Printed assignments

Use double-line spacing and leave a 5cm blank space on the right-hand side of each page (for the lecturer's feedback). Please follow the lecturer's instructions (in your tutorial letters) and the printed instructions on the assignment covers. Please use a header for all Word processor files, with your name, student number, module code and assignment number.

Use the page break function to force a new page to ensure that your page numbering stays as indicated on your contents page.

- Pictures and diagrams may be included, provided that they are not too complex and are not in colour.
- Don't embed objects from other programs that require dynamic links. Rather, create a graphic of your spreadsheet or diagram, save it as a BMP, JPG or GIF and insert this file into your document.
- Keep tables simple. Complex tables can cause printer memory problems.

LAYOUT AND FORMATTING GUIDELINES FOR PRINTED ASSIGNMENTS

1 Set the paper size to A4, default tray, auto feed or auto select

2 Set the left margin to at least 2,5cm and the right margin to 5cm

3 Use black ink

4 Use common fonts, eg Times New Roman or Arial

5 Font size: 16 for headings 12 for normal text