

Date: 27 November 2007
To: Fall 2007 Sophomore Clinic Students
From: Professor Wolff
Subject: Guide for Writing Assignment 3: Progress Report on Crane Project

Overview

This font is Times New Roman size 12. The **header font** is Arial size 12, with bold applied to it. These are the fonts that you should use. If you don't use them you will not be following the instructions on the assignment sheet and not following instructions is bad.

Management

Look above the heading **Management**. There is a single line space between the preceding paragraph and the new heading. Now look just below the heading **Management**. There is no space between it and the paragraph that starts with the word "Look."

This is a new paragraph under the same heading. Notice that there is a space between it and the end of the preceding paragraph. Also notice that the paragraph is flush left. In other words, paragraphs are not indented at all. This creates a nice, clean, professional look. Emulate this look.

In this section, make sure you have a table (Table 1) that identified each team member's role and major. (Notice that there is no caption below Table 1? That is because tables should be designed so that readers understand them without the assistance of a caption. Make sure your tables are that clear and that the titles are meaningful.) Also be sure to format your Gantt Chart as a figure, complete with captions.

Table 1. Results for Test of Optimal Clay Weight with No Fins Attached

Team Member	Major	Key Responsibilities
Her Name		
His Name		
My Name		
Her Name		

Margins

The margins are 1 inch all around. If you are not sure if your margins are correct and you are using a PC, go to File | Page Setup and make sure the left and right margins read 1" and not 1.25", which is often the default margin width (Figure 1). On a Mac, go to Format | Document and change the margins that way. The word **Margins** is a subheading. The font is Arial, size 11 with bold applied to it. Use this formatting for all subheadings.

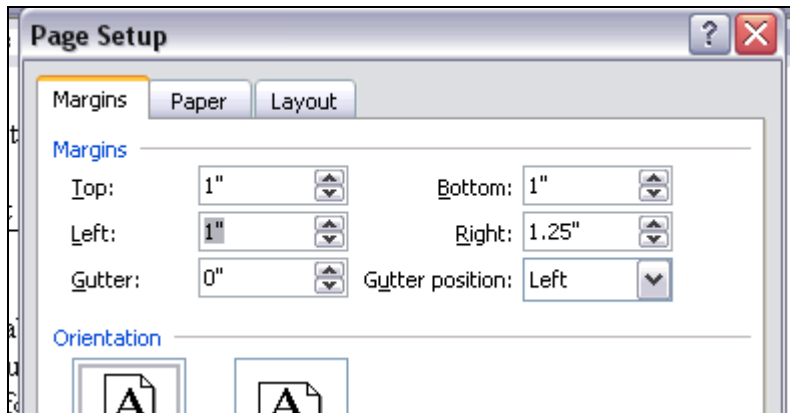


Figure 1. Page Setup Window Highlighting Margin tab

When setting up the document for Assignment 1, be sure that all of the margins are 1". Often the default is 1.25". This text, by the way, is a Caption. Use one below all tables and figures. Notice that this is Figure 1 and that the label is below the figure—this is where figure labels go.

Look all the way up at the top of the page 1. You will see the correct memorandum format. The words Date, To, From, and Subject, are not written in all capitals, nor are they bold printed. They are followed by a colon. They are written in Times New Roman font size 12. The text to the right of these words are level on the left. This is achieved by using the Tab key to move the text to the right until they are all in line. There is no title page. In your report, be sure the To and From lines read exactly as the assignment instructs you to.

Progress

You will notice that there is a long black line below “Subject: Guide for Writing Assignment 1: Design Report on Rocket Project.” The line is not made of many dashes (“-----”), nor is it made from many underscores (“_____”). Rather it is made by positioning your cursor to the left of the **ess** in “Subject” (Figure 2) and then selecting the “Bottom Border” in the Formatting toolbar (Figure 3).

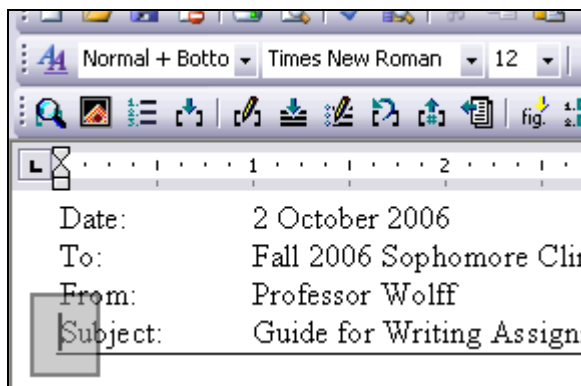


Figure 2. Placement of Cursor to the Left of the Word “Subject”

In order to create the long black line below the memorandum heading, place your cursor to the left of the word “Subject” and then see Figure 3.

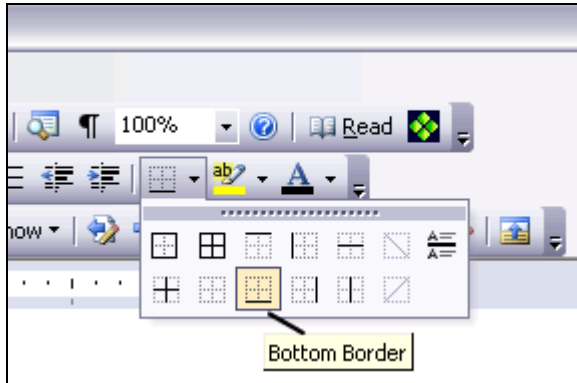


Figure 3. Bottom Border Button Highlighted in the Formatting Toolbar

After placing your cursor to the left of the word “Subject” (Figure 2), select the Bottom Border button in the Formatting toolbar. The long black line will then appear below the memorandum heading.

Next Steps

You may add subheads where necessary (Use subheadings!). And, as you know, Tables and Figures are numbered separately, which is why above there is a Figure 1 and a Table 1. Did you notice that the headings correspond exactly to the headings presented on the assignment sheet? This is for a reason: you should have all the same headings.

Appendix

The Appendix will follow the main body of the text on a new page. The only thing that should be in the Appendix, as stated in the assignment, are “hand calculations for one instance of each truss family done *very neatly* on *engineering paper*.”