

How to attach a cover sheet to your assignment

A User Guide

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1 Introduction

Submission procedure

You are asked to submit your work electronically. This is not a difficult process and your tutor will support you. If you have any questions please contact either your tutor or the itservicedesk@tsd.ac.uk.

Please note

Is it important your assignment and your assignment submission form are submitted as one document. In addition you must have your name and student number to be one each page of your assignment

This document

This booklet will support and help you to add your name and student number to each page, and add your assignment submission form/cover sheet correctly to the front of the document. It covers Word 2003 and Word 2007:

Please use your Official University email address

We ask you to **use your official university email** when contacting university staff. If you do not know your email or student number please contact the University Service Desk who will be happy to help you.

itservicedesk@tsd.ac.uk

2 *How to clearly name your essay on each page*

Using Word 2003

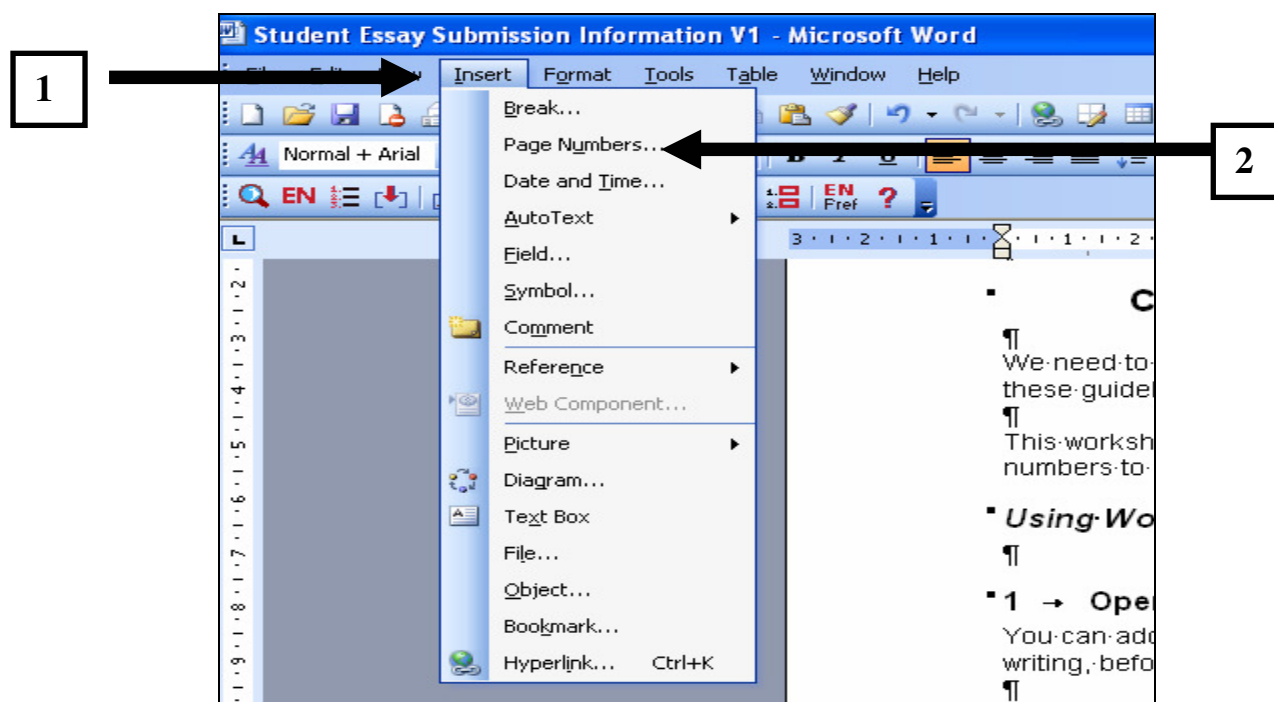
We need to clearly identify your essay, it is important therefore you follow these guidelines. This worksheet will explain how to add your name, student number and page numbers to each page of your essay.

2.1 Open your document

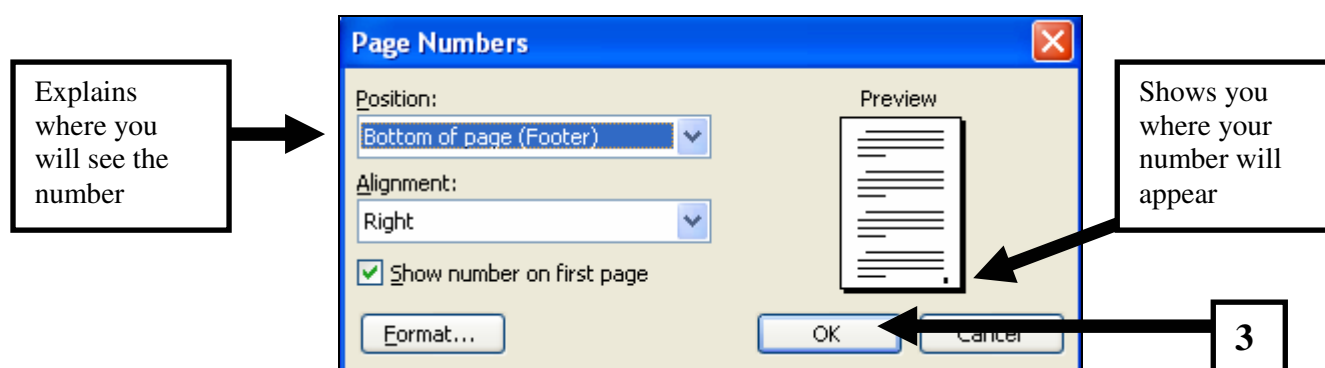
You can add name, student number and page number at any time during your writing, before you start, during or at the end.

