

Date: 19 September 2007
To: Fall 2007 Sophomore Clinic Students
From: Professor Wolff
Subject: Guide for Writing Assignment 1: Design Report on Rocket Project

Executive Summary

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.

Introduction

Look above the heading **Introduction**. There is a single line space between the preceding paragraph and the new heading. Now look just below the heading **Introduction**. 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.

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.

Definition of the Design Problem

Look all the way up at the top of the page. 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.

Technical Description of Final Design

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).

Extra Space

There is extra space at the bottom of the page. The phrase **Extra Space** is a subheading. The font is Arial, size 11 with bold applied to it. It is better to have this space than to put a header here by itself if the header is to remain at the bottom of the page isolated from its corresponding text (like the poor Orphaned header below). Insert a page break instead and put the header on the next page.

Orphaned Header

Parametric Design Process

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed imperdiet fringilla sem. Cras sem. Integer tempus rutrum sem. Suspendisse placerat iaculis lorem. Praesent pede est, tincidunt condimentum, semper a, vulputate ut, metus. Vivamus lacinia tortor et mauris. Aliquam congue accumsan orci.

Conclusions

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. You may add subheads where necessary (Use subheadings!). And, as you will see, Tables and Figures are numbered separately, which is why below there is a Figure 1 and a Table 1. All appendices will follow the main body of the text. Each appendix starts on its own page. That is why, for example, **Appendix B. Raw Data for Clay Weight Tests** starts on the page following the end of **Appendix A. Figures and Captions**. Table and Figure titles and Figure captions are written using Time News Roman font size 12. They are flush left, not centered.

Appendix A. Figures and Captions

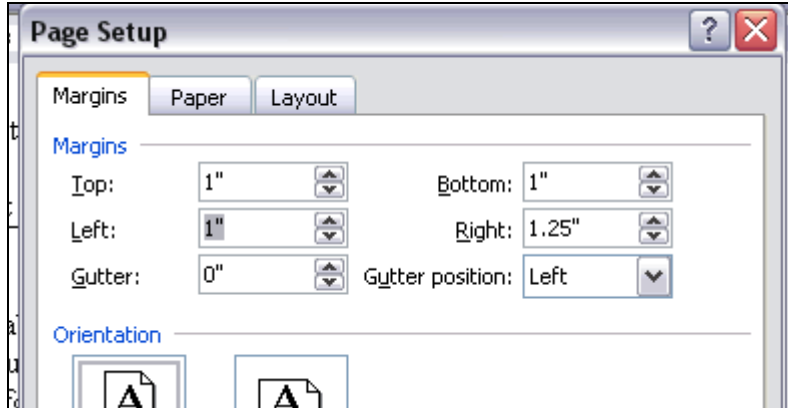


Figure 1. Page Setup Window Highlighting Margin tab

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.

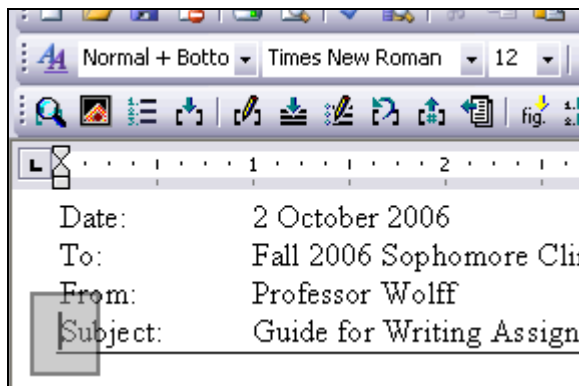


Figure 2. Placement of Cursor to the Left of the Word "Subject"

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.

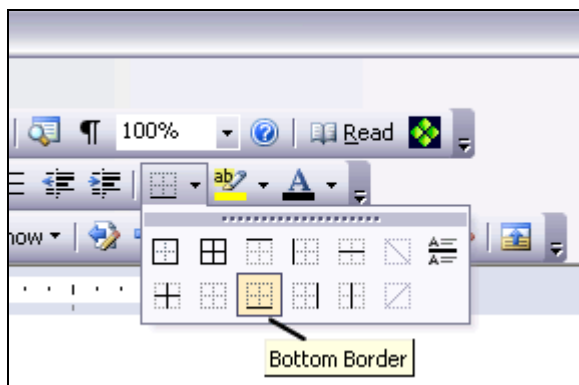


Figure 3. Bottom Border Button Highlighted in the Formatting Toolbar

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.

Appendix B. Raw Data for Clay Weight Tests

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

Test Number	Clay Weight (grams)	Distance (feet)
1	50	200
2	60	230
3	70	305
4	80	410
5	90	395
6	100	220

(Notice that there is no caption below this table? That is because tables should be designed so that readers understand them with the assistance of a caption. Make sure your tables are that clear and that the titles are meaningful.)