

AD420 • ME444 • MKTG594 Elkay Project
Fall Semester, 2007**Stephen Melamed**, Industrial Design, College of Architecture+Arts
Michael J. Scott, Engineering, College of Engineering
Albert Page, Marketing, College of Business Administration**Hand Out File Naming Conventions and File Transfers**

Most of your IPD assignments will be submitted electronically. In order to streamline the process as much as possible, the faculty *requires* that you follow the standard conventions about file names and electronic transfer of files as stated below. Please carefully read and follow these instructions.

File Names Every file name should consist of four parts. The *first part* tells the name or number of the assignment, and should always begin with IPD. The first part for Assignment No. 1 is - IPD1. The *second part* is either your last name for an individual assignment, or your team name for a team assignment. The *third part* is the date that you last modified the file, in the format **yy/mm/dd** (ask yourself, why this format? year/month/day) – if you submit new versions of the same file, the date will change; if you submit two or more versions in the same day, add lowercase letters a, b, c, etc. after the numeric date. The first three parts are separated by dashes. The *fourth part* of the file name is a three-digit extension that tells the kind of file it is, and is separated from the rest of the file name with a dot or period. Please note, this extension may be put in automatically by your operating system when the file is saved.

Examples **IPD3-Scott-050823.pdf** is a PDF file submitted by Scott for Assignment No. 3 with the submitted version created or modified on August 23, 2005.

IPD-MidTerm-Hydro-051018b.ppt is Team Hydro's PowerPoint presentation for the Midterm Presentation, the third revision dated October 18, 2005.

In the event that both team name and your name are relevant, use the format **IPD#-TeamName-YourLastName-yyymmdd.ext**.

File Transfers All assignments that are to be submitted electronically should be uploaded through the IPD website **<http://www.ipd.uic.edu/IPD>**. Detailed step-by-step directions are available on the course website.