



## 48200: ELECTRONIC FILE SUBMISSION REQUIREMENTS

Communicating your ideas effectively, and documenting your work clearly for all is a critical part of the design process and becoming an architect. As part of an effort to record your work for the future (for your portfolio and school records), ALL students will be REQUIRED to document their work through electronic files after each project. In order to streamline the electronic file-submission process, all work must be submitted according to the following uniform standards for file names and file type/size:

### PRINTOUT:

Submit to the Coordinator:

One high-quality, **single-sided hardcopy** of each of your portfolio pages (2pp.) in the **final format, color and paper**. These will be archived by the department.

### PDF FILES:

Submit under the correct Assignment on the studio's Blackboard website:

Only the following **two PDF Files will be accepted**. Each file must include **ALL pages of your portfolio documentation**.

1) **HIGH RESOLUTION PDF**: create **one high-resolution pdf file (300dpi)**

**<lastname\_proj1\_highres.pdf>**

*(all lower case, insert your last name & correct project number)*

2) **LOW RESOLUTION PDF**: create **one low-resolution pdf file (72-150dpi), less than 750K**

**<lastname\_proj1\_lowres.pdf>**

*(all lower case, insert your last name & correct project number)*

### JPEG FILES:

Submit under the correct Assignment on the studio's Blackboard website:

save **EACH PAGE** of your high resolution pdf **as a separate jpeg image**. For example, a two page pdf file will generate (2) jpeg images.

**<lastname\_proj1\_page1.jpg>**

*(all lower case, insert your last name, correct project number, & correct page number)*

*Student submissions will be considered INCOMPLETE until ALL THREE of the above formats have been submitted to coordinator/Blackboard website. Failure to adhere to these standards will result in the lowering of your project grade.*