2.2 Adding page numbers

1. Click on the **I**nsert drop down box, in the main menu at the top
2. Click on **P**age **N**umbers



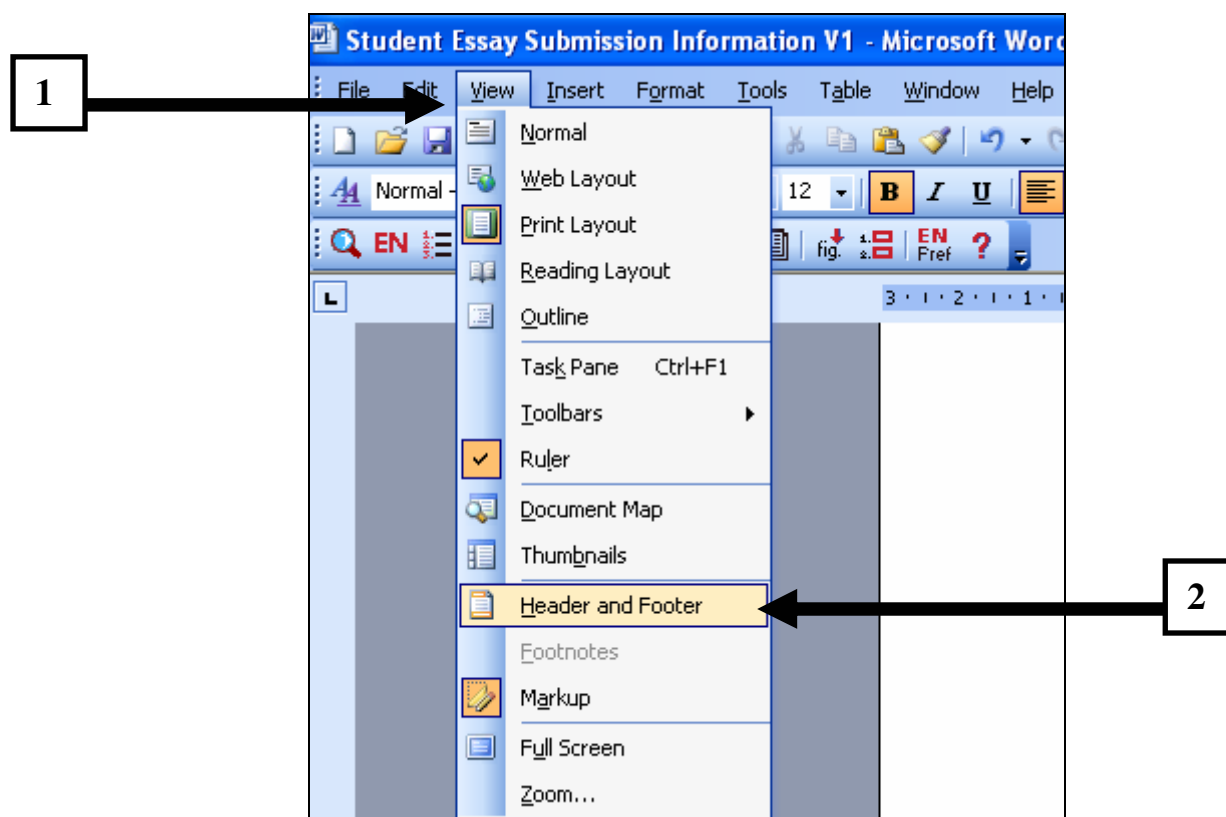
This will take you to another box to choose the positioning of page numbers



- 3 Click on **OK** and the page numbers will appear in the specified areas, in this case on the bottom on the right side of the page.

2.3 Adding your name and student number

- 1 Click on the **View** drop down box, in the main menu at the top
- 2 Click on **Header and Footer**

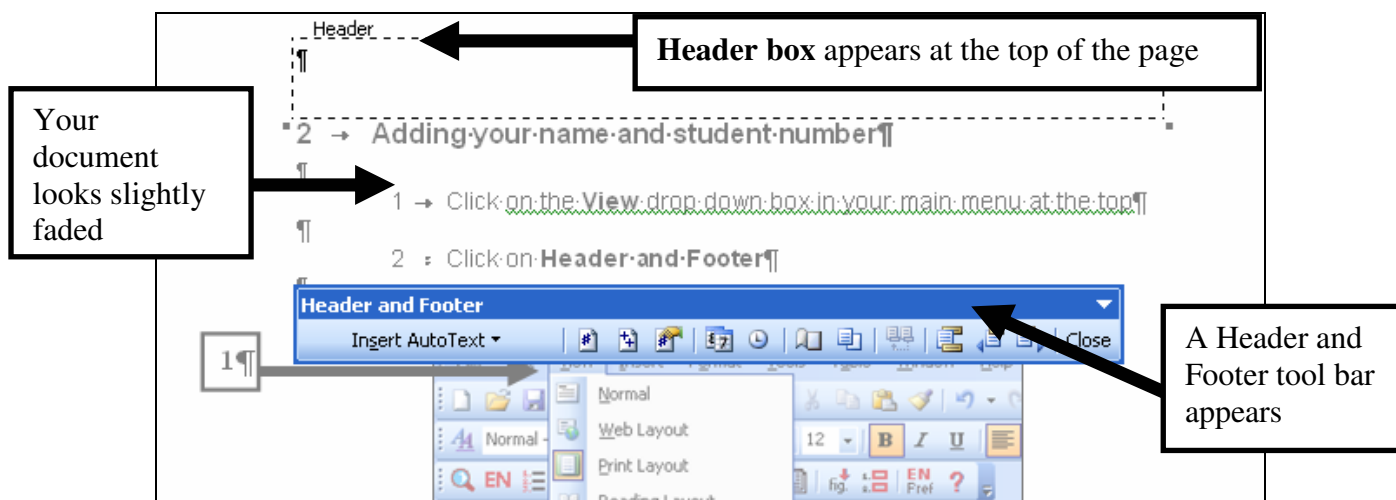


Three things will happen:

A **Header box** will appear at the top of your page

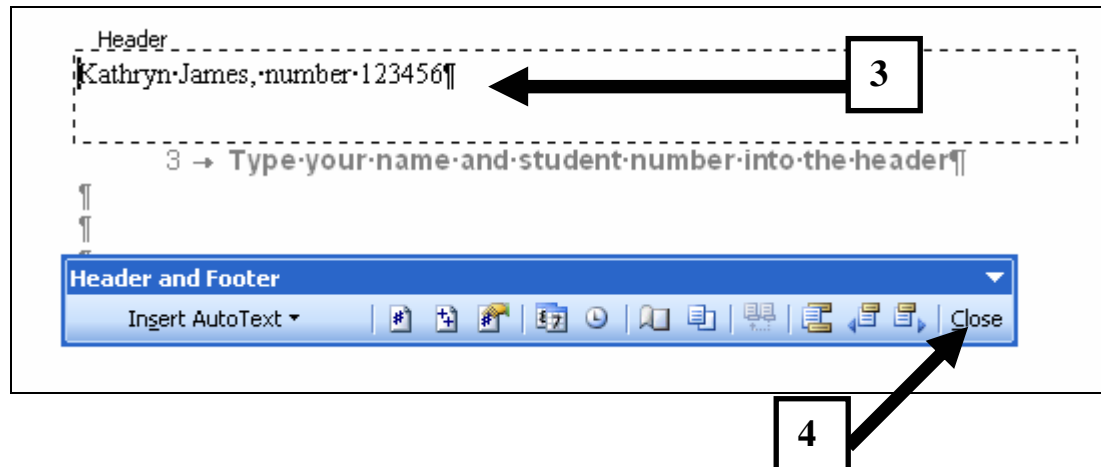
Your document look slightly faded

A small tool bar will appear on the page (called Header and Footer)



3 Type your name and student number into the header

4 Click **Close**



Your details and page numbers will then appear on all pages of your document.

