**Some guidelines on making resources in this section**

**Note**: I’m *not* the Computing Academic Rep – these aren’t “rules” but rather guidelines that I found helpful when writing up solutions to past papers in this folder (and reading others’ solutions). They are hence not “enforceable”, but rather should help make yours (and people who see these resources in future years) lives easier.

* Please use Word. The reason is that the file needs to be collaborative-friendly and easy to modify. In particular, please do not use PDFs (I see this particularly with “Tom’s edition” files prevalent in some modules). The reason PDFs are problematic is that commenting is not straightforward, they are not easily editable (only the owner can practically perform modification), and hence one is at the mercy of the owner (who may not even have the right to make these changes, particularly if they have graduated!).
* Please make use of Word’s equation feature where necessary. It makes a *huge* difference in readability, especially when there are a lot of equations. To do that, go to the *desktop* version of Word (web users will need to switch: File -> Info) and go to the Insert tab and click Equations:  
    
    
  Conversely, please do *not* upload hand-written equations unless you really have no other choice. Note that Word supports LaTeX – a search on your favourite search engine would be enough.
* Ideally, use Word’s drawing options in desktop to hand-draw items where necessary (a slightly less desirable is using Word’s *Canvas* feature, which works well but web users cannot see them without switching to desktop).
* Use comments where necessary for collaboration and off-topic comments.
* When linking to EdSTEM posts, please include a screenshot of its content! The reason is that future cohorts won’t be able to see what in that link otherwise.
* **If you think that something is wrong in a solution please put a suggestion in red.**