



Thesis and Dissertation (TAD) Services Workshops 2021-22

The following workshops are offered by TAD Services to assist students in preparing and filing theses and dissertations. For formatting instructions and required forms, go to www.ohio.edu/tad. For questions and manuscript format checks, please email tad@ohio.edu. **The workshops below are recommended for all students filing theses or dissertations. Please email tad@ohio.edu to register for any workshop. Please include the workshop title and date in the email registration.**

Video guides to most techniques demonstrated in the both the MS Word and Tables and Figures workshops are available as online trainings for both PC and Mac, for those unable to attend a workshop.

[MS Word Training for Windows](#)

[MS Word Training for Macintosh](#)

Fall Workshops	Day/Date	Time	Link to Join
Completing the TAD Process	Tues, September 7	3:30-4:30 pm	Click here to join the meeting Or call in (audio only) +1 614-706-6572,,75584835# United States, Columbus Phone Conference ID: 755 848 35#
Completing the TAD Process	Wed, September 8	3:30-4:30 pm	Click here to join the meeting Or call in (audio only) +1 614-706-6572,,877456545# United States, Columbus Phone Conference ID: 877 456 545# Find a local number Reset PIN
Graduation	Tues, September 14	3:30-4:30 pm	Click here to join the meeting Or call in (audio only) +1 614-706-6572,,985046082# United States, Columbus Phone Conference ID: 985 046 082#
Graduation	Wed, September 15	3:30-4:30 pm	Click here to join the meeting Or call in (audio only) +1 614-706-6572,,769265241# United States, Columbus Phone Conference ID: 769 265 241#
Microsoft Word	Mon, September 20	3:00-4:30 pm	Click here to join the meeting Or call in (audio only) +1 614-706-6572,,787100666# United States, Columbus Phone Conference ID: 787 100 666#
Microsoft Word	Tues, September 21	3:00-4:30 pm	Click here to join the meeting Or call in (audio only) +1 614-706-6572,,121388674# United States, Columbus Phone Conference ID: 121 388 674#
Tables/Figures	Wed, September 29	3:30-4:30 pm	Click here to join the meeting Or call in (audio only) +1 614-706-6572,,953768040# United States, Columbus Phone Conference ID: 953 768 040#
Tables/Figures	Thurs, September 30	3:30-4:30 pm	Click here to join the meeting Or call in (audio only) +1 614-706-6572,,641254794# United States, Columbus Phone Conference ID: 641 254 794#

Spring Workshops	Day/Date	Time	Link to Join
Completing the TAD Process	Mon, January 24	3:30-4:30 pm	Click here to join the meeting Or call in (audio only) +1 614-706-6572 ,,10962527# United States, Columbus Phone Conference ID: 109 625 27#
Completing the TAD Process	Tues, January 25	3:30-4:30 pm	Click here to join the meeting Or call in (audio only) +1 614-706-6572 ,,972245528# United States, Columbus Phone Conference ID: 972 245 528#
Graduation	Tues, February 1	3:30-4:30 pm	Click here to join the meeting Or call in (audio only) +1 614-706-6572 ,,57562960# United States, Columbus Phone Conference ID: 575 629 60#
Graduation	Wed, February 2	3:30-4:30 pm	Click here to join the meeting Or call in (audio only) +1 614-706-6572 ,,506726143# United States, Columbus Phone Conference ID: 506 726 143#
Microsoft Word	Mon, February 7	3:00-4:30 pm	Click here to join the meeting Or call in (audio only) +1 614-706-6572 ,,260396750# United States, Columbus Phone Conference ID: 260 396 750#
Microsoft Word	Tues, February 8	3:00-4:30 pm	Click here to join the meeting Or call in (audio only) +1 614-706-6572 ,,297793616# United States, Columbus Phone Conference ID: 297 793 616#
Tables/Figures	Wed, February 16	3:30-4:30 pm	Click here to join the meeting Or call in (audio only) +1 614-706-6572 ,,929103080# United States, Columbus Phone Conference ID: 929 103 080#
Tables/Figures	Thurs, February 17	3:30-4:30 pm	Click here to join the meeting Or call in (audio only) +1 614-706-6572 ,,212340245# United States, Columbus Phone Conference ID: 212 340 245#

Summer workshops are not scheduled due to low attendance, but individual or small group workshops can be arranged by contacting tad@ohio.edu.

Departments or advisors may arrange for a TAD representative to present to a class. Please contact Cynthia Tindongan at tindonga@ohio.edu. Ideally, presentations are scheduled within the first 12 weeks of the term.

About the Workshops:

Completing the TAD Process Workshop – This workshop provides guidance for students wishing to create a schedule for completing their thesis or dissertation within a given timeframe. Sample schedules for planning to complete the TAD Process within one, three, six months, or other timelines will be presented. If time allows, the presenter will assist individual attendees with their own planning processes.

- The TAD Services website www.ohio.edu/tad includes templates for various timeframes as above.

Graduation Workshop – This workshop is recommended for any student filing a thesis or dissertation in the near future, or who may be leaving town. Faculty and staff are also invited to attend. All steps and paperwork required are covered for those filing theses or dissertations.

- The TAD Services website www.ohio.edu/tad has a video on the front page that covers the steps and forms required for students when completing the TAD process.
- If you have questions about the graduation process, please contact tad@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 many graphs, tables, images or objects will learn about automating lists of tables and figures, compressing objects, placement and formatting techniques.