NOW SAVE YOUR WORK

3 *How to clearly name your essay on each page*

Using Word 2007

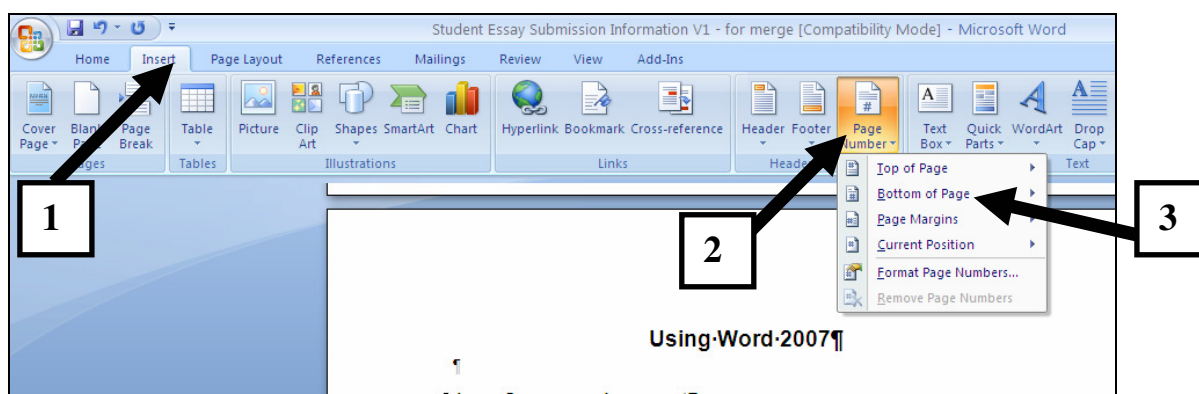
We need to clearly identify your essay, it is important therefore you follow these guidelines. This worksheet will explain how to add your name, student number and page numbers to each page of your essay.

3.1 Open your document

You can add name, student number and page number at any time during your writing, before you start, during or at the end.

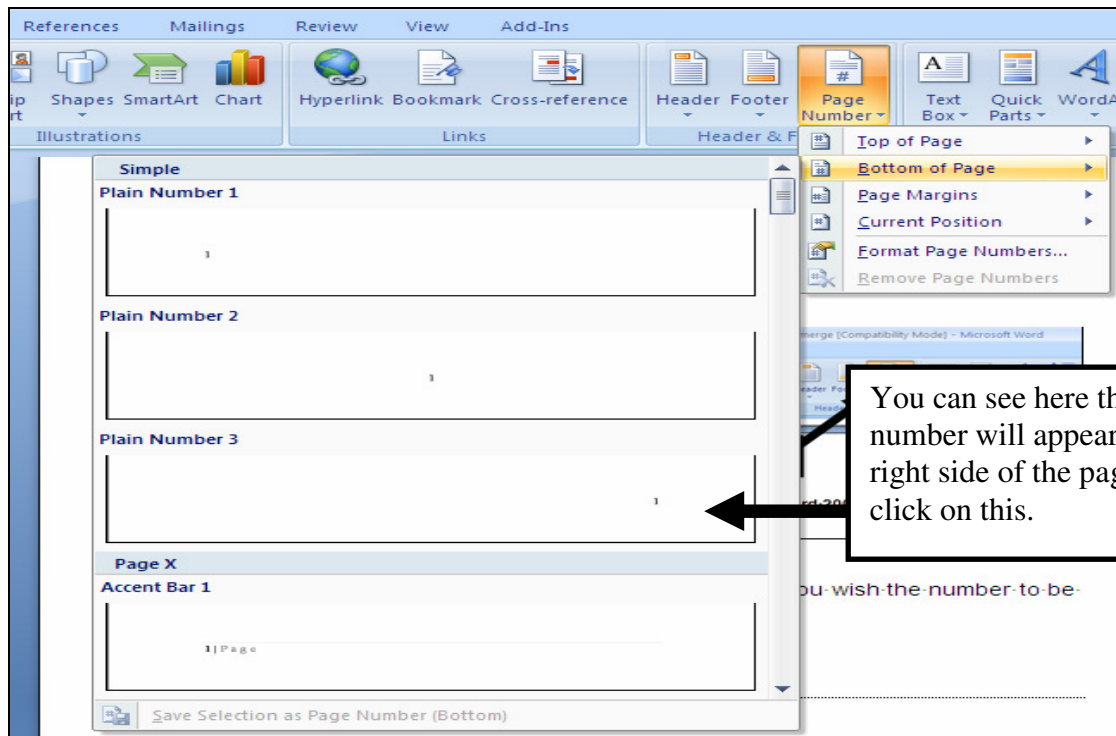
3.2 Adding page numbers

1. Click on the **Insert** tab, in the main menu at the top
2. Click on **Page Number** along the top of your tool bar
3. Click on **Bottom of Page** from the drop down menu



This will open another box with options for where you wish the number to be placed.

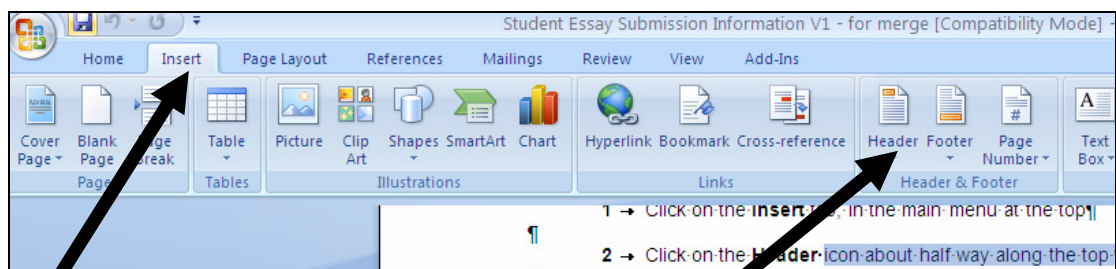
Choose where you wish your page number to be and click on the box.



The page number will appear on each page.

