**Guidelines for working on the report**

1. Follow naming convention, e.g. iPad\_(May, Tom, Zoe).
2. Create the report based on the given template.
3. Show members near bottom of the cover page.
4. Use of *Tab* – only one tab for each alignment.
5. Before closing the report document, update TOC & save file.
6. Each member is responsible for about 3 pages of the main content.
7. Find sources originally in English.
8. Don’t rely on *Google Translate*.
9. If you copy something from the web (or other source) to the report, you have to list the source in the “Reference” section.
10. Use simple numbering in “References” (see the template).
11. Use *Paste Special* (Ctrl+Alt+V) to paste text from a source to the report.
12. Don’t copy everything (like [2]), **digest**!
13. Don’t rely on only one or two articles.
14. Use proper capitalization for section titles.
15. Must include something that belongs to you, e.g. your own experiences.
16. Do the testing yourselves if possible.
17. Handling pictures

* Use suitable text wrapping
* For square wrapping, distance from text can be adjusted
* Put a picture and its caption in a *canvas*
* Use the *crop tool* if necessary

1. Pay attention to (possible spelling mistake) and (possible grammatical mistake). Get rid of them if possible.
2. Get rid of unnecessary spaces and blank lines.
3. Format tables properly.