

Instructions

How to name PDF files

Last Revised: 04.26.06

Naming PDF files

Name PDF files this way: lowercase characters only, 8 to the left of the dot, 3 to the right.

To the left of the dot, the first 5 characters will be the first 5 letters in your last name, followed by an underscore, followed by a three letter project code. (Note: If you have fewer than 5 letters in your last name, use your entire last name.) To the right of the dot, the three letters will always be: pdf (the standard file suffix for PDF files).

Examples

Project 3 was a team project. Typically, each team is made up of two or more students, each of whom deserves equal credit for working on the project. To make the file names simple (and equal), just use an abbreviation of the “team name” for naming PDF files (see examples below):

Project 3 (project codes: p3a = publication, p3b = schwag, p3c = banner, p3d = handout):

Manifesta file names: manif_p3a.pdf, manif_p3b.pdf, manif_p3c.pdf, manif_p3d.pdf

Dafur file names: dafur_p3a.pdf, dafur_p3b.pdf, dafur_p3c.pdf, dafur_p3d.pdf

Projects 1 and 2 were individual projects. Therefore, the PDF file names should use an abbreviation of the individual student's last name (see examples below):

Project 2 (project codes: p2a = poster, p2b = stickers):

Meredith McKenney file names: mcken_p2a.pdf, mcken_p2b.pdf

Courtney Loch file names: loch_p2a.pdf, loch_p2b.pdf

Project 1 (project code: p1a = logotype):

Meredith McKenney file name: mcken_p1a.pdf

Courtney Loch file name: loch_p1a.pdf

--

© 2006 Shawn M. McKinney