3.3 Adding your name and student number

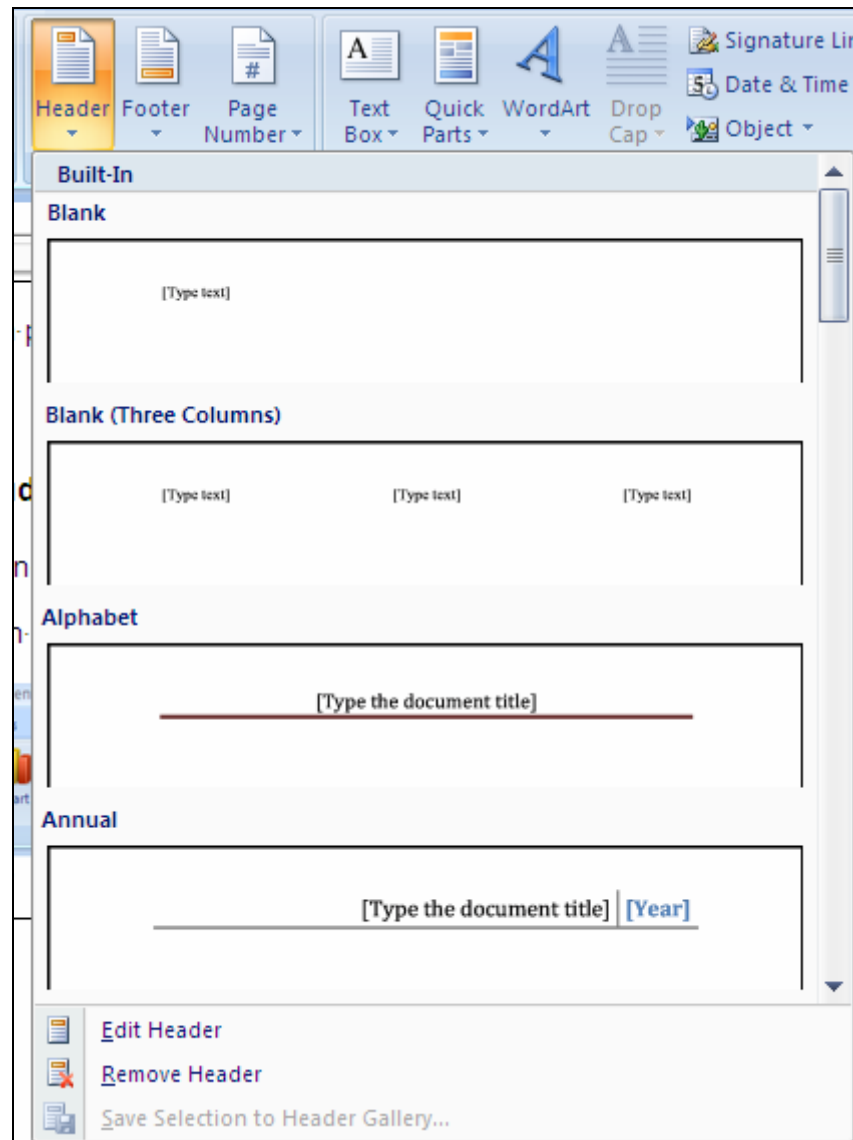
- 1 Click on the **Insert** tab, in the main menu at the top
- 2 Click on the **Header** icon about half way along the top



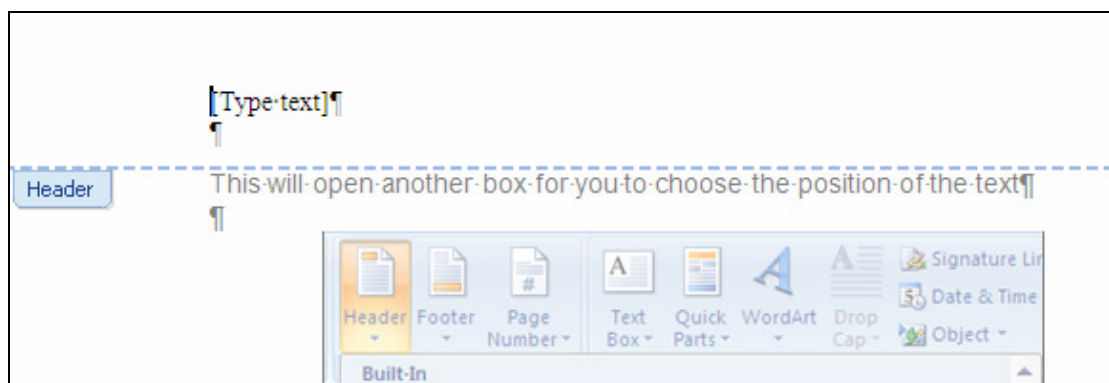
1

2

This will open another box for you to choose the position of the text

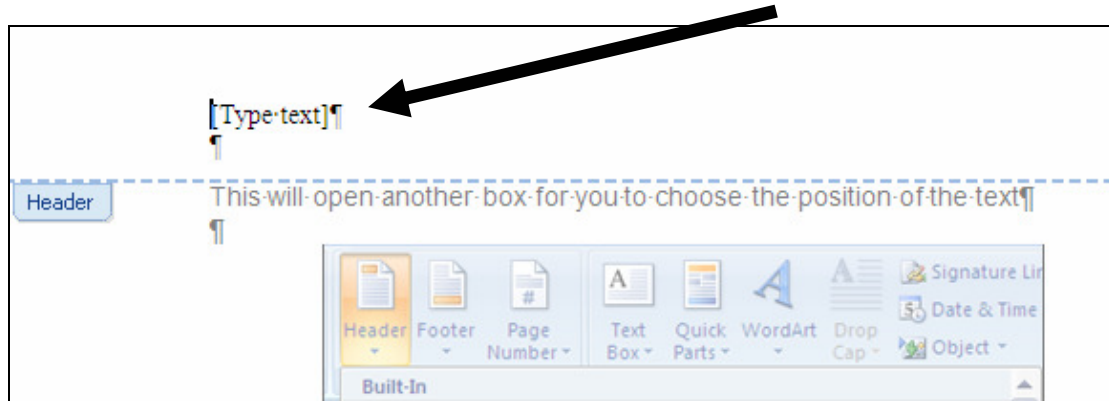


Click on the top option



The document appearance will change allowing you to type into the header of the document

Type in your name and student number in the **Type text** box



NOW SAVE YOUR WORK

Your details will appear on each page.

