



Thesis and Dissertation (TAD) Services Workshops – Academic Year 2009-10

The following workshops are offered by TAD Services to assist students in preparing and filing theses and dissertations in electronic and paper formats. For formatting instructions and required forms, go to www.ohio.edu/etd. For questions and manuscript format checks, please email etd@ohio.edu. **The workshops below are highly recommended for all students filing theses or dissertations. To register, email etd@ohio.edu.**

Fall Workshops	Day/Date	Time	Location
Graduation	Wed, September 30	3:00-4:00 pm	Computer Services Center, 003 Lab A*
TAD Word Basics	Tue, October 6	3:00-4:00 pm	Computer Services Center, 003 Lab A*
TAD Tables/Figures	Mon, October 12	3:30-4:30 pm	Computer Services Center, 003 Lab A*
Graduation	Tue, October 20	1:00-2:00 pm	Computer Services Center, 003 Lab A*
TAD Word Standard	Tue, October 20	2:10-4:10 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
Winter Workshops	Day/Date	Time	Location
Graduation	Wed, January 20	2:00-3:00 pm	Computer Services Center, 003 Lab A*
TAD Word Basics	Wed, January 20	3:10-4:10 pm	Computer Services Center, 003 Lab A*
TAD Tables/Figures	Thurs, January 28	3:10-4:10 pm	Computer Services Center, 003 Lab A*
Graduation	Mon, February 8	1:00-2:00 pm	Computer Services Center, 003 Lab A*
TAD Word Standard	Mon, February 8	2:10-4:10 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
Spring Workshops	Day/Date	Time	Location
Graduation	Thurs, April 1	2:00-3:00 pm	Computer Services Center, 003 Lab A*
TAD Word Basics	Thurs, April 1	3:10-4:10 pm	Computer Services Center, 003 Lab A*
TAD Word Standard	Tues, April 6	2:10-4:10 pm	Computer Services Center, 003 Lab A*
TAD Tables/Figures	Mon, April 12	3:10-4:10 pm	Computer Services Center, 003 Lab A*
Graduation	Thurs, May 13	3:10-4:10 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

*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 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 theses or dissertations electronically or in paper. Web site tools and the manuscript formats will be discussed. *If a student is unable to attend a Graduation Workshop, is leaving town, or needs to file off site, please contact etd@ohio.edu.

TAD Word Basics Workshop – This new workshop is recommended to students who wish to learn basic computer formatting commands that can save them hours of work when formatting theses or dissertations. Information on word wrap, tabs, text formatting and introductory information about using the templates will be presented at a slower pace than the TAD Microsoft Word Standard Workshop.

TAD 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.

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 simple List of Tables/Figures; landscaping 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 Research and Technology Center 114, (740) 597-2599. All instructions and forms can be found at www.ohiou.edu/etd. To register for the workshops above or to ask general questions, please email etd@ohio.edu.