General Instructions

1. Project report should have three parts: cover page, report body, followed by appendix.
2. To be consistent, report cover page has to be exported from CapStone system.
3. Write your report body in document format. Some text editor (say, Microsoft Word) may be able to automatically generate Table of Content.
4. Save your report body as PDF.
5. To be consistent, report appendices have to be exported from CapStone system.
6. Combine the three parts (cover page, report body, appendix) as a single PDF file.
7. Submit your PDF report via CapStone system only.

Report Preparation

1. The "Report Version Control" section should document all the major changes/additions made in each version.
2. Use CapStone to work on the project requirements. Requirements can be exported in PDF from CapStone.
3. Use CapStone to work on the project use case scenarios. Use case reports can be exported in PDF from CapStone.
4. Use CapStone to work on the test cases and test execution reports. Test cases and execution reports can be exported in PDF from CapStone.

Formatting Instructions

1. Include your team ID in the right of the header of each page.
2. Include page numbers in the bottom center of each page.
3. Font in text should be Times Roman 12 point.
4. Use 1-inch margins for the left, right, top, and bottom the page.
5. Each section of the report must begin on a new page.
6. Sections should be numbered according to the Report Structure given in the CapStone system.
7. Font in level-1 headings should be 14 point, bolded.
8. Font in level-2 headings should be 14 point.
9. Font in level-3 headings should be 12 point, bolded.
10. Font in level-4 headings should be italic 12 point.
11. Lines of text within a paragraph should be single spaced. Use 1.5 line spacing between paragraphs
12. Headings and paragraphs should NOT be indented.
13. Figures in the text should be numbered consecutively. Underneath each figure should be a label with its index number and caption (12 point, bolded). The figure numbers should be used to refer to figures in the body of text.
14. Tables are given in the appendices. The table numbers should be used to refer to tables in the body of the text.