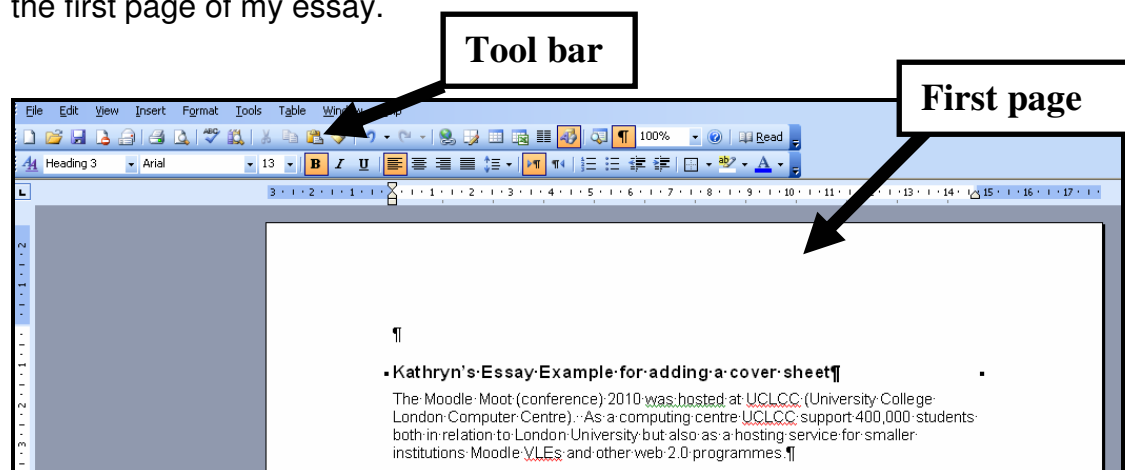
4 Attaching a assignment submission sheet to the front of your essay - Using Word 2003

You will receive a cover electronically by the department (this will be in Word 2003). This assignment submission sheet **must be attached to your essay**.

This guide will take you step-by-step through the process of **adding your coversheet to the FRONT OF YOUR ESSAY**

4.1 Open your essay

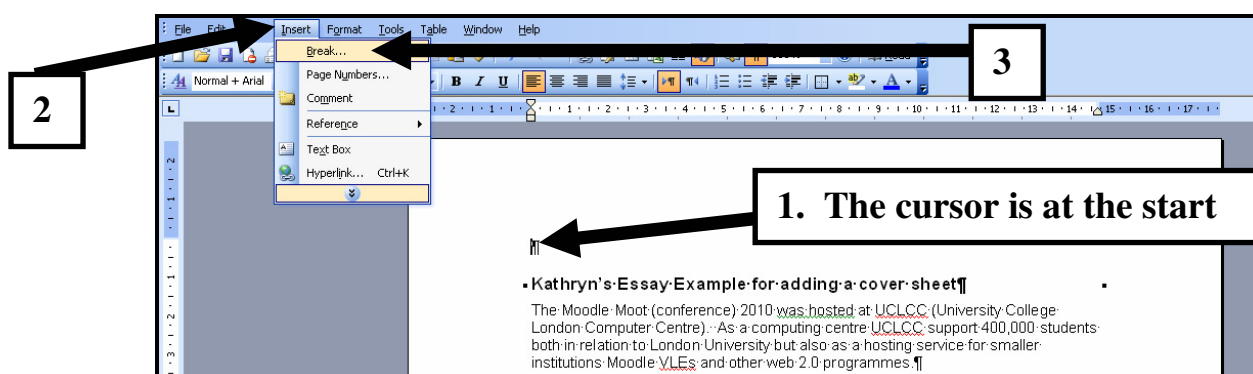
You will be adding the assignment submission sheet to the **front of your essay**. You can add your cover sheet at any point. The example below shows the first page of my essay.



4.2 Insert a page break

At the **start of your essay** you need to insert a page break

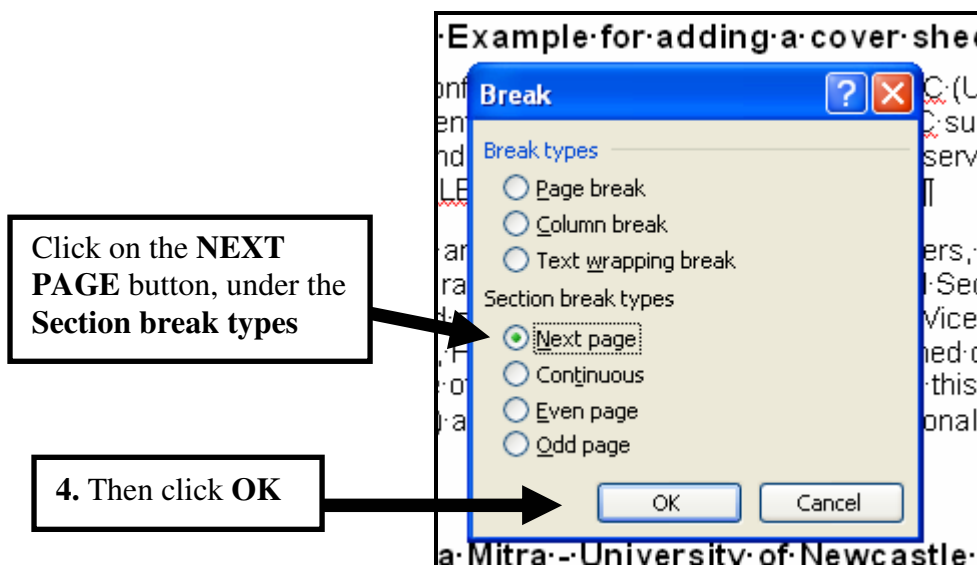
MAKE SURE YOUR CURSOR IS AT THE START OF YOUR ESSAY



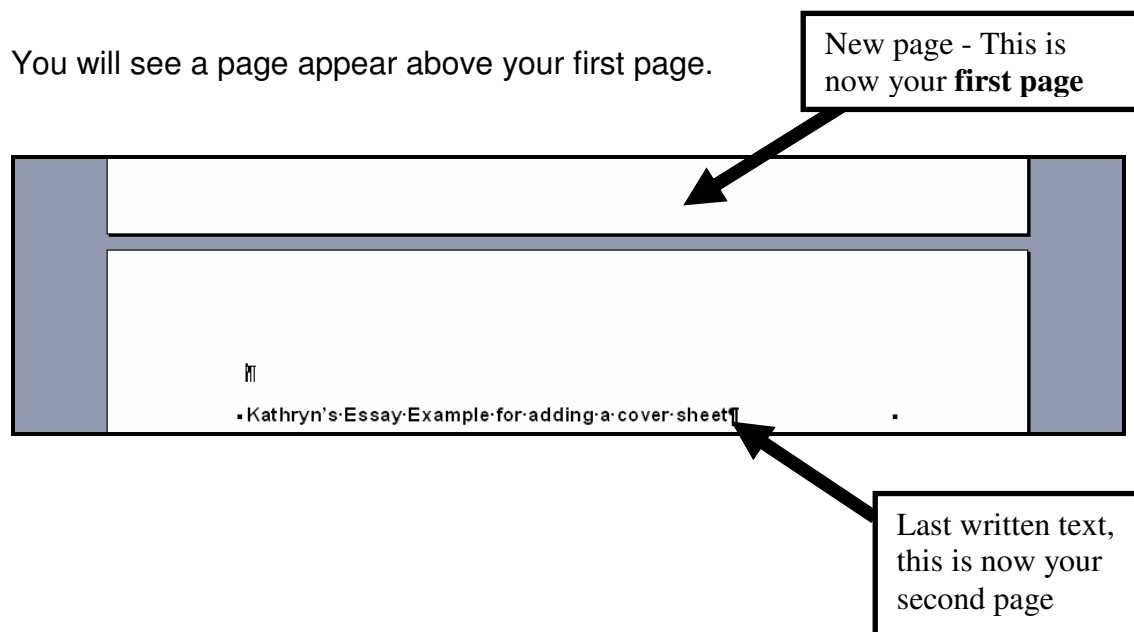
- 1 Make sure your cursor is at the start of your essay
- 2 Click on the **I**nsert drop down box, in the main menu at the top
- 3 Click on **B**reak (this is the first option at the top)

