Instructions on how to create an assignment as a PDF file

INTRODUCTION

You are required to submit your assignments electronically via *myUnisa* in **PDF** format. 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 document shows you how to create your assignment as a PDF file so that you can submit it electronically.

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

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_COS1511_AssignmentNumber, eg:- 12345678_COS1511_01

2. Include your details, i.e. name, student number, the assignment number and the unique number for the assignment on the first line of the Word file. You can also choose to add these details as a header in the word document.

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` and the font size to 10.

Figure 1 shows the options on the Word toolbar we have used to change the font type and font size.

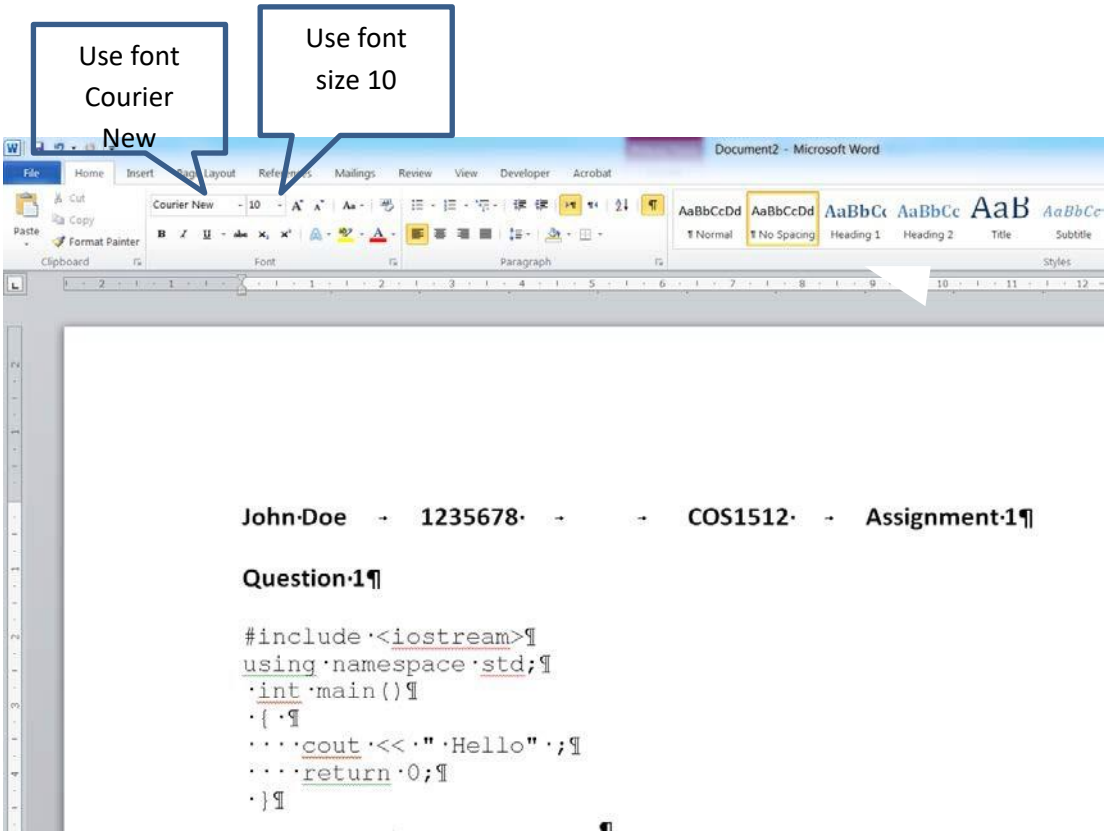

Figure 1

For adjusting the spacing, you can use the *Paragraph* tool under *Home* menu. Select the text you want to format, and click on the arrow at the bottom right hand corner of the *Paragraph* tool. In the resulting dialog box, change the 'Line Spacing' to 'single' and the 'Before' and 'After' spacing to 0 pt. See Figure 2.

