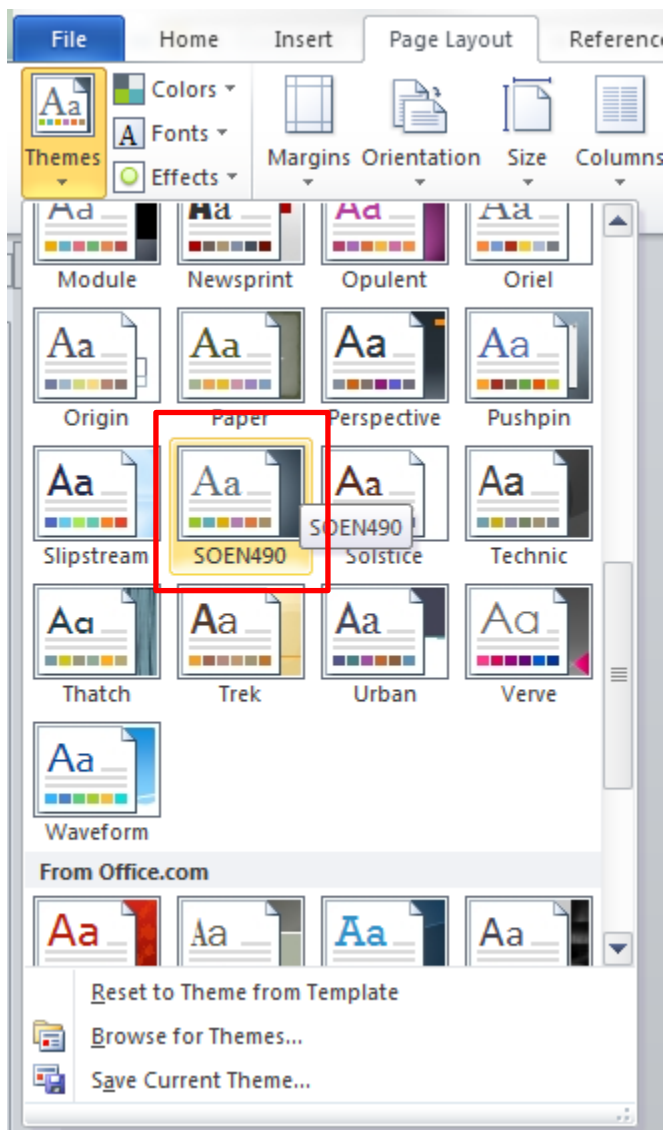# 1   Word Setup:

1.1   Files

The following files need to be copied into the corresponding directories:
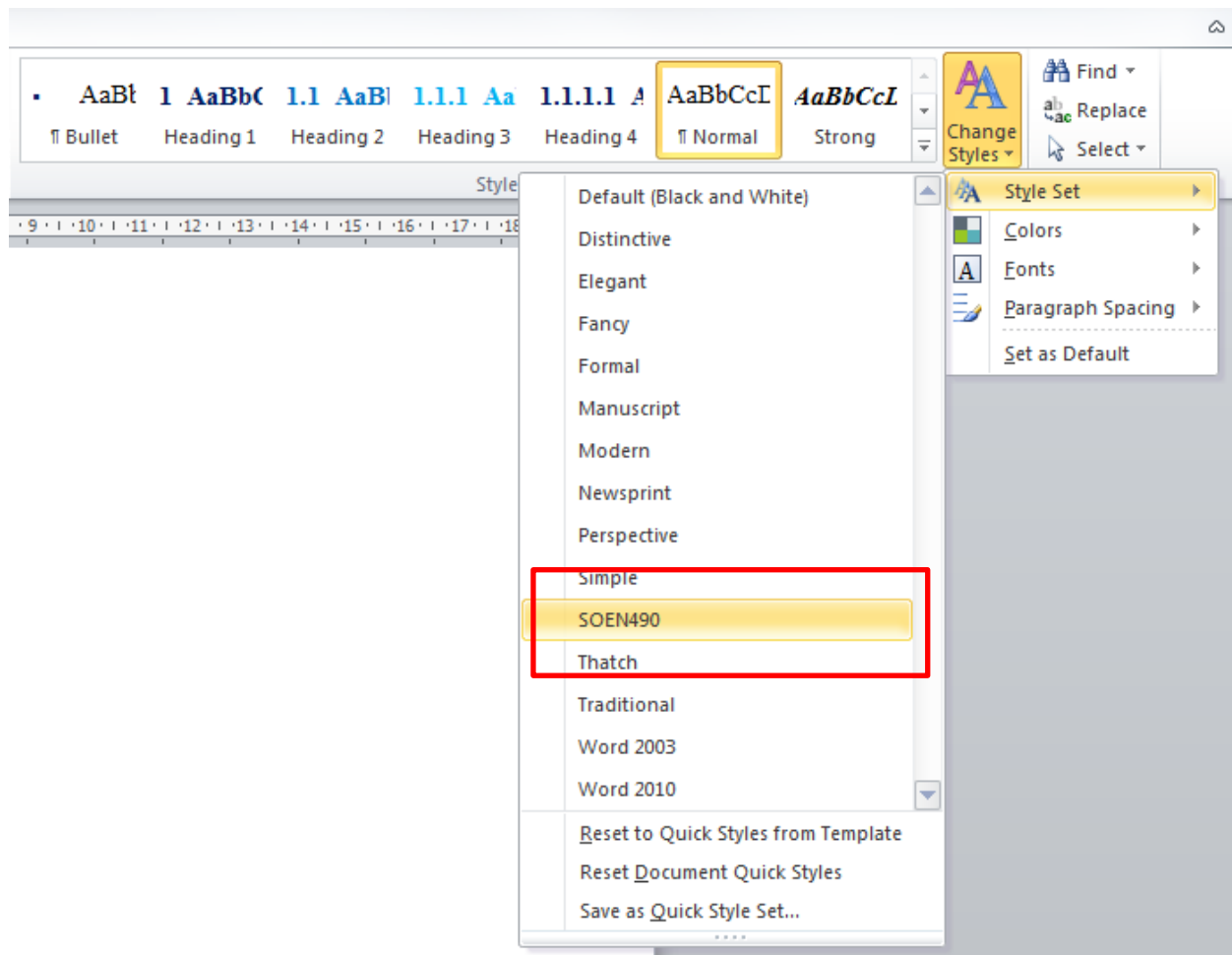
I will assume that you can modify the paths according to your own environment