Another box will appear on your screen with **Page break** already selected (you will see the green radius button selected)

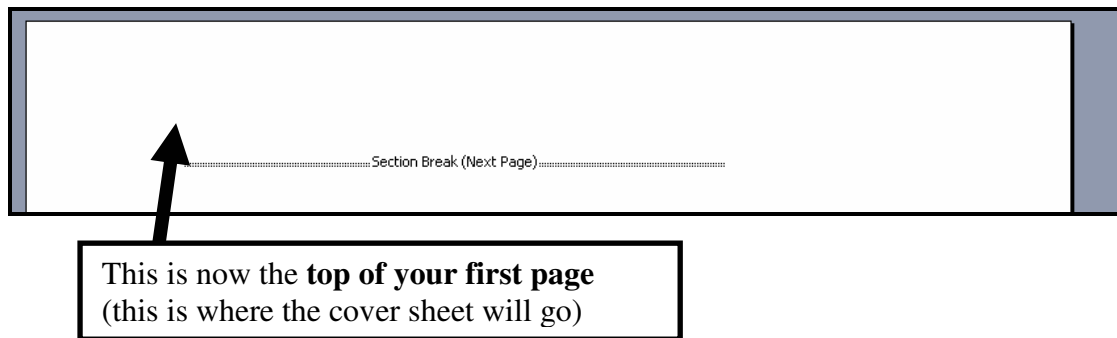
- 4 Click **OK**



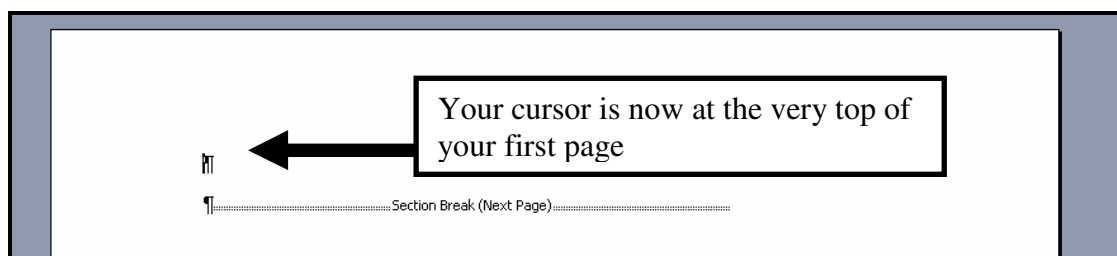
You will see a page appear above your first page.



If you scroll up to the **top of the new page** (now your first page), you will see a **Section break** (next page) label at the top of the page



Now move your cursor to the top of your first page, so you are moving it **ABOVE the Section Break**.



What have I done?

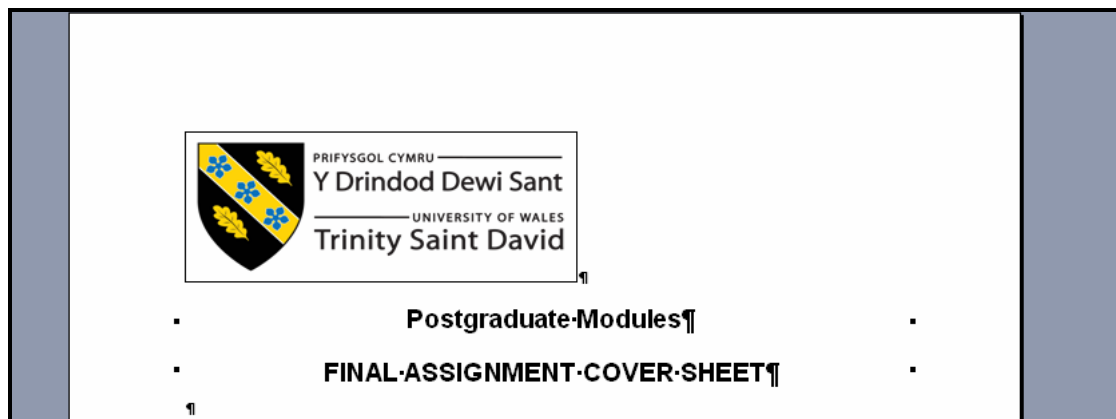
You have created a break between your essay and the top page. This will allow you to copy and paste your cover sheet at the front of your essay without upsetting the essay formatting.

Now we will look at moving your cover sheet into the essay

4.3 Open the assignment submission sheet

You will be sent the assignment cover sheet, it is also available from the School Office area of the Website XXXXXXXXXXXXXXXXXXXXX

The assignment submission sheet will be a Word 2003 document and therefore should open on the majority of computers (example below)



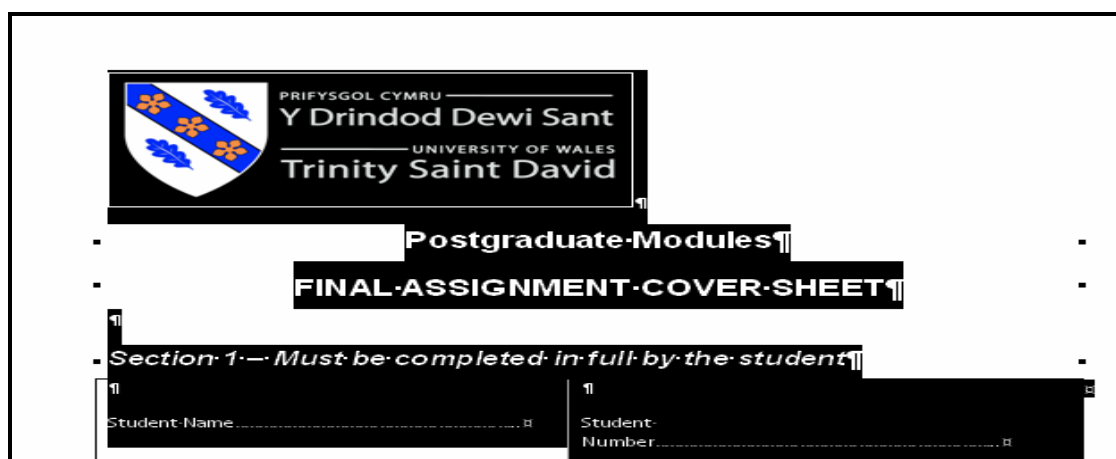
The screenshot shows a Word document cover page for Trinity Saint David. At the top left is the university's crest, a shield with a yellow diagonal band containing three blue flowers. To the right of the crest, the text reads: 'PRIFYSGOL CYMRU', 'Y Drindod Dewi Sant', 'UNIVERSITY OF WALES', and 'Trinity Saint David'. Below this, there are two bullet points: 'Postgraduate-Modules' and 'FINAL-ASSIGNMENT-COVER-SHEET'. The page is framed by a light blue border.

