

Electronic Theses & Dissertations: Workshop for Marshall University

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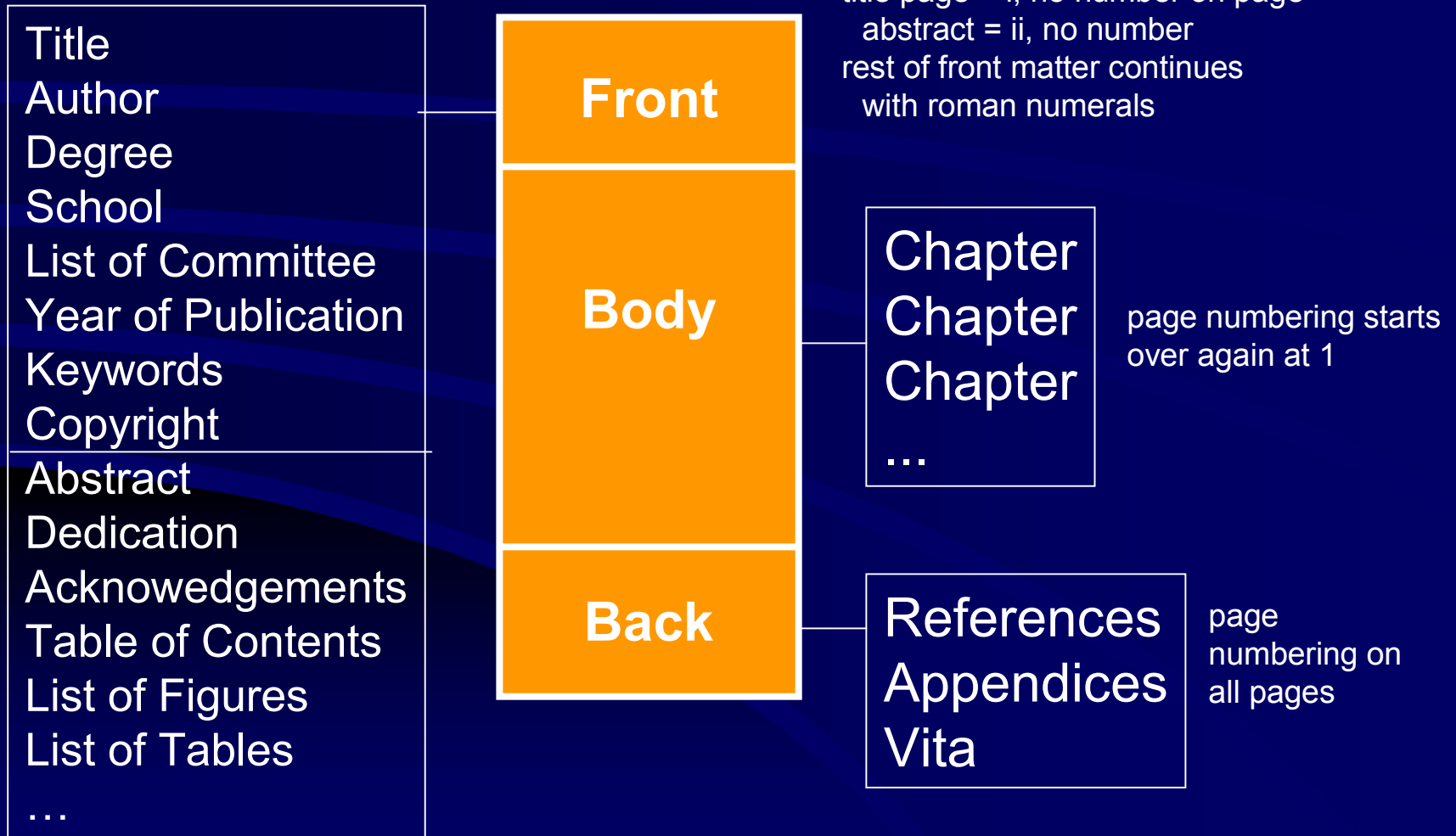
Workshop Description

- **General Information**
- **Formatting Guidelines**
- **Procedures to produce an ETD
as a PDF file**
- **ETD Computer Support at WVU**

What is an ETD?

