DOCUMENTATION
04.22.13

CONTENT  Documentation should contain all of the following types of information:

Snapshot files:

Files and images that illustrate the work, such as photos (JPG) or Acrobat (PDF) files made from source files. PDF files should be reserved for summary documentation, such as making easily viewable and distributable compilations of multi-sheet presentations. Individual photographs should also be included in the documentation, even if they also appear in a PDF file.

Source Files:

Files generated by the programs in which the work was generated, such as AutoCAD, Revit, InDesign, Photoshop. Be sure to provide one or more snapshot files for every source file.

ALL source files (images, drawings, photos, etc.) used in a presentation must be submitted as individual files in addition to the full presentation “boards”.

Data Log:

A matrix that identifies the work being submitted. This should list every image, text, photo, or other document being submitted. Use CAC.C Excel Matrix file.

Project:

A set of images that carefully document the scope and quality of your work. Except in rare instances, there should not be more than 50 high-quality “snapshot” files per student.

Process:

Images showing the process by which the work was developed, put in appropriate sequence. This should illustrate how the work was produced.

FORMAT  Digital documentation should be uploaded to the server, per below:

Location: CACPRTSVR/S2013/[use existing folder for that course]

Folder Organization:

The first FOLDER within the course folder shall include be your name, level, and semester as follows using same case as example:

LAST NAME FIRST-NAME LEVEL SEMESTER YR
Example: HUFF RAY-4th YR MARCH 1-S13

Inside this folder, create subfolders for each project. Inside each project folder, create subfolders for different phases of the work.

**File Naming:**

Name each file using brief but complete names. Use the following convention:

```
YYYY.MM.DD-TYPE-contents.xxx
```

Where

*YYYY.MM.DD* is the date

*TYPE* (in capitals) is a short designation for the genre of the document. For example:

```
DIAG    diagram
DIG.MOD  digital model
MODEL    physical model
PHOTO    photograph
PLAN     floor plan
SEC      section
SEC.LON  longitudinal section
SEC.TRAN transverse section
SKETCH   free hand sketch
```

*Contents* is a description of the contents of the file and should be clear, but abbreviated. For example:

```
BLDG     building
DES      design
DIG      digital
FL       floor
FR       from
FRAG     fragment
N,S,E,W  north, south, east, west
SCH      scheme, schematic
ST       street
THRU     through
```

*xxx* indicates the file type.

Use hyphens and periods as major separators where indicated; use commas within the section. Do not use underscores or special characters, which are not read by certain programs.

Examples:

```
2006.03.14-SKETCH-sch des.ppt
2006.01.26-SITE PLAN.dxf
```
Note that this keeps all the files in a folder in the subject’s chronological order (even if the files are of different years) and will then sort by type and contents. This also preserves the documents date, even though the file’s system date may be overwritten during copying.

**FILE SIZE, RESOLUTION, AND TYPES**

**Text and Layouts:**

.pdf (Adobe Acrobat), .doc (Word), or .indd (InDesign – be sure to embed images)

**Image (raster files):**

Avoid unnecessarily large files. Publishable images are typically 300 dpi at the size they will actually be published. We assume 11” to be a maximum publish dimension. Submit in:

.psd (Photoshop – required for multiple-layer graphics)

.jpg (JPG – at maximum quality, baseline optimized; only for single-layer graphics)

**Line (vector files):**

2d: .ai (Adobe Illustrator) or .dwg (AutoCAD)

3d: rhino, maya, or .dxf (data exchange file by various CAD programs)

Summary documents (plans and 3d renderings) must also be submitted as Image files.