

## Team 3176 White Paper

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| <b>Title:</b> How to make a T-Card      | <b>Author(s):</b> Elaina Perry, Arya Ziegler, Darshan Patel<br><b>Subteam Leader:</b> Allison Plachta |
| <b>Subteam/Function:</b> Multimedia     | <b>Subject:</b> Organization and T-Card templates   |
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### Abstract:

The purpose of this paper is to make it easier for those in future years to create the T-Card organization system that we have used this year. Everything that is done within this paper has a basis in Microsoft Word, though Photoshop is used for fine-tuning and making sure that the cards line-up exactly the way they're supposed to. Instructions are provided for general processes.

### Creation of Template:

The creation of the template itself can be done in Microsoft Word, using text boxes and tables. The ideal sizing of the "T" itself is with 5.5 inches on the top of the "T", the side lengths of the T are 2", from the cross to the end of the card is 5", and width of the center cross line is 3". Use text boxes to create the segments of the box, and place tables within them to create any lines wanted/needed. Multiple categories are used within the T-Cards; Name of project, Name(s) of members, S.A.B. member signatures, a summary of the project, and on the back there is a progress log for every day. Templates are included below:





### **Printing:**

You will need to print both sides of the template on a single sheet of paper to create the t-cards correctly. The template sides will need to line up. In order to eliminate any crooked template first make sure the paper is inserted in the top left corner. See image. After the first side is printed, set paper back into tray ink side down but this time setting the top corner into the right side of the tray.

### **Organization:**

T-Cards should be sorted so that every subteam has a way of identifying which project cards are theirs. We chose a color-coded system using different colored cardstock.