Tutorial Letter 103/0/2021

Introduction to Programming II

COS1512

School of Computing

This tutorial letter contains the instructions on how to create an assignment as a PDF file

BARCODE

INTRODUCTION

You are required to submit your assignments electronically via *myUnisa* in **PDF** format. Please submit only **one** PDF file for an assignment. This PDF file should contain the **source code as well as the output produced by that source code** for each question in the assignment. This tutorial letter shows you how to create your assignment as a PDF file so that you can submit it electronically. You can also watch the video on how to create a PDF file for an assignment under Additional Resources on the COS1512 website on myUnisa.

Please note the following:

- Submit only one copy of a specific assignment.
- Each assignment has a unique number. Use the correct assignment number *and* unique number on myUnisa when submitting your assignments electronically.
- Please make sure that the assignment you submit contains the correct content.
- Please **do not** encrypt your assignment file or mark it as 'Read only'.
- Do not send assignments directly to the lecturer or to the COS1512 e-mail address.
- Assignments must reach UNISA on or before the due date.
- Check on *myUnisa*, or contact the Assignments Section to ensure that your assignment was received by UNISA.
- **Only PDF files will be accepted**.

For detailed information on how to submit assignments electronically, refer to myStudies@Unisa, which you received with your study package. Instructions on how to register to become a myUnisa user, are provided on the web site.

Creating an assignment as a PDF file

Once you have done all the questions for an assignment, i.e. all the programs compile correctly and produces output, you are ready to create the PDF file for submission.

1. Start off by creating a new Word document and saving it with the name in the following format:
   YourStudentNumber_COS1512_AssignmentNumber, e.g. 12345678_COS1512_01

2. Include your detail, i.e. name, student number, and the assignment number on the first line of the Word file.

3. Number each question and then add the source code, input and the output for the question. Add the source code as follows:
   - In Code::Blocks, open the `.cpp` file containing your solution to the question.
   - Select all the source code (the contents of the .cpp file in Code::Blocks) using *CTRL A*.
   - Copy the selected source code using *CTRL C*.
   - Go to your Word document, and paste the source code under the question heading using *CTRL V,* or *Paste* on the menu bar.

- Now select the source code you have pasted in Word, change the font for the program code to `Courier New`, change the paragraph spacing to 'No Spacing', and the font size to 10.

Figure 1 shows the options on the Word toolbar we have used to format the source code as required.