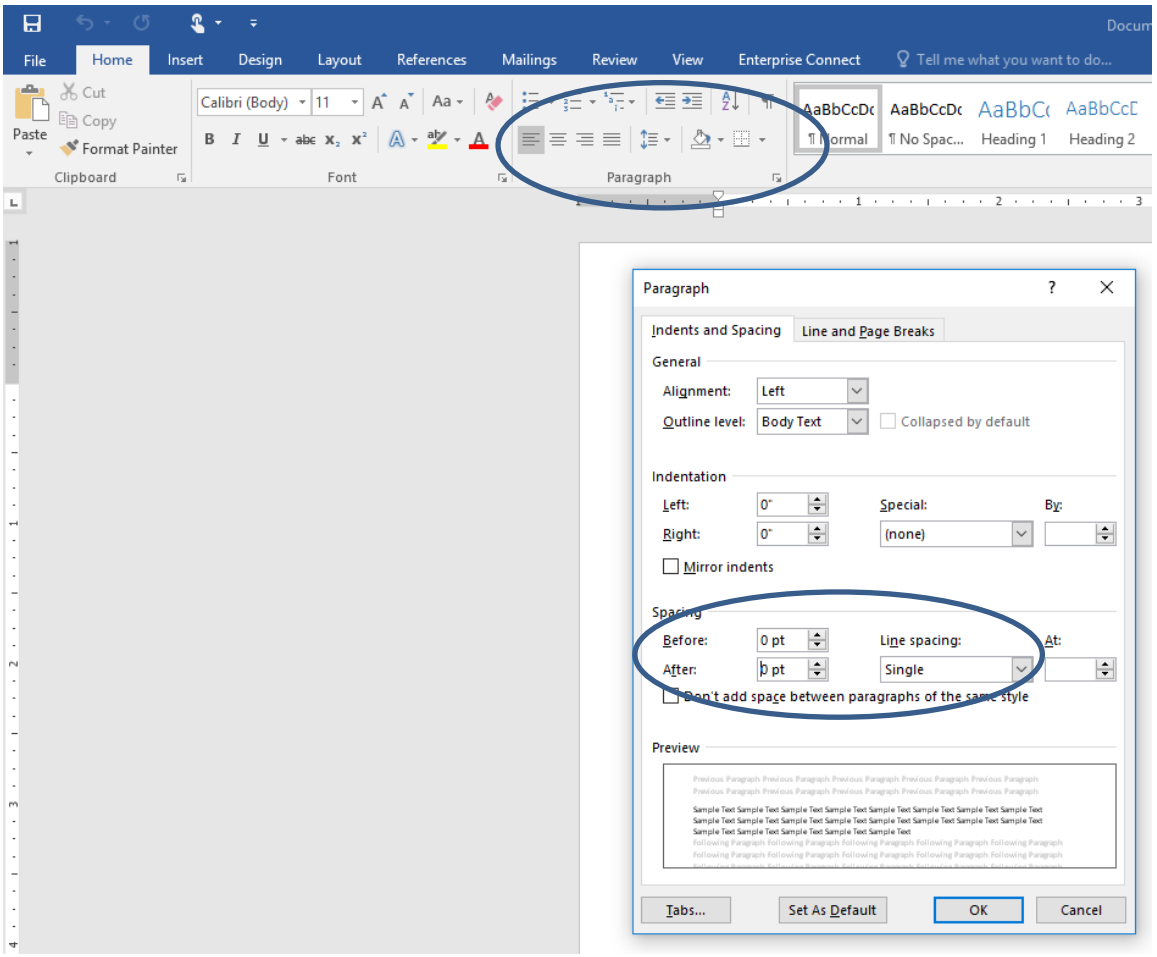

Figure 2

Now add the output as follows:

- Type a heading '**Output:**' underneath the source code.
- Return to Code::Blocks and run the program.
- Use *ALT PrtScr* 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. (When you select the picture you want to format, this menu will appear in the menu bar). Figure 3 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.

