

**AD420 • ME444 • MKTG594 Motorola Project**  
Fall Semester, 2008**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.