

## **How to Create a Mathematics Document**

Start from the beginning by having a draft or outline idea of the document required.

- ➞ If necessary, use pen and paper to set out what needs to be included (such as suitable heading).
- ➞ Decide upon the need for any relevant instructions.
- ➞ Choose and arrange questions needed for inclusion in final document.
- ➞ When choosing questions, ensure that Mathematics and all necessary terminology is correct.
- ➞ Where questions include images (graphics or diagrams) make sure that all necessary information is attached in order for solutions to be found.
- ➞ From a pen and pencil draft, scan each page and save in a suitable format. When scanning, unless there is need for colour it is best to choose to scan as 'grayscale' and save as a GIF image.  
If possible, crop the image to remove extraneous sections.
- ➞ Using Microsoft Word as a preferred text processor, insert the scanned document pages into Word and save (use some descriptive name such as 'Example High Maths Year 10 Blue').
- ➞ When entire document has been completed, in Word choose File > Save As then in dialogue box from the Save as type: drop down choose PDF. The file will then be saved as a PDF with the same name as previous.
- ➞ From the raw (handwritten draft) it will then be possible to create a much more 'professional' document.

**NOTE:** For compatibility it is best to have the draft document saved as a PDF rather than say as a MS Word document format. Depending on confidence and familiarity with Word or other text processors there may be alternate ways of creating the initial draft document but it is important to make sure that all of the following are included;

- Description of school, department, reason for document and so forth.
- Type of setting out of questions. This can be variable.
- Accuracy of questions and making sure that all relevant data is included.
- Ensure that clear instructions are given regarding diagrams and images.
- Be aware of copyright and ensure that it is suitable to include material from external sources.