



Thesis and Dissertation (TAD) Services Workshops 2015-16

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. To register, email tad@ohio.edu.**

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	Location
Graduation	Tues, September 22	3:30-4:30 pm	West Union Street Office Center 175
Graduation	Wed, September 23	3:30-4:30 pm	West Union Street Office Center 175
Microsoft Word	Mon, October 19	3:00-4:30 pm	West Union Street Office Center 175
Microsoft Word	Thurs, October 22	3:00-4:30 pm	West Union Street Office Center 175
Tables/Figures	Mon, October 26	3:30-4:30 pm	West Union Street Office Center 175
Tables/Figures	Thurs, October 29	3:30-4:30 pm	West Union Street Office Center 175
Spring Workshops	Day/Date	Time	Location
Graduation	Tues, February 9	3:30-4:30 pm	West Union Street Office Center 175
Graduation	Wed, February 10	3:30-4:30 pm	West Union Street Office Center 175
Microsoft Word	Wed, February 17	3:00-4:30 pm	West Union Street Office Center 175
Tables/Figures	Tues, February 23	3:30-4:30 pm	West Union Street Office Center 175
Microsoft Word	Tues, March 8	3:00-4:30 pm	West Union Street Office Center 175
Tables/Figures	Mon, March 28	3:30-4:30 pm	West Union Street Office Center 175

The West Union Street Office Center (formerly known as HDL Center) is located on West Union Street in the complex across from the Human Resource and Payroll office, near the roundabout.

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 Sara Armstrong at armstros@ohio.edu. Ideally, presentations are scheduled within the first 12 weeks of the term.

About the Workshops:

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 a large number of graphs, tables, images or objects will learn about automating lists of tables and figures, compressing objects, placement and formatting techniques.