



Thesis and Dissertation (TAD) Services Workshops Summer 2010 - Summer 2011

The following workshops are offered by TAD Services to assist students in filing a thesis or dissertation manuscript in electronic or paper format before graduating. For instructions and required forms, go to www.ohio.edu/etd. For questions and format checks, email etd@ohio.edu. **The workshops below are recommended for all students filing a thesis or dissertation. To register or for questions, email etd@ohio.edu.**

Summer Workshops	Day/Date	Time	Location
Graduation	Tues, July 20	1:45-2:45 p.m.	Computer Services Center, 003 Lab A*
Microsoft Word	Tues, July 20	3:00-5:00 pm	Computer Services Center, 003 Lab A*
Tables/Figures	Mon, July 19	3:30-4:30 pm	Computer Services Center, 003 Lab A*
Online Word	Anytime	Anytime	www.ohio.edu/etd under Step 1
Online Graduation	Anytime	Anytime	www.ohio.edu/etd , Podcast under each step
Fall Workshops	Day/Date	Time	Location
TAD Info Session	Tues, Sept 21	3:30-4:30 p.m.	Computer Services Center, 003 Lab A*
Graduation	Tues, Oct 5	1:45-2:45 p.m.	Computer Services Center, 003 Lab A*
Microsoft Word	Tues, Oct 5	3:00-5:00 pm	Computer Services Center, 003 Lab A*
Tables/Figures	Mon., Oct 4	3:30-4:30 pm	Computer Services Center, 003 Lab A*
Microsoft Word	Mon, Nov 1	3:00-5:00 pm	Computer Services Center, 003 Lab A*
Winter Workshops	Day/Date	Time	Location
Graduation	Thurs, Feb 3	1:45-2:45 p.m.	Computer Services Center, 003 Lab A*
Microsoft Word	Thurs, Feb 3	3:00-5:00 pm	Computer Services Center, 003 Lab A*
Tables/Figures	Wed, Feb 9	3:30-4:30 pm	Computer Services Center, 003 Lab A*
Microsoft Word	Mon, March 7	3:00-5:00 pm	Computer Services Center, 003 Lab A*
Spring Workshops	Day/Date	Time	Location
Graduation	Tues, April 12	1:45-2:45 p.m.	Computer Services Center, 003 Lab A*
Microsoft Word	Tues, April 12	3:00-5:00 pm	Computer Services Center, 003 Lab A*
Tables/Figures	Wed, April 20	3:30-4:30 pm	Computer Services Center, 003 Lab A*
Summer Workshops	Day/Date	Time	Location
Graduation	Tues, July 19	1:45-2:45 p.m.	Computer Services Center, 003 Lab A*
Microsoft Word	Tues, July 19	3:00-5:00 pm	Computer Services Center, 003 Lab A*
Tables/Figures	Wed, July 27	3:30-4:30 pm	Computer Services Center, 003 Lab A*

*Directions to CSC Lab A: Enter the Computer Services Center building, proceed downstairs, enter through the computer lab double doors, Lab A is all the way in the back, on the right side (behind the glass wall).

TAD Info Session – This session is for students early on in their Masters or Doctoral degree work. Basic information about Thesis and Dissertation Services and planning for a timely completion of the final document will be discussed.

Graduation Workshop* – This workshop is recommended for any student filing a thesis or dissertation in the near future, or if leaving town. Faculty and staff are also invited to attend. All steps and paperwork required are covered for those filing theses or dissertations. *If a student is unable to attend a Graduation Workshop, is leaving town, or needs to file off site, please contact etd@ohio.edu.

Microsoft Word Workshop – This workshop covers use of the template and skills for formatting manuscripts in Word. The lesson is designed to show students and faculty how to format and troubleshoot manuscripts in Microsoft Word including: how to use TAD templates, setting global margins and headers; line spacing; page and section breaks; page numbering; automating the table of contents; formatting headings (styles); creating right-aligned tab stops with dot leaders for simple List of Tables/Figures; landscaping pages; setting hanging indents on the reference page; formatting block quotes; widow and orphan controls; and more.

Tables/Figures Workshop – This workshop is recommended to students who need assistance formatting tables, figures, photo, objects, etc., into theses or dissertations. Students with a large number of graphs, tables, images or objects will learn about automating lists of tables and figures, compressing objects, placement and formatting techniques.

Contact Information: Sara Armstrong, Assistant Director of TAD Services, R-Tech Center 220, (740) 597-2770.