

### How do I start the program?

- Simply login with your username and password. The program should launch automatically if Authorware Web Player is installed on it.

### What is Adobe Acrobat Reader? Do I really need it?

- Adobe Acrobat Reader is a program that allows you to view resource and support files that are included throughout the TA-DA! program. When you launch the program, TA-DA! will check to see if the Reader is installed on the computer you're using.
- If the computer you're using doesn't already have a recent version of the Reader installed, TA-DA! will ask you if you'd like to download the most recent version of Reader from Adobe's web site. We strongly recommend you do so. This will ensure that you have full access to everything TA-DA! has to offer.
- Simply click the Download Acrobat Reader button to download the Reader to your computer.
- If you select "Continue," the TA-DA! program will launch but you will not have access to many of its resource and support files.

### Why is TA-DA! asking me if I want to "Load my data"? Do I want to, or should I click "Continue"?

- You should click Continue if...
  - this is the first time you've used TA-DA!
  - you've used the TA-DA! program before, but when you exited you chose *not* to save your data.
- You should click "Load my data" if...
  - you've used TA-DA! before and saved your data on the same computer's hard drive, or an external media source such as a floppy disk, jumpdrive, Zip disk or rewriteable CD when you exited. This will ensure that you'll be able to access, and edit if necessary, any budget calculations and calendar entries you previously made.
- Once you select "Load my data," you'll need to select your data file. TA-DA! will open a browse window that allows you to choose the drive and folder where you previously stored your data file. If you select Cancel from the browse window, you'll enter the TA-DA! program with blank data fields, as if you're starting from scratch.
- After you select your data file, click Open. You can then select whether you want to return to the last screen you viewed, or start the program from the beginning.

## **I saved my data last time, but now I can't find it. What can I do?**

- If you were using the same computer last time you accessed TA-DA!, you'll need to remember where you saved your data – either to a particular folder on your hard drive, or to an external media source such as a floppy disk, jumpdrive, Zip disk or rewriteable CD. You can search for the file by its extension: .dat. Be aware, however, that you may have other files on your system or external media unrelated to TA-DA! that have the .dat extension. If you attempt to open a .dat file that was not created by TA-DA!, TA-DA! will pop up a dialog explaining that the file you attempted to load was not a valid TA-DA! data file and ask you if you would like to try again.
- If you were using a different computer the last time you accessed TA-DA!, you can only access your data if you saved it directly to an external media source (floppy, jumpdrive, Zip disk or rewriteable CD) and have that with you to use with other computers.
- You can still access many of the TA-DA! features, even without your data files from your last visit. However, we suggest you not make changes to any data, such as your start and finish date, calendar or budget. This way, when you locate your data file, you can load it on your next visit to the program.

## **What is the TA-DA! license agreement?**

- In order to use the TA-DA! program, you must agree to some terms similar to those you encounter with other software programs. Read the terms carefully, then select the Agree button. If you choose Cancel, you will be unable to enter the TA-DA! program. Once you choose Accept, you'll go to TA-DA!'s main screen.

## **Once I enter the program, what do I do?**

- When you first enter the program, an animation plays. When this animation ends, or you choose to skip it, you'll be taken to TA-DA!'s opening screen.
- From the opening screen, you'll see four ovals labeled with the main topic titles:
  - Are You Committed?
  - Get The Most Out Of TA-DA!
  - Navigate the Basic Process
  - Tips, Tools, & Techniques

You can click on any of these ovals to go to the first screen of that topic, or use your mouse to roll your cursor over an oval to select a sub-topic. This same menu will always be available to you on the left side of the screen.

### **How do I move from one screen to the next?**

- Once you select a topic or sub-topic from the oval menus, you can move through the screens of that topic sequentially by using the Next and Back buttons in the bottom right corner of the program window.
- Or you can choose a new topic from the menu at the left at any time.

### **How do I get audio to play?**

- On some screens audio will play automatically. Most of the time, you'll be instructed to click a graphic or photo. To hear that audio clip, just click the graphic once with the left button on your mouse.
- Whether audio plays automatically or by clicking on the audio graphic, the speed of your system configuration may require you to wait for the audio to load.

### **I can't hear the audio. What's wrong?**

- You won't be able to hear audio if...
  - You've clicked the speaker icon in the lower left section of the screen next to the Exit button and a red "no" symbol appears over the icon. Simply click the audio icon again to turn audio back on.
  - Your computer speakers are either not on, not plugged into your computer, or the volume is turned down.
  - The TA-DA! program detected that your system is not sound-capable. In this case, the lower left section of your screen will not include a speaker icon.

### **Can I turn the audio off?**

- Yes, you can simply click the speaker icon in the bottom left section of the screen to turn audio off (and back on) whenever you like. However, we recommend you leave the audio on to get the most out of the TA-DA! program.

