

1. Take a photo of your work

– BE SURE IT IS IN BLACK INK ON WHITE PAPER –

make sure your work is clear and readable.

If I cannot read it: too light, too sloppy, etc., I will not be able to grade your work!

2. Open a doc, docx, or rtf file.

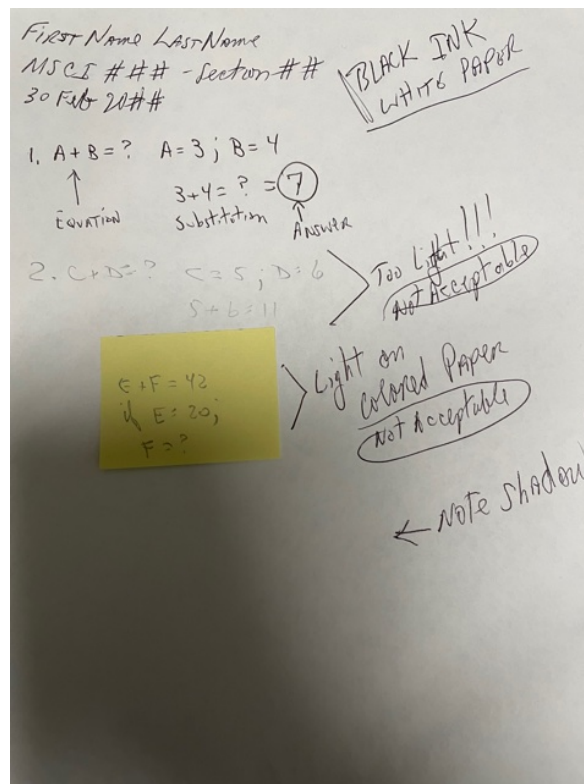
3. Insert your name, class/section, and date in the file.

(Note: if scanning, make sure this is on the page and output a pdf.)

Such as:

FirstName LastName – MSCI### Section ## - 30 February 20XX

4. Drag your picture file into the document file and make sure it is oriented properly.



5. Save the file: The filename MUST be styled like

lastname\_hwk###.docx (or rtf, doc, pdf, etc.)

lastname\_exam#.docx (or rtf, doc, pdf, etc.)

6. Email the resulting doc or pdf file to me not later than the time/date due.