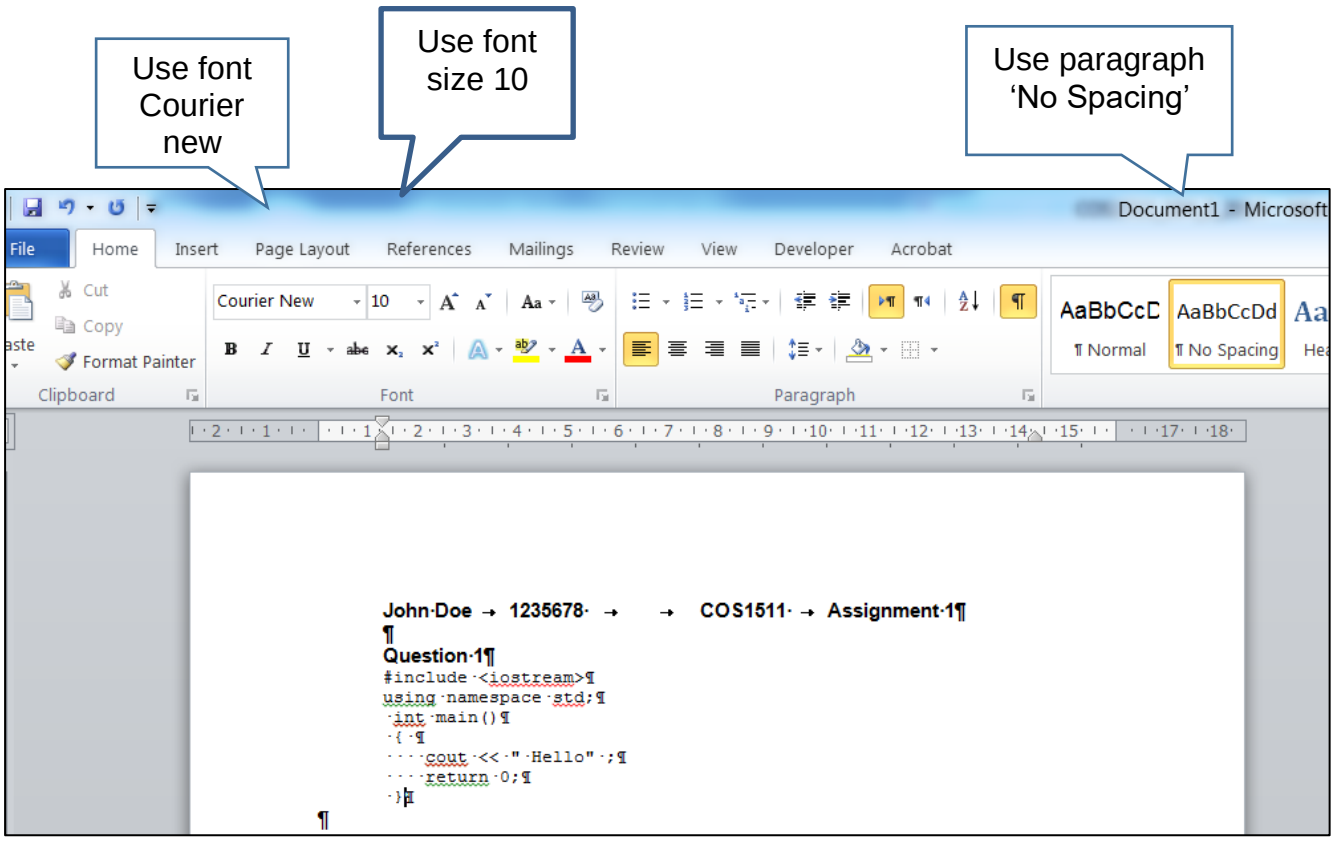

Figure 1

Now add the output as follows:

- Type a heading '**Output:**' underneath the source code.
- Return to Code::Blocks and run the program.
- Use *ALT PrntScrn* to copy the output and paste it in your Word document under the heading '**Output:**' using *CTRL V*.
- Now use the **crop tool** under Word's **Picture Tools** to crop the screen shot so that only the output of your program is shown. Figure 2 shows the use of the crop tool. If necessary, enlarge the picture of the output so that it is readable by clicking on the picture and then dragging the corners until the picture reaches the desired size.