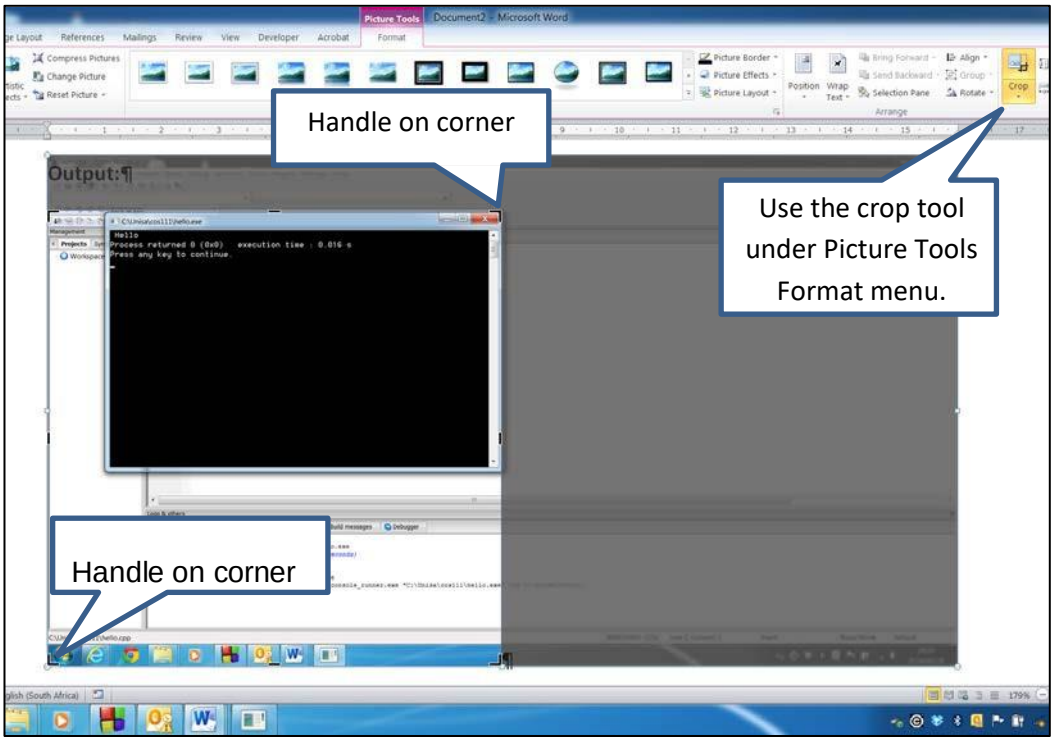

Figure 3

You should end up with a Word document looking similar to the example in Figure 4.

John Doe 1235678 COS1511 Assignment 1 Unique No.:746569

Question 1

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

Output:

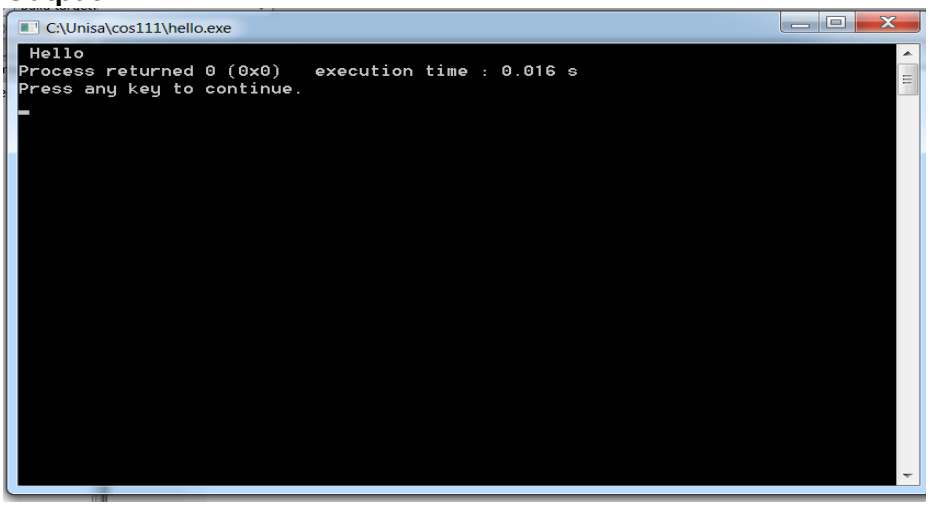

Figure 4

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(right click the word file in File Explorer and choose Convert to Adobe PDF), which you can then submit on *myUnisa*. You may also be able to use the 'save as' command under *File* menu and save the file as PDF. See Figure 5.

