**Proposal Mock Up: Using MSWord to Create a Long Document**

This assignment asks you to create a mock-up of your proposal on MSWord with the following parts:

* Title page (cover page)
* Table of contents
* List of Figures
* Each section of the proposal designated as a level 1 heading, and at least some level 2 headings (make them up if you need to). Text in each section should be one to two paragraphs (it can be fake text), with at least one graphic and at least one level-2 heading.

Pagination should be as follows:

* No page number on the title page, and it is not numbered
* Small-case Roman numerals for front matter (TOC and LOF) in footer center
* Arabic numerals in upper right header, with a name/title as well

At the end you will hand in a perfectly organized and deliberately formatted long document as the basis your proposal, a style sheet of sorts. This is also the time where, if your group hasn’t yet created a style sheet or made design decisions, you should begin to make them.

Now, how do you tackle this assignment? Divide and conquer! Each group will look up/learn/practice doing major items that are important for formatting long documents. These groups will create instructions on them and post/forward them to others in the class. Each group is thus learning features of MSWord, creating instructions, AND laying the foundation for its proposal.

Now you might know some of these MSWord features already, especially if you had me for Tech Writing I, so I am not going to assign sections now but ask for volunteers in class. Collectively you should learn (and teach each other) how to:

* use headers and footers in the main document
* create sections and section breaks and understand why to use them
* paginate sections (front matter separately from main text)
* modify and use styles to format headings and text
* create/insert a title page without messing up pagination
* create a Table of Contents (TOC) using styles
* insert and format figures, create captions, and generate a Table of Figures (TOF)

You’ll have class time to choose a topic as an entire group and tell others. Note down what your group is responsible for, as well as what other groups are doing:

SJY Inc.

Buckaroos

The Bridgehead Group

On the day the assignment is due, groups should be ready with their proposals already partially completed, exhibiting the “features” they’ve been assigned (so if you are working on TOCs and styles, you’ve got that done in your mock-up). Then you will post your instructions as well as your mock-up incorporating those features, and each group will download those instructions and try to add that element into its own already-begun document.

UPDATED:

Here are some examples and descriptions of style sheets, which is kind of what you are making:

<https://theeditorsblog.net/2011/07/12/style-sheets-the-setup-and-the-benefits/>

<https://tweedediting.com/wp-content/uploads/2011/06/SampleTweedStyleSheet.pdf>

And here is a great “how to work as a team on a big writing project” handout:

<https://writingcenter.unc.edu/tips-and-tools/group-writing/>