



Objectives For Today's Workshop

Part I – General Information

45 Minutes (1:00 PM – 1:45 PM)

1. Welcome
2. The Guide for Preparing Theses & Dissertations
3. Graduate Student Handbook
4. Critical Dates
5. Resources / Where You Can Get Help When You Need It
 - a. Online Tutorials
 - b. Workshops
 - c. Consultation
6. Questions?

Part II – Ron Smith's LateX2e Formatting Template

30 mins (2:00 PM – 2:30 PM)

7. Downloading the Template
8. Installing the Template
9. Using WinETD & MikTEX

Part III – Converting to PDF & Submitting your ETD

30 mins (2:30 – 3:00 PM)

10. The Four Steps to Converting Your Document to PDF
 - a. Check Your Document Carefully
 - b. Change the Color of Your TOC, LOT & LOF (and any other intended links) to [Blue](#).
 - c. Check Your PDF Version Carefully (images & fonts)
 - d. Convert to PDF & Save Your ETD as your [lastname_first initial.PDF](#)
11. Using the **HYPERREF** program to link your table of content entries

12. Modifying Your PDF Using Adobe Acrobat 6.0
 - a. Text Touch-Up Tool
 - b. Inserting, Deleting and Replacing Pages
 - c. Adding Links Manually (if PDFMaker 6.0 is not available)
 13. Submitting Your Document to The Editorial Office
 - a. Completing Your Online Biographic Data
 - b. Uploading Your PDF File, etc.
 - c. Notifying The Editorial Office That You're Ready For Review
 14. Viewing The UF Library's ETD Archive
 15. Should I Submit Electronically or On Paper?
 - a. ND LTD – Networked Digital Library of Theses & Dissertations
 - b. <http://www.ndltd.org>
 16. Multimedia in ETDs
 - a. Play Along by Zachary Whalen (2004)
 - b. Ngoma Memories by Rebecca Gearhart (1997)
 17. Questions & Answers
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