4.4 Highlight and copy the whole assignment submission sheet

This can be done in a number of ways, one way is:

- 1 Click on the assignment submission sheet with your cursor
- 2 Press **Ctrl & A** on your key board together (at the same time). This will turn the whole assignment submission sheet black as the cover sheet is now highlighted
- 3 Then press **Ctrl & C** on your keyboard together (at the same time).

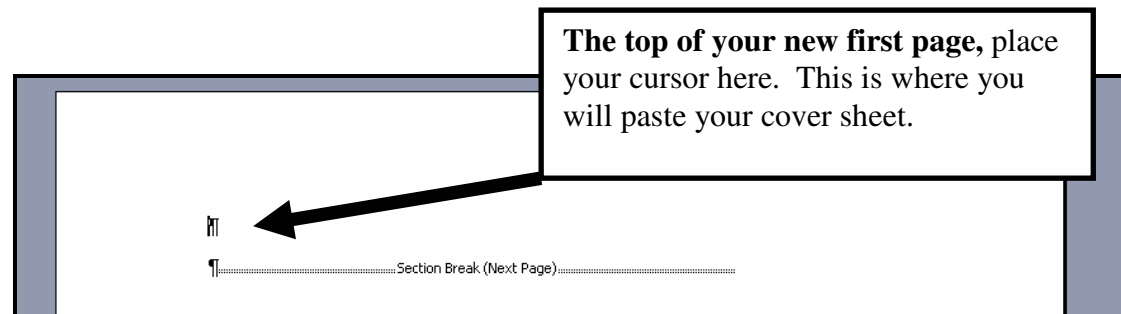
You have now highlighted and copied the *whole* assignment submission sheet to your computer clipboard (all pages will be copied). It will look similar to the example below.



This screenshot shows the same assignment submission sheet as in the previous image, but the entire content, including the university logo, text, and form fields, is highlighted in black. The text 'Postgraduate-Modules' and 'FINAL-ASSIGNMENT-COVER-SHEET' are visible. Below this, there is a section titled 'Section 1: Must be completed in full by the student' which contains two form fields: 'Student Name' and 'Student Number'.

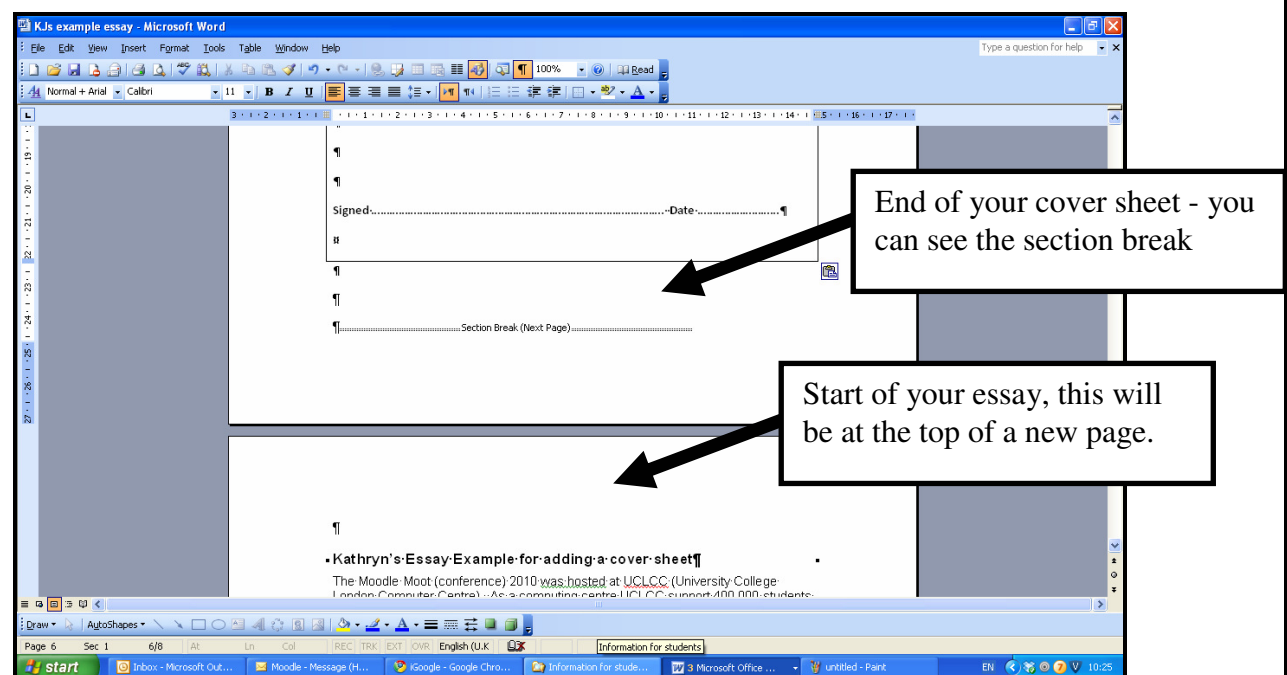
4.5 Paste your assignment submission sheet to the front of your essay

Go back to your essay to the **top of your new front page, above the Section break**



3 Press **Ctrl & V** on your keyboard together (at the same time). This will paste the assignment submission sheet into this new area.

If you scroll down to the end of your cover sheet, and the start of your assignment you will see there is a break between the two documents.



You have added your cover sheet to the front of your essay, it can be completed as usual.

NOW SAVE YOUR WORK

5 *Attaching a assignment submission sheet to your essay*

Using Word 2007

You will receive a cover electronically by the department (this will be in Word 2003). This assignment submission sheet **must be attached to your essay**, and it is recommended you attach the assignment submission sheet at the end of your essay to avoid formatting issues.