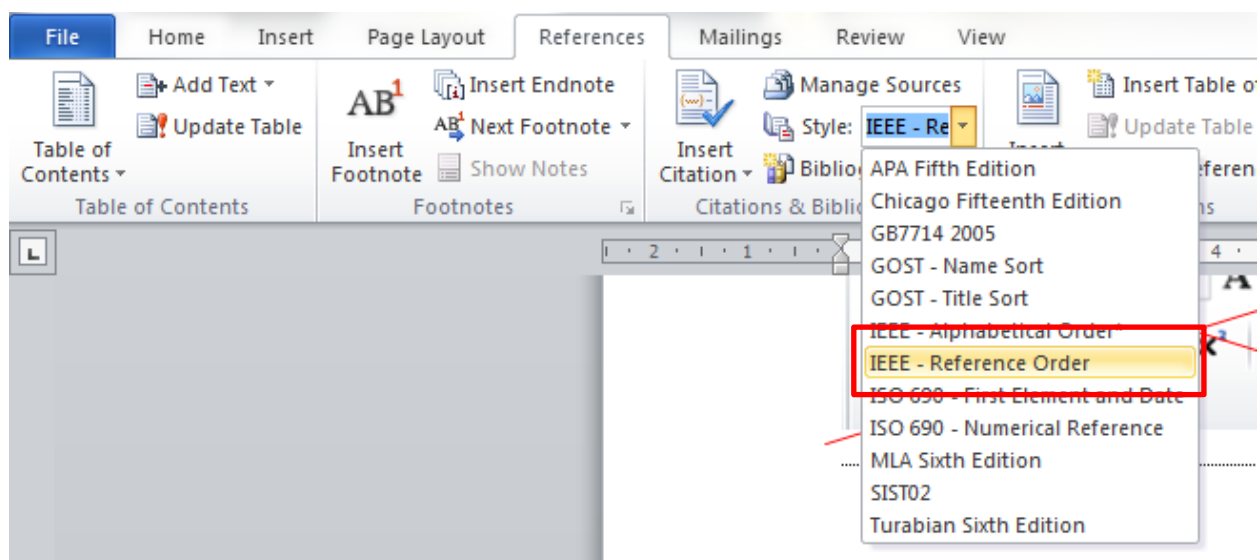| File	Directory
IEEE_Reference.XSL	C:\Program Files (x86)\Microsoft Office\Office14\Bibliography\Style
SOEN490.dotx	C:\Program Files (x86)\Microsoft Office\Office14\1033\QuickStyles
SOEN490.xml	C:\Program Files (x86)\Microsoft Office\Document Themes 14\Theme Fonts
SOEN490.thmx	C:\Program Files (x86)\Microsoft Office\Document Themes 14

1.2   Word Options

Whenever you are modifying a document for 490 be sure that the SOEN490 Theme and Style are selected.
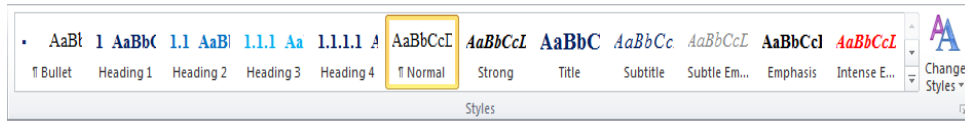
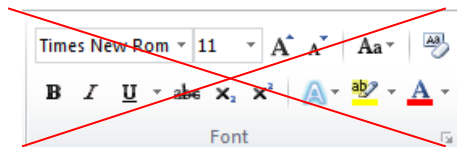In addition the IEEE citation style must be selected.

