

# Marshall ETD Workshop

## ETD Project @ WVU Information for Marshall Univ.

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Technology

## Kathy Fletcher

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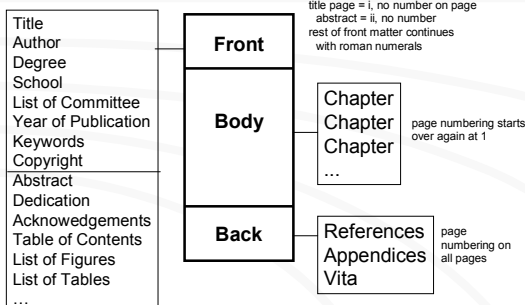
## Workshop Description

- 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

# Marshall ETD Workshop

## Decide whether to include:

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

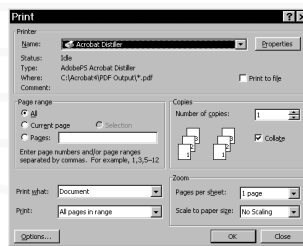
## What is a PDF?

- 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

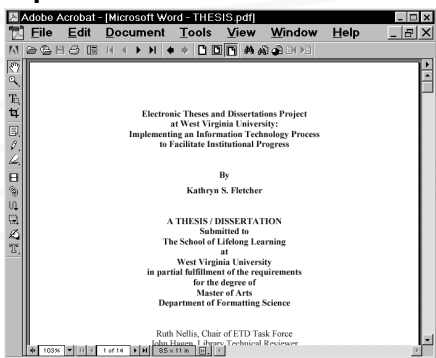
## Process to Create ETD

- 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

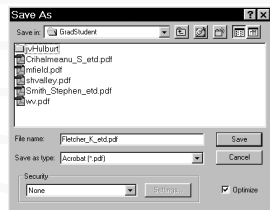


## Acrobat Tools

- Navigation 
- Bookmarks 
- Hyperlinks 
- Text Touch Up 
- Page Numbering 

# Marshall ETD Workshop

## 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

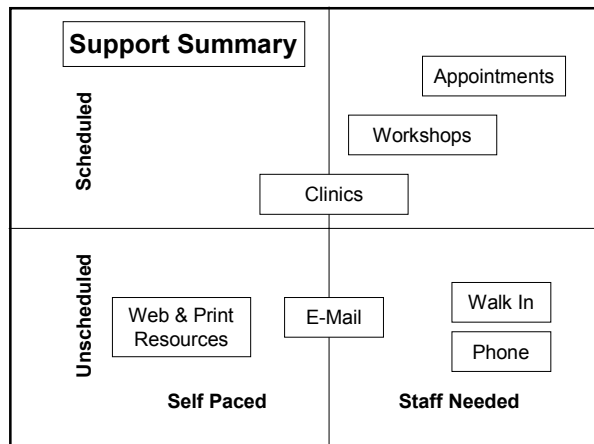
## ETD Computer Support Topics

- ◆ **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

# Marshall ETD Workshop




## 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](http://www.access.wvu.edu/training/classmat/etd/etdlist.htm)



## Clinics [slide 2]

<p><b>Advantages</b></p> <ul style="list-style-type: none"> <li>• Self paced yet help readily available</li> <li>• Access to resources: Acrobat software, scanner</li> <li>• Quiet time for staff to catch up on projects if no students show up</li> </ul>	<p><b>Disadvantages</b></p> <ul style="list-style-type: none"> <li>• Lab &amp; staff hours</li> <li>• Possible need for weekend / evening hours</li> <li>• Hard to predict usage</li> </ul>
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## 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