Assignment Guidelines: e-Book

General Instructions:

- **Deadline: Section A: Jan. 13, Section B and C: Jan. 16**
- **<u>Send an email</u> or <u>use GSpace to upload</u> your file to our class Gmail account**
    - please name them as "section_number_name_type" with underlines between each word.
    - You can produce the document using Word 2003 or 2007, but please save it as ".doc"
- **Late assignments will not be accepted!**

Specific Requirements:

Compile your assignments and publish your own e-book.

- Format your Document:

    - Set the margins as 1"

    - Select B5 as the paper size for the entire document.

- You need have a book cover that displays all the necessary information (you may use your HW5)

- You should write a preface as an introduction at the beginning of your e-book.

- You need to use Word's "Index and Tables" feature to create an automatic table of contents page

- Your e-book should have three chapters; each chapter, four sections.

    - Chapter 1: Computer Assignments

        - In this chapter, you should include four assignments you have created throughout this semester: your autobiography, time management plan, resume, and 3D art work.   Before you submit them, make sure you have correct revisions.

    - Chapter 2: Compositions

- In your second chapter, you should include four compositions.
  - Chapter 3: Journals
    - For this chapter, you need to collect four journals that you wrote for any of your literature or language course, such as Introduction to Literature, Reading, or Greek and Roman Mythology.
- You should have an appropriate title for each chapter and each section and use "Page Break" to separate each section properly.
- Work with Header and Footer:
  - Choose different design for your first page, odd pages, and even pages.
  - Use "English Department, Fu Jen" as the header for the first page and insert the Date.
  - In the header, put your name on the odd page and your title on the even one.
  - In the footer, indicate the pagination.
- Insert a copyright page as your final page.   Provide necessary information and apply a text watermark (such as "original" or "copyrighted").
- Please pay attention to the overall visual effect.