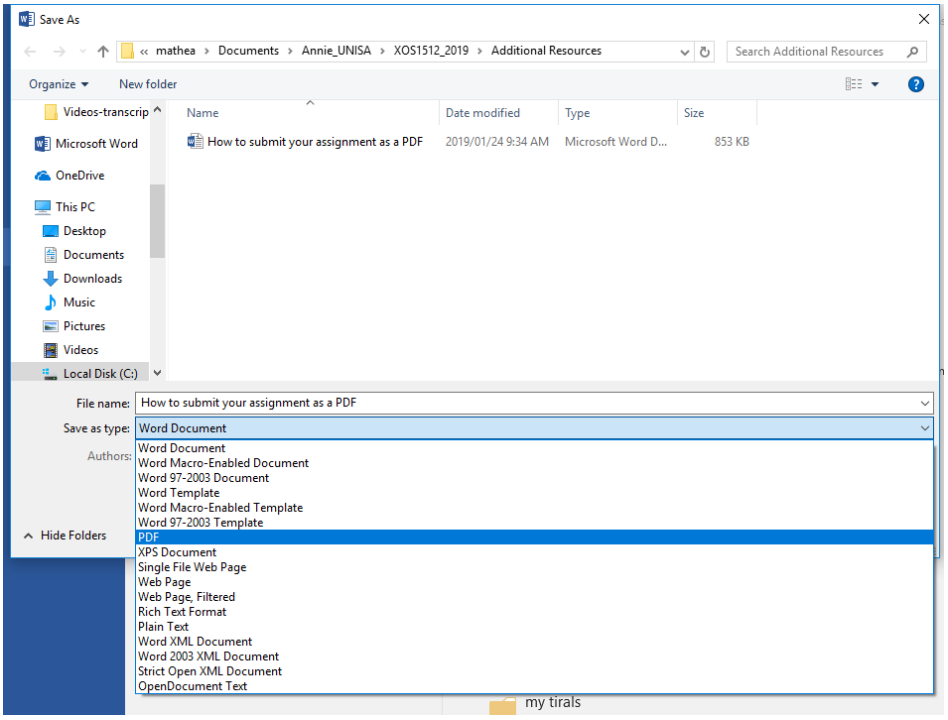

Figure 5

If none of the above are possible, you can use any of the free PDF converters that are 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 6 below.

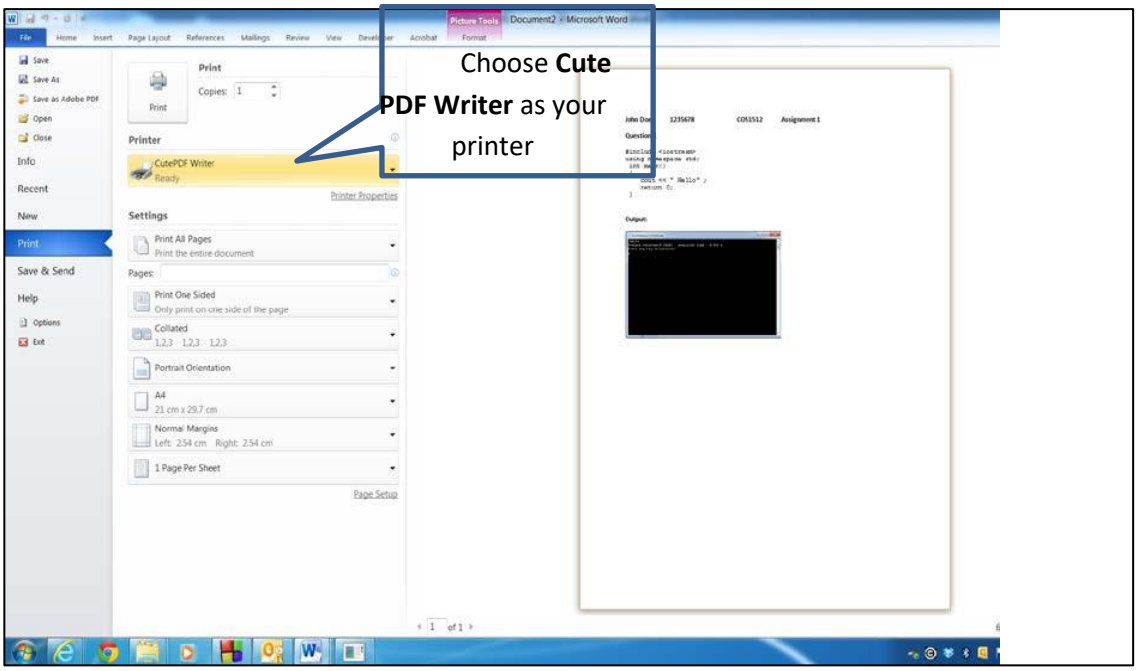

Figure 6

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 7. 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.

