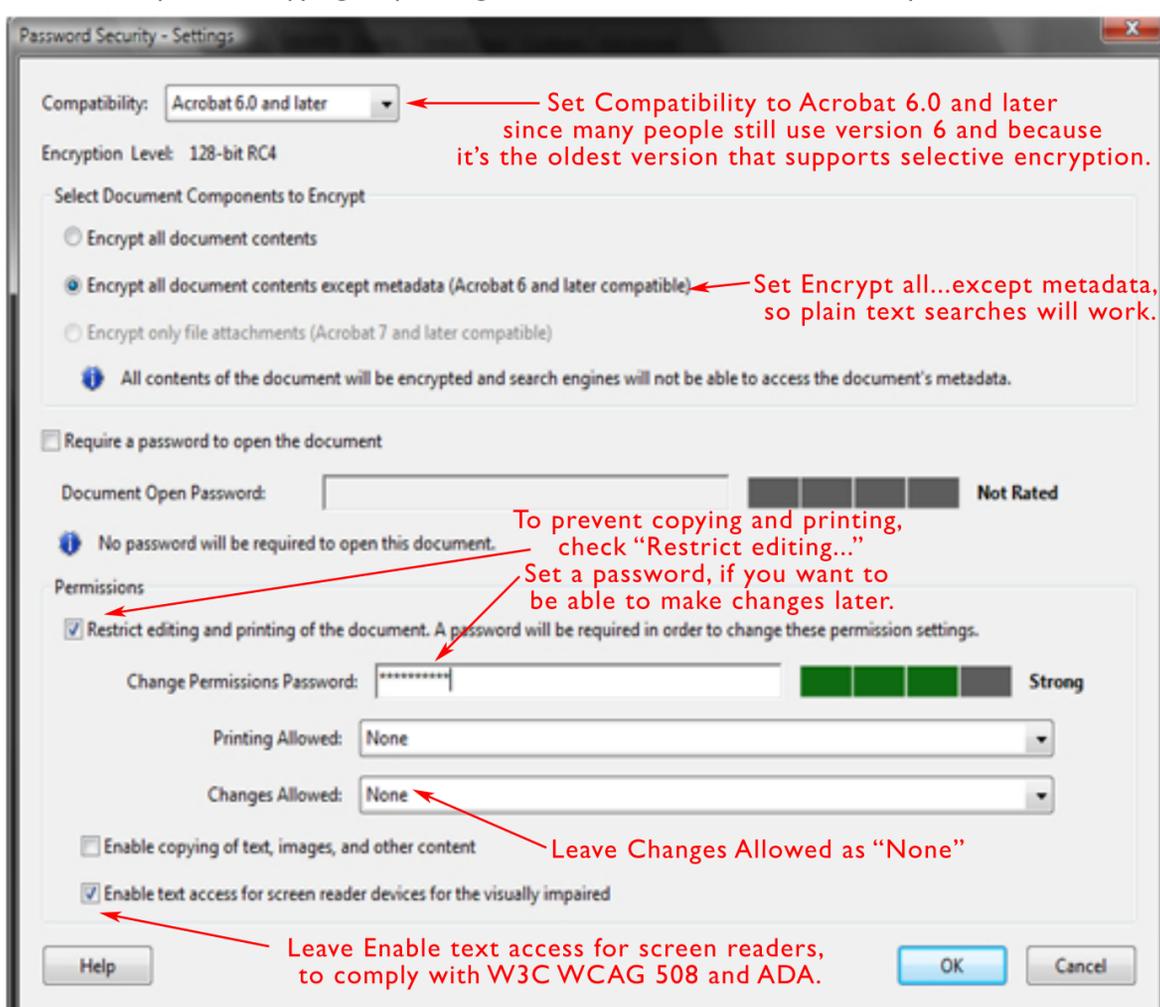
The PDF file should then open in Acrobat. If it doesn't open automatically, open it manually. Once in Acrobat, click on Properties in the File menu (or use "Control D")...



...and fill in the information under the Description tab. This makes more precise searches of the MTP Project Archive possible. (Your abstract is a good place to start looking for keywords):



To prevent copying or printing of the document, click the Security tab:



Finally, click OK, save the document, and send it on to CFE as an email attachment.

Please Note: You can allow only high or low resolution printing while preventing changes by choosing either from the Printing Allowed drop menu and leaving the Changes Allowed drop menu set to "None." This will let CFE print a copy of your project for CFE files. If you prefer, you can disable printing for the published document and send a copy in MS Word for CFE use only.