

LaTeX for Any Discipline – Introduction Document

Learning outcome:

Students will be able to identify parts of a template that set common document features and build confidence working with source code in the LaTeX language.

Overview:

The activity and discussion forum responses are worth a total of 20 points based on the rubric below. Through this activity you will create a simple document with LaTeX that introduces you to the other course participants and includes a relevant image. Use a template to create your first document with LaTeX to introduce yourself.

Completion criteria:

1. Within seven (7) days upload a PDF of the document to the discussion forum for this assignment.
2. In the three (3) following days comment on one person's post you have something in common with, and comment on one post containing something new to you.

Step-by-step document directions:

Instructions that start with **replace** are where you will include your own information.

1. Create an account for [Overleaf](#) and sign in
2. From "My Projects" page click on "New Project", then "example project"
3. The source code is the middle panel with numbered lines underneath a button where you can toggle "Source" or "Rich Text" mode for editing. This course is all about mastering this source code, so don't change this setting.
4. Before you change anything, highlight some words in the source code, and click on "add comment" in the upper right corner of this panel. Instead of typing anything in the comment box, click on "Track changes is **off**" again in the upper right corner. Toggle the switch to track changes for "Everyone."
5. If you want to close the comments panel, you can click on the arrow pointing right about halfway down the panel on the left side. It also highlights the entire left border when you hover over it.
6. Now comes the fun part:
7. Go to Line 18, where you see "`\title{Your Paper }`". Between the braces `{ }` you will include the text for your title. There's no need to include quotation marks in any of the parts you write today, although I may be using them to set phrases you will see or add apart from the directions here.
8. **Replace** "Your Paper" with a title like, "**Hello, from [your state or country]!**"
9. **Replace** "You" with your name in line 19 of the source code below.

10. While we go through the next steps, take a look at how the contents appear in the PDF preview to the right. Note any features of the document you would like to learn more about or explore links in the document before we delete extra sections.
11. You read that right, we will now *delete* portions of the source code. And your document will still be beautiful. Now that we have turned track changes on, later you can easily revert any changes that you make.
12. Delete the lines that start with “\begin{abstract}” through “\end{abstract}”. We will revisit these and any other features that interest you later in the course.
13. In the File outline in the bottom left-most panel you can click on the different section headings, and the source code will jump to where these appear.
14. Delete everything from “\section{Some examples to get started}” on line 36 to line 41 above “\subsection{How to include Figures}”. More directions for this section are coming up!
15. Now use the outline to jump to “How to add Tables”. Similarly, this sub-section begins with “\subsection{How to add Tables}”. Delete from this line, all the way down to “\bibliography{sample}”.
16. **This is very important:** Do not, delete the line that says “\end{document}”. This tells the software that creates the PDF on the right where to stop writing things to the document.
17. At this point, your outline will look much simpler, maybe even bare.
18. **Replace** the two paragraphs that are already under “\section{Introduction}” with a quick summary about yourself.
Include in first paragraph:
 - The program you are in
 - The type of documents you usually use or special features that are common in your field (i.e., figures, tables, and so on)
 - What you would like to gain from this class.

Leave one blank line between your paragraphs so that they are separate.

Include in the second paragraph:

- Something you do for fun or to relax

Note: It can be helpful with finding potential issues if you put each sentence on a separate line, since they are still compiled as one paragraph.

19. Download a picture or cartoon in a common format like .jpg or .png locally, and click on this icon above the project folder to upload your photo:

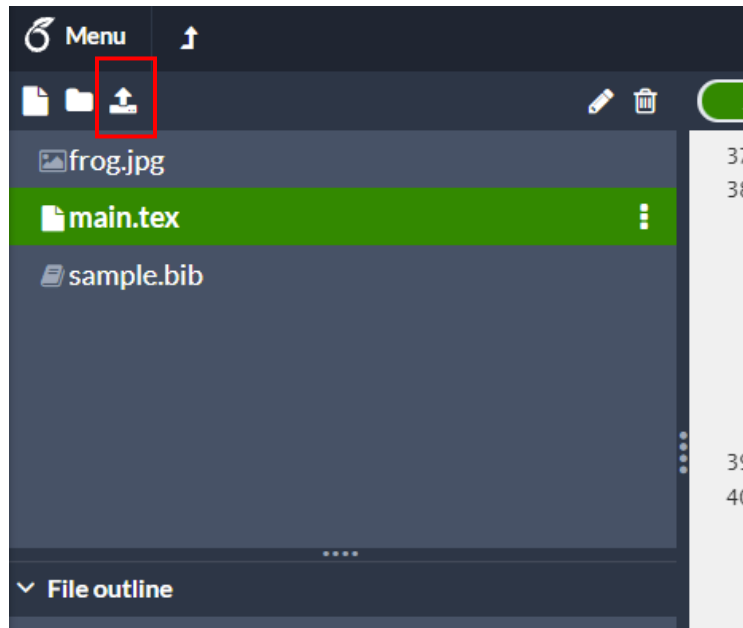


Figure 1. A screen capture of the Overleaf project folder panel. The red box around the third icon from the left below "Menu" is the upload button.

20. When you drag an image to this box it starts the upload, and then the file name appears in the project folder.
21. **Replace** "frog.jpg" with your own file name and rewrite a relevant caption in the braces following "\caption".
Note: The subsection on "How to include Figures" explains this part in more detail, and the "\label" command is not important at this time.
22. Delete the heading for this subsection and the two paragraphs that follow, but leave the "\begin{figure}" line and everything below it.

You have now created a document with LaTeX! It's a simple one, but a nice, and quick introduction to how this stuff works.

23. For full credit, save a PDF with the "Download PDF" button above the PDF preview; it looks like the upload button, but the arrow is pointing down. Upload this to the discussion forum for this assignment with the file name "LastName_OEAS495_intro.pdf".

Rubric on next page.

Rubric for LaTeX introduction and discussion

	All expectations met	Some expectations met	Few expectations met	Points
Original Content	Includes title, author, introduction and figure according to steps 8, 9, 18, and 21. 10 points	Skipped replacing 1-2 parts of the personal information including not addressing all bullet points in step 18. 4-9 points	At most one step of adding personal information was completed or only one paragraph of step 18. 0-3 points	10
Removing irrelevant content	Removed all extra sections identified in the directions. 3 points	Left up to 3 different sections with section or subsection headings in the document. 2 points	Did not remove any extra sections from the document. 0 points	3
PDF of introduction document shared to discussion forum	Student made a post to the discussion forum with a PDF attached 3 points	Student could not make a PDF and instead shared a link to the Overleaf. 2 points	Student did not post to the forum with a PDF or link to document. 0 points	3
2 comments on peers' posts in discussion forum	Comments on one thing in common and one thing new on two separate posts. 4 points	Comments on only one peer's post. 2 points	No comments in the discussion forum. 0 points	4
Total				20