

**FREELANCE FORMATTERS AND EDITORS
OF THESES AND DISSERTATIONS
2009-2010**

<p>Carol Abrahamson 1512 North First St. DeKalb, IL 60115 (815) 748-1537 E-mail: carol@carolabrahamson.com</p>	<p>HP and Mac computers running Windows and OS X respectively, three versions of Microsoft Office (Word, Excel, PowerPoint), Filemaker Pro, Adobe Acrobat, Adobe In Design, Adobe Photoshop Elements. Four HP inkjets and laserjets (B&W, color). HP scanner. Hundreds of text and graphic fonts/symbols. Edit and/or format text, charts, tables, figures, references. Make PDFs. Print and/or create notebooks for committee. Teach/coach students to format their own documents; former high school English teacher and author. References available.</p>
<p>Christina Bystry-Busch 190 N. Cedar POB 75 Waterman, IL 60556 (815) 970-0305 E-mail: cbbusch64@aol.com</p>	<p>Dell Dimension; Windows XP, Word/Excel, PowerPoint 2003, Adobe Acrobat 7.0 Professional. HP Laser and HP Deskjet 6200 color printers. Many fonts and symbols; specializes in formatting. Works with Ms. Hamilton, who does copy editing.</p>
<p>Laura English 3708 Balcary Bay Champaign, IL 61822 (217) 607-0042 E-mail: mytmax@comcast.net</p>	<p>Intel Pentium IV, 320GHz computer, high-speed Internet; Windows XP Professional, Microsoft Office Professional 2003 and 2007 (Word, Excel, Access, PowerPoint), Endnotes, Adobe Acrobat. HP laser printer; HP scanner (Textbridge Pro 11.0 and images). APA, MLA, Chicago Manual of Style, NIU Graduate School Guidelines. Microsoft Certified Specialist: Word, Access.</p>
<p>Susan Hamilton 126 E. 2nd St. PO Box 583 DePue, IL 61322 (815) 447-2665 E-mail: seh0307@frontiernet.net</p>	<p>Dell PC; Microsoft XP, Word, WordPerfect. HP color printer. Copy editing. Works with Ms. Bystry-Busch, who does formatting and printing.</p>
<p>Loretta Heck 924 E. Old Willow Rd. Prospect Heights, IL 60070 (847) 215-7517 (224) 305-1954 (Cell) E-mail: Siegfried@ameritech.net</p>	<p>Windows 2000 Professional, MS Word XP, Fax, LX Scanner, Transcriber, USB port. HP Laser 2015. Charts, tables, figures; format and edit APA, MLA, Turabian.</p>

<p>Veronica (Ronnie) Helton 2395 Alpha Ct. W. DeKalb, IL 60115 (815) 753-1709 (815) 793-7962 (Cell) E-mail: vhelton@niu.edu</p>	<p>Optiplex 755, MS Windows XP Professional, MS Word, Excel, Publisher 2003; Adobe Acrobat 9.0 Pro. HP Laserjet 3600n. APA, NIU Guidelines, Chicago Manual of Style. Format entire document. Ability to convert Word documents to PDF for electronic submission. Some editing. References available upon request.</p>
<p>Grant A. Olson 107 Larking Ave. DeKalb, IL 60115 (815) 501-5400 (Cell) E-mail: go@forlang.net</p>	<p>HP computers, Microsoft Office. Various HP laser printers. Experience with numerous foreign fonts and bilingual manuscripts.</p>
<p>Susan Richter 318 Sycamore Road DeKalb, IL 60115 (815) 758-7182 (815) 751-5688 (Cell) E-mail: Susanrichter@juno.com</p>	<p>Windows XP Office 2007 Laser printer. Transcription.</p>
<p>Barbara Sherman 302 Laurel Lane DeKalb, IL 60115 (815) 758-1265 E-mail: barbtexsherman@aol.com</p>	<p>Textual editing only.</p>
<p>Donna Smith 2330 Herman Rd. Ashton, IL 61006 815-453-2013 815-762-0220 (Cell) E-mail: mdss@ashtonusa.com</p>	<p>Gateway Pentium III; Microsoft Office: Word, Excel, Windows. Epson Photostylus 820 and HP Laserjet 1200. All characters/symbols available with Word and Windows. Editing.</p>
<p>Jane Williams 25086 N. 1st St. Sycamore, IL 60178 (815)-739-6709 (Cell) E-mail: gardyuns@wildblue.net</p>	<p>Dell Pentium IV; Windows XP SP3, Microsoft Office 2007. Lexmark All-in-One printer. IPA font, languages, equations, charts and graphics. Editing, typing, research.</p>