Instructions for Including this Coversheet in Assignment 1:

- This coversheet is available in three different formats. The only difference between the formats is the file extension:
  - Coversheet_A1.doc – for MS Word
  - Coversheet_A1.odt – for OpenOffice
  - Coversheet_A1.rtf – rich text version
- You can use which ever version of the document works in your word processor.

- **Include** this coversheet as the first page of your assignment.
- **Replace** text highlighted in yellow and **remove** highlighting:
  - **Version number:** This is up to you to decide but usually the first released version of a document is 1.0
  - **Date:** the date the document was produced
  - **Name (ID):** your name and student number
  - Document History
    - **Date:** the date of the document revision
    - **Author:** the author of the document revision (i.e. yourself)
    - **Description:** short sentence about what was included/changed in the version (e.g. 'Created draft (including screenshots)', 'Updated screenshot 3', 'Added coversheet' etc.)
    - **Version:** This should correspond to the version number of the document that the changes were made to.
- After the coverpage, include your step-by-step instructions and reflective questions (ie. include all pages within the one document)
- Convert the entire document to PDF before submitting

Resizing Images in GIMP

Internal Use Only

Document History

Date	Author	Description	Version
XX	XX	XX	XX

About this Document

This document outlines the processes involved in cropping, scaling and altering the quality of a jpeg image in GIMP (an open source image manipulation program). It is assumed that users of this document will have GIMP already installed on their computer system.

Audience

This document is intended for Tibitville Shire technical publications and office staff.

Document Notes:

This document was submitted as assignment 1 for assessment in 'CPT110: Introduction to Information Technology' offered through Open Universities Australia (OUA). This document forms 15% of the final mark for the course.