- a copy of a thesis or dissertation saved in an electronic format such as PDF or ETD-ML
- for up-to-date details:
WVU thesis web site
<http://www.wvu.edu/~thesis/>

Parts of an ETD



Issues to consider

- Follow most typographical conventions for paper version: APA, IEEE, etc.
- Use *WVU Libraries: Guide to Theses and Dissertations* web page for format requirements
 - title page contents
 - abstract follows title page
 - page numbers on all pages except title & abstract
 - line spacing: single or 1.5
 - file name convention: lastname_firstinit_etd.pdf

Decide whether to include:

- color graphics
- multimedia: video clips, MIDI files
- hypertext links
 - to add navigation
 - to referenced web pages

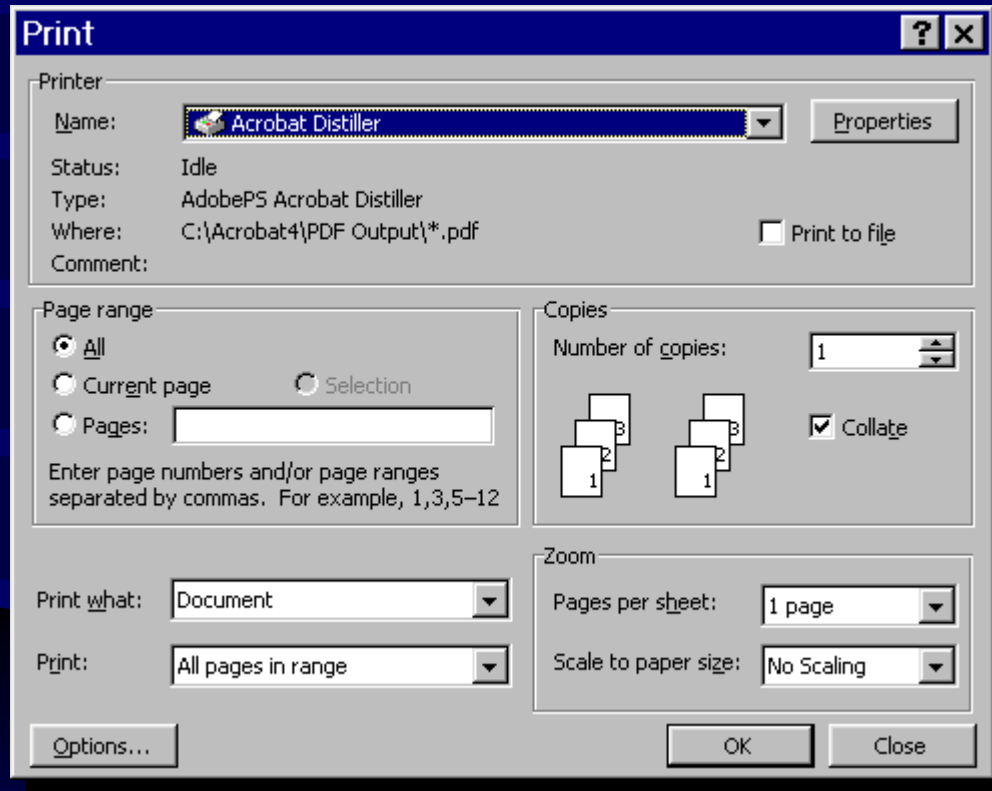
What is a PDF?

- **Adobe's Portable Document Format**
- **File looks like original document**
- **Use *Acrobat Reader* to read PDF files**
- **Creating PDF documents is as easy as printing to paper...**
- **All you need is access to the (full-blown) Adobe *Acrobat* product**