### **How do specific screens function?**

- Each screen will be different from the one before it. But don't worry, none are complicated. Each will include valuable information about the TA-DA! process and instructions on how you can use that information.
- On many screens, you'll be instructed to use your mouse to roll your cursor over or click items to access more information or hear audio. Some screens will present you with information, and on others you'll make selections and decisions to discover what you need to know.
- If you ever get stuck on a screen, simply re-read the text on the screen carefully or click the Back button to review what you've already learned.

### What's with the underlined text on the screen?

- Many screens will include links to additional resources, which may be a document you can print or a different Website. Links will be underlined and in a different color. When you move your cursor over the link, the arrow changes to a hand with a pointing finger.
- When you click the link, it will open a new window.
  - Some resources allow you to input information specific to your situation. Information you input here is only available while the resource remains open.
  - If the resource is an external document, always print it so you have it available to you as reference while you're working on your thesis or dissertation.
  - When you're finished reviewing and printing the resource, close the resource window to return where you left off in TA-DA!

### Some of the printable resources aren't printing at the correct orientation. How do I fix that?

- Your printer's settings control the default orientation (either portrait or landscape) of the pages you print. You can change this setting each time you print by selecting "Properties" button within the Print menu.

### How do I access the TA-DA! calendar?

- You can access your TA-DA! calendar by clicking the small calendar icon in the lower left section of your screen.



### How do I use the TA-DA! calendar?

- The TA-DA! calendar is a comprehensive tool that establishes critical dates in your thesis or dissertation project path. It uses data you input regarding your start and finish dates and total number of chapters to calculate due dates for each of your chapters. You can also add your own deadlines and notes to the calendar by simply clicking within any date box and typing.
- If you need to change your start and finish dates or your number of chapters, click the appropriate link at the bottom of the calendar page. (Not in the U.S.? See pg.6)
- To print your calendar, click the print button at the top of your calendar page. TA-DA! will give you several options so you can print exactly what you need.

### **How do I use the TA-DA! budget?**

- The TA-DA! budget is located in the “Tips, Tools, & Techniques” section of the program. Roll over the “Tips, Tools, & Techniques” oval and select “Determine and Manage Your Budget.” The pages within this section will walk you through the different costs you’re likely to incur throughout your thesis or dissertation project.
- Once you input an amount for a particular item, you can edit it at any time by returning to that screen, placing your cursor within the appropriate field, and typing.
- Once you’ve completed the input for your budget, TA-DA! will give you an opportunity to print a budget report. On this same screen, you’ll also be able to save your work.

### **How do I exit the TA-DA! program?**

- Always select the Exit button in the lower left section of your screen when you’re ready to stop using the TA-DA! program. If you close the TA-DA! program without selecting Exit, you will not be able to save your work.
- You will be prompted to save your work, **AND WE HIGHLY RECOMMEND YOU DO SO!!**
  - Select the “Yes, Save Work” button.
  - Select a location for your data to be stored. If you intend to always access the TA-DA! program using the same computer (such as your home computer) select a location on your hard drive. If you’re using a public computer – or if you may be using a different computer next time you access TA-DA! – you’ll need to save your data to an external media source such as a floppy disk, jumpdrive, Zip disk or rewriteable CD.
  - Once you’ve selected the location for your data and given it a name, click Save. We suggest you write down the location and name of your data file so you can easily find it the next time you enter the program.
  - With your data file saved, you can exit the program or return to the screen you were viewing when you clicked Exit.
- If you choose not to save your data, any and all data you entered into the calendar, budget or other element of the program will be lost.

### **I clicked the Exit button by mistake. How can I return to the program?**

- Don’t worry, you can easily return to the program. Simply follow the instructions to save your data. Once that’s done, you’ll be prompted to either return to the program or exit.

### **Is there a Quick Reference Guide to view all the subcategories and pages within the TA-DA! Resource Tool?**

- Yes, TA-DA!’s Quick Reference Guide lists the four major sections of the Resource Tool as well as *all* of the subcategories and is located on the [TA-DA! website](http://www.tadafinallyfinished.com).

## **How can I set up my calendar if I do not live in the United States and have a different date setting in my country?**

You may need to change your Region and Language Option in Windows. By default, the U.K. and many other international versions of Windows display dates as day/month/year instead of month/day/year commonly used in the U.S.

To set up your calendar correctly, in Windows go into:

- Control Panel
- Region and Language Options
- Regional Options tab
- Select English (U.S.)

Of course, you will probably want to change the setting back once you exit the program so your other applications continue to function as they would normally

## **When I try to save the calendar to my hard drive, the system asks what kind of program it is to be opened with. What do I do?**

The filename must be saved with a ".dat" file extension. In the title bar of the Save dialog, Vista says to specify the filename (.dat) and path. So, if you want to save the file as "MyCalendar", use the filename "MyCalendar.dat".

When you do so, you should not be asked what program to use to open it. But if you do get that message, just have pick the program called Notepad.