

Assignment #3: Document Formatting

Assigned: Tuesday, 9 October 2001

Due: Tuesday, 16 October 2001

Short description:

Our next request is in – and it involves document formatting. Our newest client – Ann – has requested that we help her in her effort to develop a template for the documents that her department creates.

She has sent over a practice document for us to play with, and requested that we send several versions of the document back to her (each formatted to represent a possible template). Her plan is to take the different versions back to her team. She is hoping that they will simply choose one of the versions, but she believes that a more realistic goal is to stimulate discussion about the ultimate template of choice.

In our conversation, Ann described a variety of possible versions that we could generate for her. After some thought - I have selected a subset of these versions and developed guidelines for what we should send back to her. Within these guidelines, however, there is much room for experimentation. This is a chance for us to showcase some of knowledge of document formatting, specifically, and the design of written technical communication (in general).

Requirements:

You should download the sample document and format this document using the following guidelines. This will result in five versions of the document. General guidelines for the formats are described below. Additionally – please add a cover page to each document indicating (a) which version the document represents and (b) any important information necessary for understanding how the document fulfills its function.

Version 0a: Microsoft Word Default. This format will illustrate to Ann and her colleagues what she can gain by simply using the default Microsoft Word features.

- Use the standardized word headers (heading 1 and heading 2) to format the level 1 and level 2 headings present in the document.
- Use the standardized *caption* style to format the figure and table captions.
- Insert an automatically generated table of contents

Version 0b: Augmented Microsoft Word Default. Extend format 1a by adding customized styles for the bibliography entries and the quote. Also, modify the normal style slightly.

- Define normal style as double spaced, ¼” indents at the beginning of each paragraph, Arial, 10 point font.

- Create a style called “quotation” for the single breakout quotation paragraph. Define this style to indent the quotes ½”, to use courier font, and to single space the quotes, and to have a 12 point spacing above and below the quote.
- Create a style called *bibliography* for the bibliographic citations at the end of the document.
- Do something to make the title and author information stand out.

Version 1: Environmentally Friendly (paper saving). Ann also expressed an interest in a format that would be environmentally friendly (i.e., would require as few printed sheets as possible). To create a sample of such a format, please manipulate the character and paragraph properties of the normal, heading 1, heading 2, quotation, and bibliography styles in order to create this more condensed report format. For example, this format might include smaller fonts and less space between paragraphs. You might also explore options such as shrinking the margins and removing extra lines between paragraphs.

Version 2: Easy on the Eyes and Mind. Because Ann was interested in stimulating her team’s discussion of their desired format, she also suggested that we develop an “easy on the eyes and mind” format – one that makes it easy for a person to skim the document. For example, this format might have more white space in general, and the text might be more “chunked.” To do this, please manipulate the character and paragraph properties of the normal, header 1, header 2, quotation, and bibliography styles in order to create this easy-to-skim format.

Version 3: Illustrative Customized Format. Ann expressed an interest in having a report format that is very distinctive to the company. So, as the final exercise, please develop something that might serve this function. To do this -

- Modify the existing styles (normal, header 1, header 2, quotation, and bibliography) to convey a unique look.
- Add additional formatting at your discretion.

Objectives of this assignment:

As a result of this assignment, our team will have the opportunity to

- Develop an understanding of Microsoft Word Styles
- Gain an appreciation for the effectiveness of using styles
- Practice making choices about styles

Tips:

- The online help in Microsoft word is extensive. I would encourage you to try using the online help (particularly if you have not used it).
- If you have a question, send it to the class listserv so that other students can possibly provide answers to your questions. To send it to the listserv, send email to – t_c__310a4@u.washington.edu.

Submission:

This assignment is due on Tuesday, 10/16/01, at 4:00 pm. Each student will be submitting five word documents, as well as the individual lesson statement.