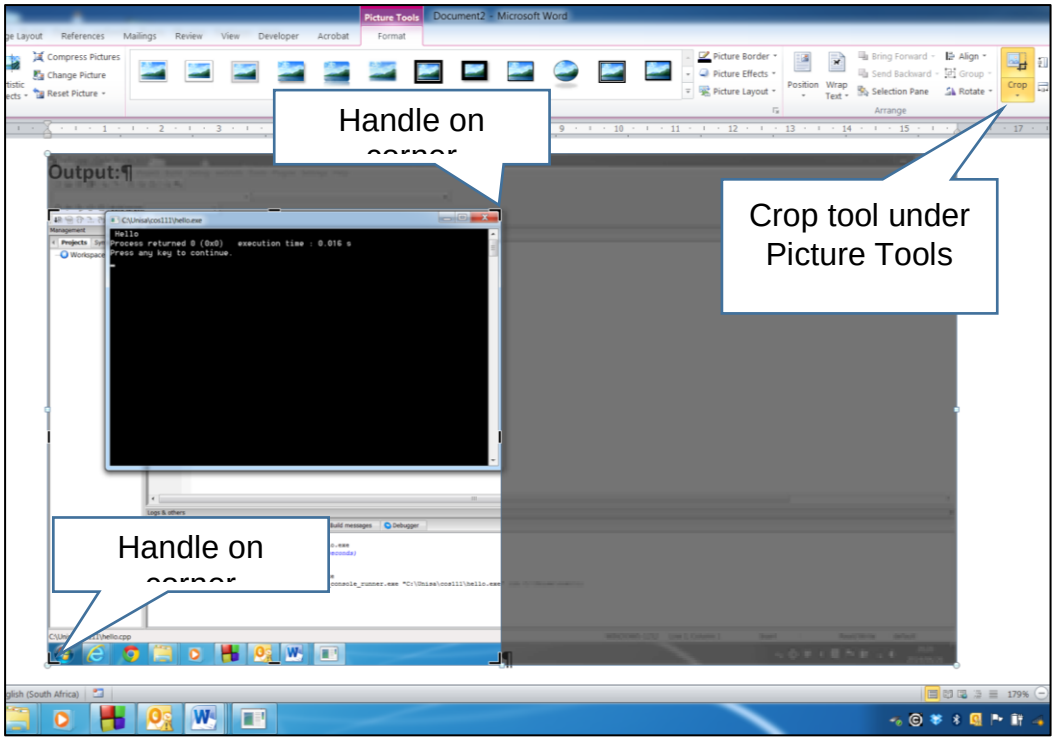

Figure 2

You should end up with a Word document looking similar to the example in Figure 3.

John Doe 1235678 COS1511 Assignment 1

Question 1

```
#include <iostream>
using namespace std;
 int main()
 {
    cout << " Hello" ;
    return 0;
 }
```

Output:

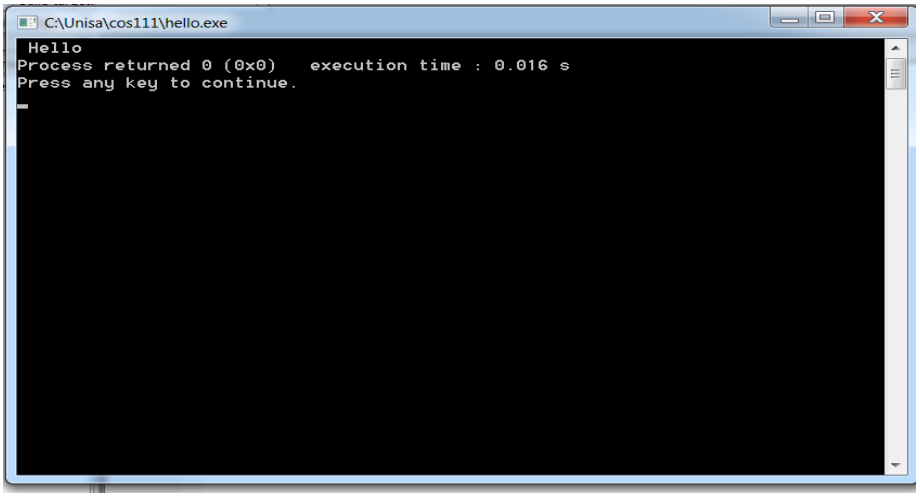

Figure 3

An alternative to using *Alt PrntScrn* to show your program output, is to go to the program output in Code::Blocks and then:

- Right-click on the black output screen,
- Choose *Select All* on the pop-up menu,
- Press *Enter* to copy the selection
- Then go to the Word document and paste the output there.

See Figure 4 below:

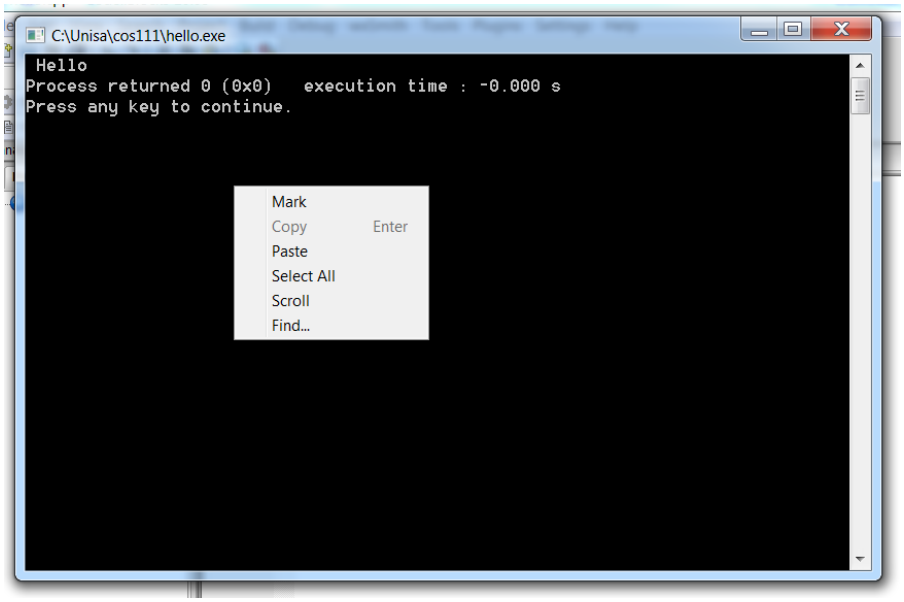

Figure 4

4. Repeat this process for each question.
5. Save your assignment in Word.
6. If you have one of the newer versions of Word, you may be able to export the Word file as a PDF which you can then submit on myUnisa. If not, you can use any of the free PDF converters available.

We recommend that you use **CutePDF Writer** to convert your Word file into a PDF document.

CutePDF Writer is a virtual printer that creates PDF files. It installs in seconds and automatically configures itself as a virtual printer found in your 'Printers' folder under the name **CutePDF Writer**. This is an application without a user interface, but it will integrate into your system as if you're installing a physical printer.

To convert your Word file into a PDF file with CutePDF Writer, in Word, select the *Print* command in the *File* menu, and choose **CutePDF Writer** as your printer. See Figure 5 below.

Electronic Resources

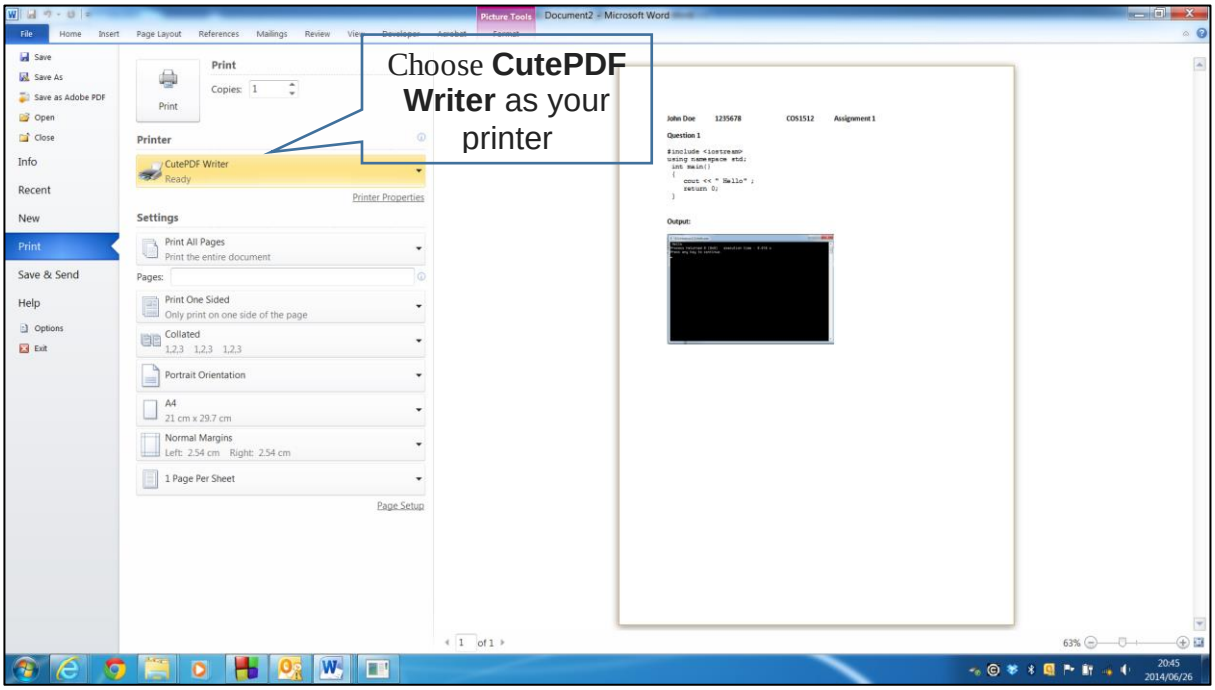

Figure 5

A **Save As** dialog box will appear where you can choose the folder where you want to save the file in and specify the name of the file as shown in Figure 6. Click on *Save* and then go to that folder to find your PDF document.

