



## Thesis and Dissertation (TAD) Services Workshops – Fall, Winter, and Spring 2008-09

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 formatting instructions and required forms, go to [www.ohio.edu/etd](http://www.ohio.edu/etd). For questions and manuscript format checks, email [etd@ohio.edu](mailto:etd@ohio.edu). **The optional workshops below are highly recommended for all students filing a thesis or dissertation. To register for the workshops, email [etd@ohio.edu](mailto:etd@ohio.edu).**

Winter Workshops	Day/Date	Time	Location
Graduation	Thu, Jan 29	1:00-2:00 pm	Computer Services Center, 003 Lab A*
Microsoft Word	Thu, Jan 29	2:00-4:00 pm	Computer Services Center, 003 Lab A*
Graduation	Wed, Feb 25	3:00-4:00 pm	Computer Services Center, 003 Lab A*
Online Word	Anytime	Anytime	<a href="http://www.ohio.edu/etd">www.ohio.edu/etd</a> under Step 1
Online Graduation	Anytime	Anytime	<a href="http://www.ohio.edu/etd">www.ohio.edu/etd</a> , Podcast under each step
Spring Workshops	Day/Date	Time	Location
Graduation	Wed, April 15	1:00-2:00 pm	Computer Services Center, 003 Lab A*
Microsoft Word	Wed, April 15	2:00-4:00 pm	Computer Services Center, 003 Lab A*
Graduation	Thu, May 21	3:00-4:00 pm	Computer Services Center, 003 Lab A*
Online Word	Anytime	Anytime	<a href="http://www.ohio.edu/etd">www.ohio.edu/etd</a> under Step 1
Online Graduation	Anytime	Anytime	<a href="http://www.ohio.edu/etd">www.ohio.edu/etd</a> , Podcast under each step

\*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).

### Deadlines

- Submit TAD Submission Form (available at [www.ohio.edu/etd](http://www.ohio.edu/etd)) when applying for graduation or sooner.
- Submit documents for pre-oral defense review at [etd@ohio.edu](mailto:etd@ohio.edu).
- Final post-oral defense manuscripts are due on or before 3:00 p.m.: **Winter Quarter, Friday, March 13; Spring Quarter, Friday, May 8 (dissertation), Friday, June 5 (thesis)**

**TAD Graduation Workshop** – This workshop is recommended for any student filing a thesis or dissertation this quarter, next quarter, or if leaving town. Faculty and staff are also invited to attend. All steps and paperwork required will be covered for those filing a thesis or dissertation in paper or electronically before graduating. Information on the web site and document format will also be provided. If a student is unable to attend a Graduation Workshop, is leaving town, or needs to file off site, please contact [etd@oiho.edu](mailto:etd@oiho.edu).

**TAD Microsoft Word Workshop** – This workshop covers how to use the template documents and essential skills for formatting manuscripts in Microsoft Word. Each lesson is designed to show students and faculty how to quickly format and troubleshoot manuscript formats 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 List of Tables/Figures; landscape pages; setting hanging indents on the reference page; formatting block quotes; widow and orphan controls; and more.

**Contact Information:** Angie McCutcheon, Director of TAD Services, Graduate Studies, McKee House or Haning Hall 117, (740) 597-2599. All instructions and forms can be found at [www.ohiou.edu/etd](http://www.ohiou.edu/etd). To register for the workshops above or to ask general questions, please email [etd@ohio.edu](mailto:etd@ohio.edu).