

Graduate School Presentation

ETD HELPDESK

ETD : ELECTRONIC THESIS OR DISSERTATION

What is ETD?

Electronic version of your thesis or dissertation

How is it helpful?

- Easily accessible to everybody
- Can make it more creative by adding multimedia, photographs, diagrams

ROLES AND RESPONSIBILITIES

Non Thesis students

- Check the graduation deadlines.
- Complete the graduation form.

Masters Thesis and PhD Students

- Check Graduation deadlines
- Complete the graduation form.
- Submit their thesis/dissertation.
- Any help needed? Contact ETD helpdesk

CONTACTING ETD

Why contact ETD help desk?

- Assist you while:
 - Converting your thesis from word document to PDF
 - Any technical difficulties while submitting your thesis

How to contact ETD help desk?

- Call: 556-1496
- Email: etd@uc.edu
- In person assistance with prior appointment

GRADUATION DEADLINES

- ❑ Check the dates for the quarter you wish to graduate
- ❑ Deadlines are available for every quarter on our website <http://www.grad.uc.edu>.
- ❑ Deadlines dictate
 - ❑ When the thesis needs to be submitted
 - ❑ Deadlines for fulfillment of requirement for graduation
- ❑ Apply online for graduation

ETD PROCESS:

- Schedule your Defense.
 - Keep Graduation deadlines in mind

- Revise your Thesis or Dissertation

- Create, Enhance your ETD
 - Create and Format Word Document
 - Convert to PDF

HOW TO CONVERT TO PDF USING PDFMAKER (WINDOWS)

- Open Thesis/Dissertation using Word
- Click Adobe PDF menu and choose **Change Conversion Settings**

- To create ETD, Choose **Standard** from Conversion settings
- View Adobe PDF** and **Add links to PDF** should be checked.
Click **Ok** for the settings

- Choose **Convert to Adobe PDF** from PDF menu.
- Save** the document
- Your Thesis is now available in PDF format

CONVERT TO PDF USING PRINT COMMAND (WINDOWS)

- Open Thesis/Dissertation in Word Document
- Choose **Print** from **File** Menu
- Under **Printer** choose **Adobe PDF** from pop-up menu
- Click **Properties** button and then select the **Adobe PDF Settings** tab. Notice different settings.
- For an **ETD**, choose **Standard** from **Default Settings**
- To automatically display converted file, check the **View Adobe PDF results** option
- Click **Ok** to Save the settings. Notice Default extension of the file is **.pdf**
- After conversion PDF file opens automatically.

COMPUTER RESOURCES IN LABS FOR STUDENTS:

- UCit maintained labs are available in numerous locations around campus.
- Check the UCit websites for hours of operations, which vary by lab.
- Adobe Acrobat are available in most of the UC labs.
- PDF creation, Acrobat Reader does not support PDF conversion.

UPLOAD TO OHIOLINK GUIDELINES

- Go to <http://www.ohiolink.edu/etd>. Click on **Submission form for your complete finalized ETD**.
- Read and then click on **Continue if you wish to accept the agreement**.
- Information about your degree and thesis/dissertation.
- Upload your PDF file.

UPLOAD TO OHIOLINK GUIDELINES

- If uploading is successful, click on **Submit my paper now**.
- If uploading was unsuccessful, try again.
- Not successful in 2nd attempt, try FTP Upload method.

ALTERNATE FTP UPLOAD

- Used only when normal upload fails.
- Connect to Ohiolink Submission Centre using
- <http://www.ohiolink.edu/etd/submit2/>
- Accept the agreement and continue.
- selecting **University of Cincinnati**
- Fill the **Information about you, Information about your degree and paper**
- Additional steps for FTP Upload are as follows

ALTERNATE FTP UPLOAD

- Note your session number (ucinxxxxxxxx)
- Copy PDF file of your ETD on your desktop.
- Rename the file as sessionnumber.pdf
- Click on Alternate FTP Upload
- Drag the file from desktop to FTP window.

Submission at the Graduate School

Submit in (8^{1/2} x 11)” manila envelope

- ❑ 2 committee Approval forms signed by all committee members
- ❑ 1 embargo form signed by you and your advisor
- ❑ CD or floppy disks which contains:
 - your thesis/Dissertation in PDF format
 - Abstract of Thesis/Dissertation in text format
- ❑ Publication payment form & check
only if requesting publication or copyright through UMI
- ❑ Survey of Earned Doctorates (Doctoral students) if applicable

ATTACHING DIFFERENT FORMS

1. Attaching Committee Approval Form

- Attach this form as the 1st page
- Type the committee member names
- Do not insert the electronic copy with signatures on it
- Note: 2 additional committee approval forms are required, both with original sign of committee members.

ATTACHING DIFFERENT FORMS

2. ETD Embargo Form (Required)

- If no Embargo required, complete and sign
- If Embargo required, complete, sign along with your advisors signature.
- Last step in the Graduation process
- Submit to Graduate Office

ATTACHING DIFFERENT FORMS

3. Thesis & Dissertation Publication payment form

- Publication of your Thesis (Optional)/Dissertation(Required) to Proquest/UMI.
- Publication to Proquest/UMI is mandatory for dissertations
- Submit to Graduate Office
- Note: If you want to copyright your thesis, it is mandatory to pay the publication fee along with the copyright fees.

WHAT DO THESE FORMS MEAN?

1. Copyright Form

- Form of legal protection for original works of authorship, including works published online

2. Embargo Form

- The publication of thesis and dissertation cannot be released by University of Cincinnati for specified period.
Valid for 3 years

WHAT IS PROQUEST?

- ❑ A corporation in Ann Arbor, Michigan maintains a microform archive of approximately 1.5 million dissertations
- ❑ Made available online electronic versions of all works they received since 1996
- ❑ ProQuest functions as an on-demand book publisher that eliminates the editorial process
- ❑ They offer SERVICES to help you regarding copyright and working with publishers.

USEFUL LINKS

- ❑ ETD website: <http://www.etd.uc.edu>
- ❑ ProQuest: <http://www.ProQuest.com/>
- ❑ Frequently asked Questions related to ETD:
<http://www.etd.uc.edu/faqs>
- ❑ Copyright Form Questions:
<http://www.ohiolink.edu/etd/faq.html>
- ❑ Detailed instructions for OhioLINK submission:
<http://www.ohioLINK.edu/etd>
- ❑ Graduation Deadlines:
<http://www.grad.uc.edu/graduation-deadlines.aspx>
- ❑ Add Multimedia to PDF files:
http://www.gradsch.ohio-state.edu/Depo/ETD_Tutorial/lesson5/index.html
- ❑ For Forms, visit the ETD website at: <http://www.etd.uc.edu>

ANY QUESTIONS?

THANK YOU!