Thesis and Dissertation (TAD) Services Workshops 2011-2012

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/tad. For questions and format checks, email tad@ohio.edu. **The workshops below are recommended for all students filing a thesis or dissertation in the quarter *before* graduation.**

To register or for questions, email tad@ohio.edu.

Fall Workshops	Day/Date	Time	Location
Microsoft Word	Tues, September 20	3:00–5:00 p.m.	Alden Library 318 Learning Lab A
Tables/Figures	Mon, September 26	3:30-4:30 p.m.	Alden Library 318 Learning Lab A
Winter Workshops	**Day/Date**	**Time**	**Location**
Graduation	Thurs, January 12	1:45-2:45 p.m.	Computer Services Center, 003 Lab A*
TAD Word	Thurs, January 12	3:00-5:00 pm	Computer Services Center, 003 Lab A*
TAD Tables/Figures	Wed, January 25	3:30-4:30 pm	Computer Services Center, 003 Lab A*
TAD Word	Mon, February 6	3:00-5:00 pm	Computer Services Center, 003 Lab A*
Graduation	Mon, March 5	1:45-2:45 p.m.	Computer Services Center, 003 Lab A*
TAD Word	Mon, March 5	3:00-5:00 pm	Computer Services Center, 003 Lab A*
Spring Workshops	**Day/Date**	**Time**	**Location**
TAD Tables/Figures	Wed, April 4	3:30-4:30 pm	Computer Services Center, 003 Lab A*
Graduation	Thurs, April 12	1:45-2:45 p.m.	Computer Services Center, 003 Lab A*
TAD Word	Thurs, April 12	3:00-5:00 pm	Computer Services Center, 003 Lab A*
TAD Tables/Figures	Tues, April 17	3:30-4:30 pm	Computer Services Center, 003 Lab A*
TAD Word	Mon, May 14	3:00-5:00 pm	Computer Services Center, 003 Lab A*
Summer Workshops	**Day/Date**	**Time**	**Location**
Graduation	Tues, June 27	1:45-2:45 p.m.	Computer Services Center, 003 Lab A*
Microsoft Word	Tues, June 27	3:00-5:00 pm	Computer Services Center, 003 Lab A*
Tables/Figures	Thurs, July 5	3:30-4:30 pm	Computer Services Center, 003 Lab A*
Microsoft Word	Wed, July 18	3:00-5:00 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 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 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.