5.1 Open your essay

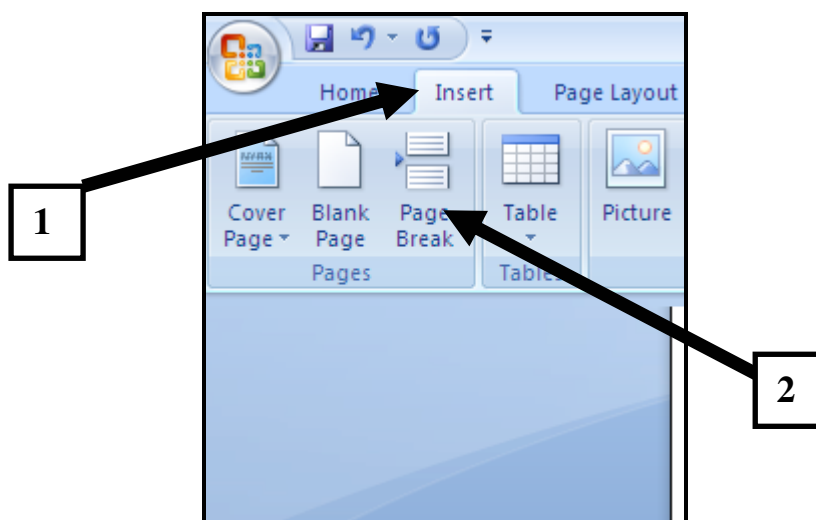
You will be adding the assignment submission sheet to the **end of your essay**. Once you have finished your essay and before your email it to the department, you need to attach your assignment submission sheet.

5.2 Insert a page break

At the **end of your essay and reference list**, you need to insert a page break

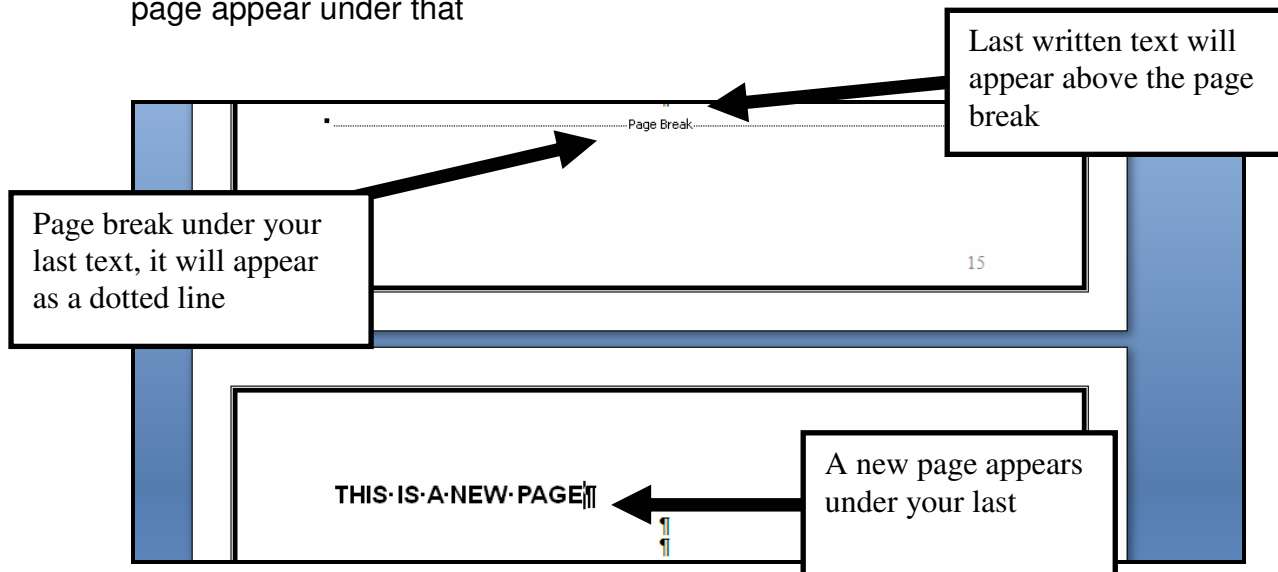
MAKE SURE YOUR CURSOR IS AT THE BOTTOM OF YOUR ESSAY

- 1 Click on the **Insert** tab across the top of your menu screen
- 2 Click on the **Page Break icon**, (this is the third option from the left side)



You will see a new page appear at the bottom of your document.

You will see a dotted line appear under the last text on the page, and another page appear under that



5.3 Open the assignment submission sheet

The assignment submission sheet will be a Word 2003 document and therefore should open on the majority of computers (example below)

UNIVERSITY OF WALES L A M P E T E R				PRIFYSGOL CYMRU LLANBEDR PONT STEFFAN	
FINAL ASSIGNMENT COVER SHEET					
Section 1 – must be completed in full by the student					
Student Name			Student Number		
Department			Degree Programme		
Module Name and Code			Date:		
Assignment Question (please write question in full)					

5.4 Highlight and copy the whole assignment submission sheet

This can be done in a number of ways, one way is:

- 1 Click on the assignment submission sheet with your cursor
- 2 Press **Ctrl & A** on your key board together (at the same time). This will turn the whole assignment submission sheet black as it is highlighted
- 3 Then press **Ctrl & C** on your keyboard together (at the same time).

You have now highlighted and copied the whole assignment submission sheet to your computer clipboard. It will look similar to the example below.

UNIVERSITY OF WALES
L A M P E T E R

PRIFYSGOL CYMRU
LLANBEDR PONT STEFFAN

1.8.2.2

FINAL ASSIGNMENT COVER SHEET

Section 1 – must be completed in full by the student

Student Name: Student Number:

Department: Degree Programme:

Module Name and Code: Date:

Assignment Question (please write question in full)

5.5 Paste your assignment submission sheet to the end of your essay

Go back to your essay to the last new page under your page break

course different to electronic submission

Page Break

The new page, note it is under the last text and the page break line

3 Press **Ctrl & V** on your keyboard together (at the same time). This will paste the assignment submission sheet into this new area.

The screenshot shows a Microsoft Word document with two pages. The top page contains the text "course different to electronic submission" followed by a page break line labeled "Page Break". A callout box with an arrow points to the page break line, containing the text "Last page of essay with Page break line". The bottom page is the "FINAL ASSIGNMENT COVER SHEET" and contains the University of Wales Lampeter logo and name in both English and Welsh. A callout box with an arrow points to the bottom of the page, containing the text "Paste your assignment submission sheet here into the new page at the bottom of your essay.".

course different to electronic submission

Page Break

Last page of essay with Page break line

5

Paste your assignment submission sheet here into the new page at the bottom of your essay.

UNIVERSITY OF WALES
L A M P E T E R

PRIFYSGOL CYMRU
LLANBEDR PONT STEFFAN

1.8.2.2

FINAL ASSIGNMENT COVER SHEET

NOW SAVE YOUR WORK