2   Document Formatting

It is important that document formatting be done with the options in the Styles as much as possible. That way we can change everything in a document with that particular formatting at once. If a style does not contain an entry that is suitable for your needs, add the entry to the style and upload the new style file to the repository. Everyone can then update their style template accordingly/
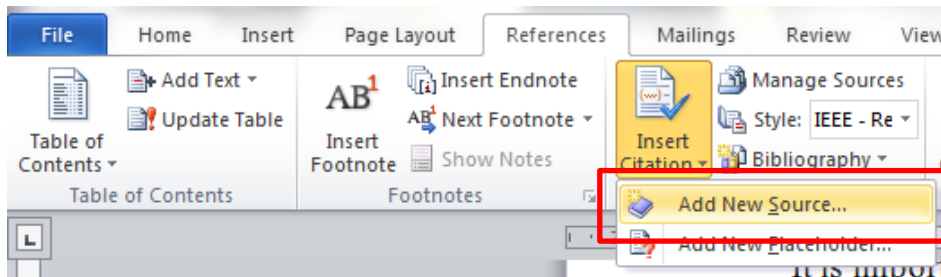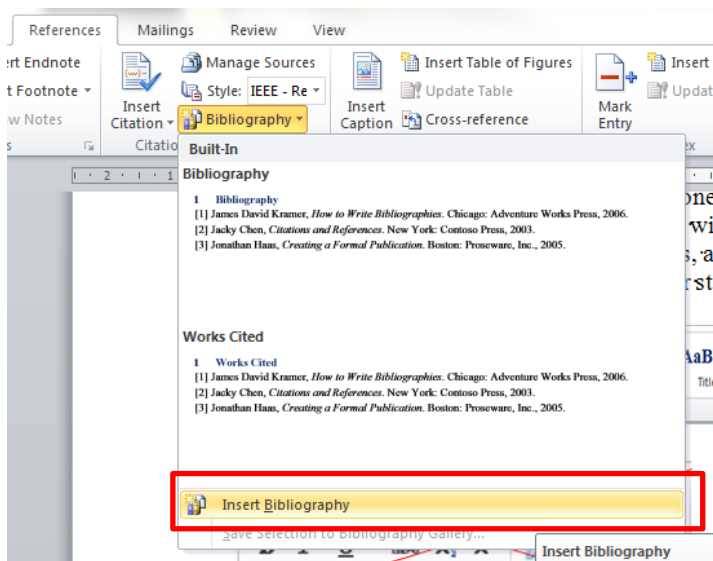
 GOOD!

 BAD! Try not to use as much as possible

3   Citations

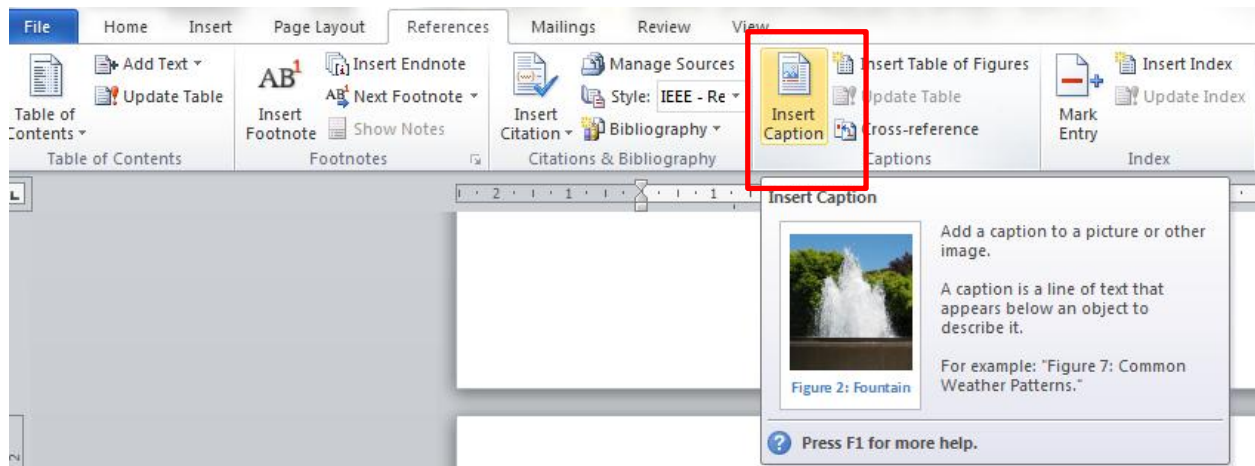Citations must be added using Word's citation tool.

If you are the first to insert a citation, then you should create the bibliography in appendix A using words auto-generation tool.

4 Captions

All tables and figures need to be titled with captions.

If you are the first to enter a caption, then you must insert the table of figures after the table of contents.