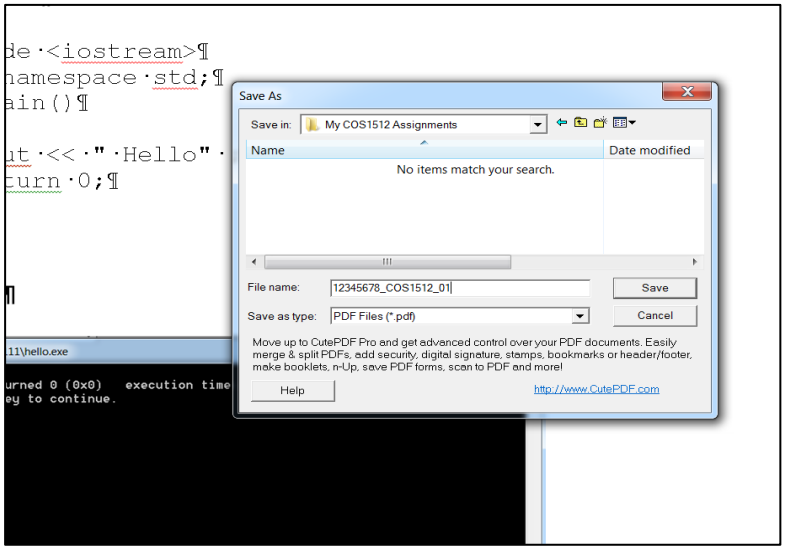

Figure 7

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 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/7/8/8.1 (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 latest GPL Ghostscript 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. You may have to download and install GPL Ghostscript separately. It is available for download on the *cutepdf* website.

Important instructions (that help to maximize your assignment scores)

The DOs and DON'Ts

- **Do not submit screenshots of your program code**. There are different ways of arriving at a solution to a programming question. The marker should be able to copy and paste your code into an IDE and test it. Therefore, it is very important that you submit it in a format that allows copying and pasting.

- **Do not submit the code with the line numbers from your IDE.** For instance, if you choose *'File->Export'* in Code::Blocks you will get the following dialog box asking if you want to have the line numbers. Please choose 'No'.

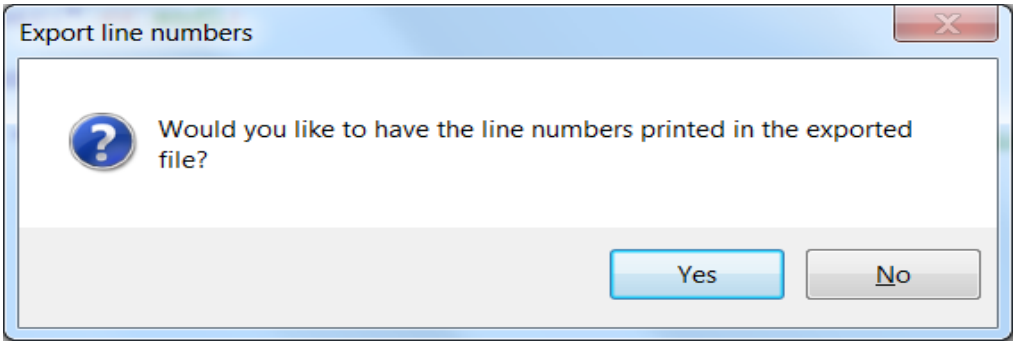

Figure 8

- **Do remember to adjust the line spacing** to 'single' in your text document so that your code does not span pages and pages.

- **Do remember to remove unwanted lines of code from your program** before you submit. For instance, the lines from your trial at the beginning, unused variable declarations etc. Do not leave them commented in your program.

- **Do add necessary comment lines to your program;** not for every single line, however in places where you think it will help the marker to understand your code better.

- **Do make sure that the program code and the output corresponds**. If the output does not correspond to the program included, **YOU WILL GET A ZERO MARK**. Hence please make sure that you submit the output of your version of the code included in the assignment.