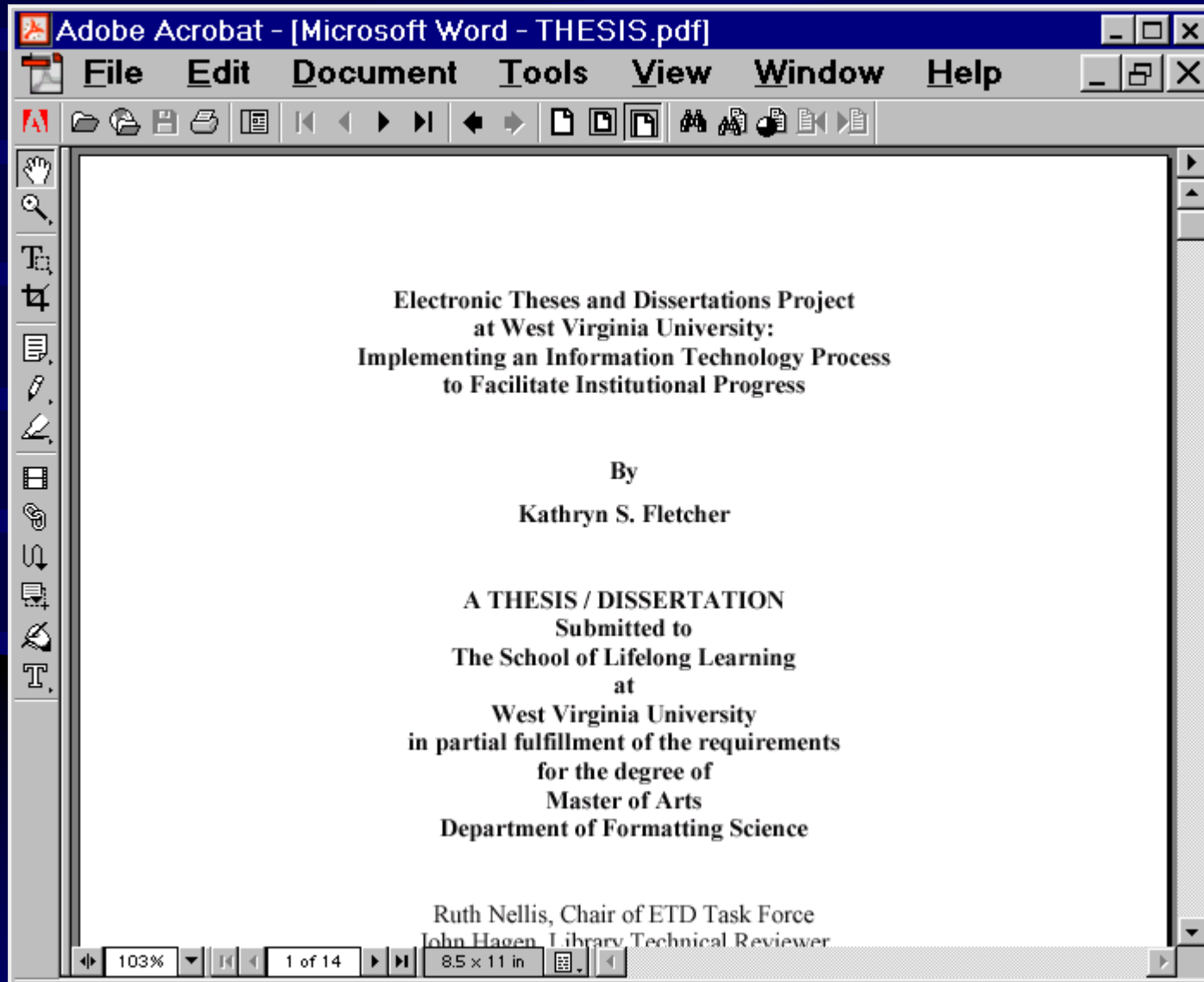
Process to Create ETD

- **Create document using word processor**
- **Successfully defend thesis/dissertation**
- **Make all requested corrections and save**
- **Print to PostScript file (Distiller printer driver)**
- **Use Acrobat Distiller to convert to PDF**
- **Use Acrobat to enhance PDF**
 - optimize the file for viewing on the web
 - add bookmarks for abstract, chapter headings, references
 - add hyperlinks where desired