NB: Please do not encrypt your file, or save it as 'Read only', since we will not be able to mark such files. Also make sure that your file is not corrupted.

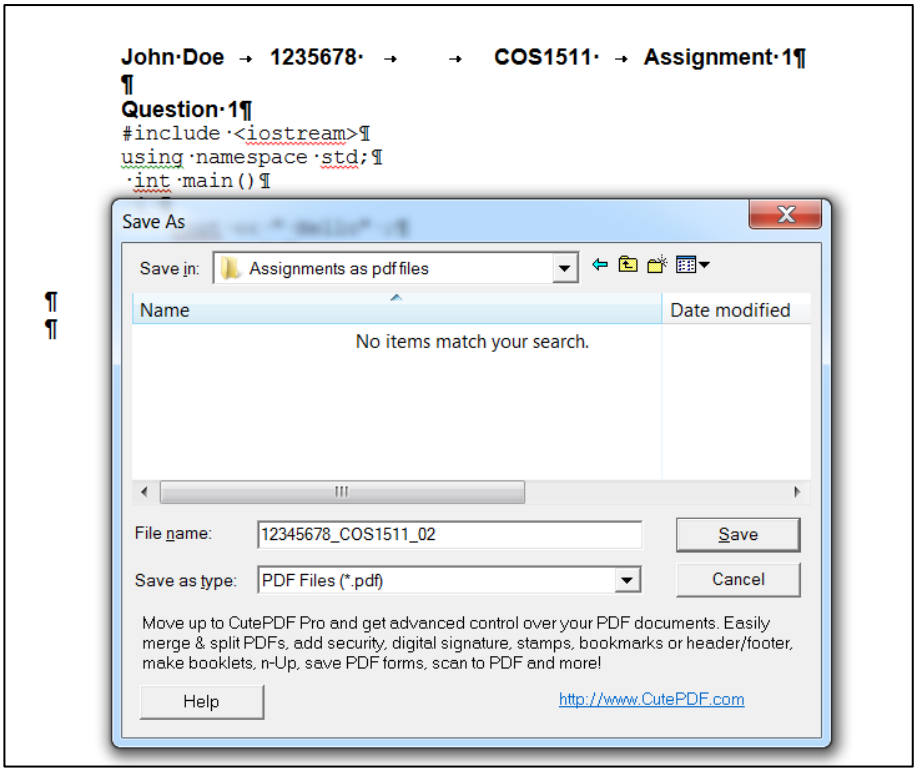

Figure 6

Notes on CutePDF Writer

The result of installing CutePDF Writer is that from now on you'll have an additional option to choose from when launching the print functionality provided by your applications.

This will enable you to save any document as a PDF, by printing it to a PDF file instead of a physical printout.

CutePDF Writer can also be downloaded from one the following sites:

- http://www.cutepdf.com/
- http://www.cutepdf.com/Products/CutePDF/writer.asp

Installation Requirements

- Supports Microsoft Windows 98/ME/2000/XP/2003/Vista/7/2012/8/8.1 (32-bit/64-bit).
- Requires PS2PDF converter such as Ghostscript (recommended). GNU Ghostscript is a free open-source interpreter for the PostScript language and the PDF file format. You can get the free GPL Ghostscript 8.15 from the site where you download CutePDF Writer.

NB: Note the following:

A toolbar and additional program will try to install on your PC when you download CutePDF Writer. Make sure you UNTICK the install toolbar option and click *decline* when asked about the additional programs.

CutePDF Writer requires a Postscript to PDF converter. GPL Ghostscript is the recommended Postscript to PDF converter for CutePDF Writer. When you download CutePDF Writer a message will pop up that takes you to the CutePDF Writer webpage where you can download GPL Ghostscript 8.15.