

## **art120 homework assignment file format information:**

### **FIRST:**

**Name your file** in a way that is standardized and platform independent:

- **No symbols** (like # and ?) in the file name.
- No spaces. Instead, **use underscore (\_) and dash (-) in the file name.**
- Have your **name, assignment number or week, course, and file extension of .pdf** showing.

Here is an example for a good file name:

**Smith\_art120\_week3.pdf**

### **SECOND:**

**SAVE a back-up file** on your computer and/or thumb drive.

When you are creating a document it will be a .doc or .docx file. Save a back up copy of this.

It's a good idea to create a folder where you keep all your art120 files. To avoid confusion of which file is to be uploaded, create a "finished" folder for the final version of your assignments.

### **LASTLY AND MOST IMPORTANTLY:**

The **ONLY acceptable file format** for submitted homework writing assignment is an Adobe PDF **.pdf** file.

**Please make sure that you are saving your document in the correct format! Incorrect file formats WILL NOT be accepted!**

For example, when you are ready to submit your assignment DO NOT just hit "save" and proceed to upload, because doing so will produce a .docx file.

Instead, after the final check, save it for one last time and then **go to "FILE" and choose "PRINT". When the print dialog box shows up, click on the button "PDF" at the lower left and choose "save as PDF" from the drop down menu.**

**Be sure to have only the correct file extension .pdf showing up!**

Note:

If Microsoft Word wants to save it with the .doc file extension also showing like this: Smith\_art120\_week3.doc.pdf

erase the .doc and correct the file name to: Smith\_art120\_week3.pdf