Print to Distiller Printer

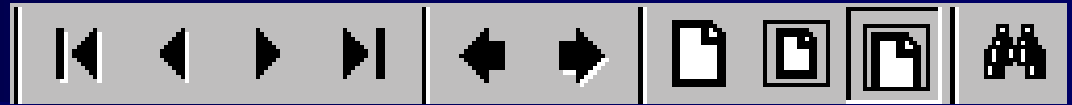


Open PDF file in Acrobat



Acrobat Tools

- Navigation



- Bookmarks

- Hyperlinks



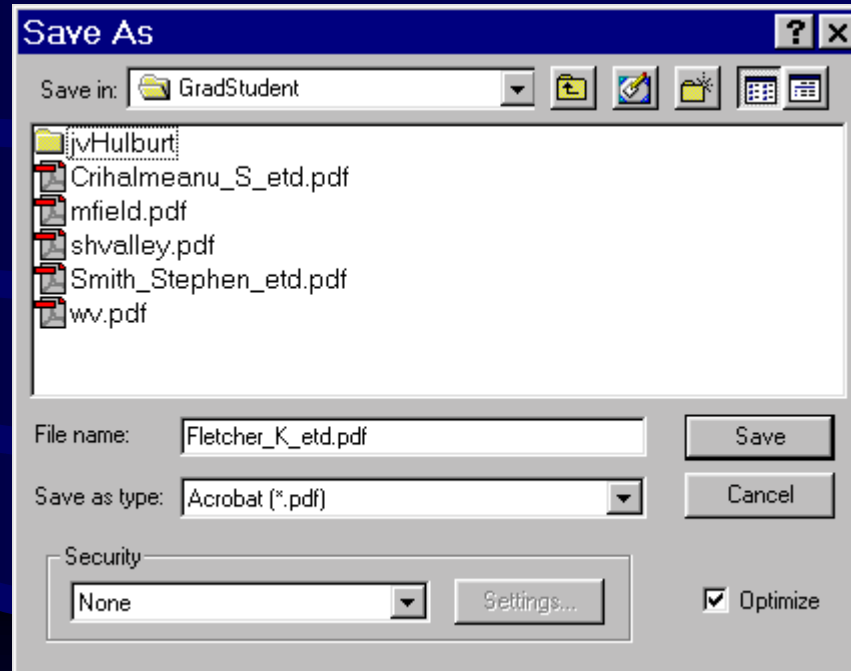
- Text Touch Up



- Page Numbering



Optimize the File



Submit the file and finish process

- **Via web page submission form**
- **Email notification to committee chair, reviewer, college coordinator**
- **Reviewer will check formatting etc.**
- **Student submits paperwork to reviewer**
- **Final approval notifications sent out**

Computer Support at WVU

Mixture of:

- ◆ **Centralized** support from Academic Computing and OIT Customer Support
- ◆ **Decentralized** support from department computer labs' staff and dept. support specialists

ETD Computer Support Staff

Formal support provided by OIT

- ◆ just another topic to support for 4 full time Senior Info. Tech. Consultants
- ◆ 2.5 full time Instructional Technology Resource Center staff members, minimal support
- ◆ Computer Lab staff & student lab employees
- ◆ Director: maintains web server & ETD database

Informal support

- ◆ Library Technical Reviewer
- ◆ ETD Task Force members
- ◆ Faculty member on student's committee
- ◆ Other computer labs' staff members: we train them if they install Acrobat

ETD Computer Support Topics

- ◆ **General information:**
deadlines, guidelines, process, location of resources, workshop info
- ◆ **File conversion**
- ◆ **Word processing**
- ◆ **Acrobat software use**
- ◆ **Scanning**
- ◆ **Submission Process**

Types of Support

◆ Scheduled & Unscheduled

- scheduled: staff sets aside time for support
- unscheduled: student comes in any time

◆ Staff on Duty & Self-Paced

- staff time needed to create materials
- publicity needed for both live sessions and for availability of self-paced materials

Support Summary

Scheduled

Appointments

Workshops

Clinics

Unscheduled

Web & Print
Resources

E-Mail

Walk In

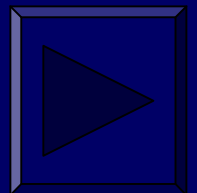
Phone

Self Paced

Staff Needed

Clinics

- Students drop in without pre-scheduling
- Use training lab and ETD support staff
- Clinics normally start at 9 or 10 am and run until 6 or 8pm
- Start scheduling sessions 2 weeks before deadline
- www.access.wvu.edu/training/classmat/etd/etdlist.htm



Clinics [slide 2]

Advantages

- Self paced yet help readily available
- Access to resources: Acrobat software, scanner
- Quiet time for staff to catch up on projects if no students show up

Disadvantages

- Lab & staff hours
- Possible need for weekend / evening hours
- Hard to predict usage



Possible Problems

- **supporting off-campus students**
- **staff turnover**
- **competing support demands**
- **keeping materials up-to-date**
- **hostile or anxious students**

Tips for Success

- **train staff first**
- **adequate resources**
 - **staff**
 - **copies of Acrobat and other software**
 - **scanners etc.**

Tips for Success, continued

- **publicize deadlines & policies**
- **server and database support**
- **scheduling based on deadlines**
- **be flexible and creative**

Additional Resources

- **Acrobat 4.0 Workshop Handout**
www.access.wvu.edu/training/classmat/etd/etd4.pdf
- **WVNET 2000 Conference Paper on Using Acrobat 4 to Create Electronic Documents**
www.wvu.edu/~support/cc/fletcher/wvn2000/acrobat_fletcher.pdf
- **3rd International Symposium on ETDs** PowerPoint slides
Advice from the Front Line: Providing Computer Support for ETD Preparation
www.access.wvu.edu/cc/fletcher/etdconf/fletcher_kathy_pptSlides_etdSymposium2000.pdf
- **3rd International Symposium on ETDs** Paper
www.access.wvu.edu/cc/fletcher/etdconf/fletcher_kathy_etdSymposium2000.pdf