

Thesis Archiving



2022 Spring Thesis Archiving

- Thesis documents should be submitted as an optimized PDF. **Keep the file size under 100mb.**
- Please refer to course handouts for details about the Documents, which must be approved by your Advisor(s) before uploading, and must be uploaded to release your grade.

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1. Submit the following

- Thesis document (PDF)
- Supplemental materials in these formats: PDF, JPG, TIF, MP4 (movies)

2. Folder Location

- G:\ARCH\Archive\Student Work\2022\Spring\508-01 - Arch Design IX Thesis\
- G:\ARCH\Archive\Student Work\2022\Spring\998-01 - Design VII Thesis

3. Subfolders

- Supplemental materials go inside the subfolder "Supplemental"
- Add a subfolder inside Supplemental. Name it in this format: Lastname-Firstname
- The thesis document file DOES NOT go inside Supplemental. Just leave it inside the main thesis folder.

4. File Naming

- Thesis document example
 - **22S-ARC508-01--Thesis Document--alhansfo.pdf**
- Supplemental examples
 - **22S-ARC508-01--chimney--roiovtch.pdf**
 - **22S-ARC508-01--Thesis-rendering-03of05--rddesilv.jpg**

A. PREFIX	B. BODY	C. SUFFIX
Semester-Course#-Section#	Always use double-dash "--"	NetID(s)**
22S-###-##	--sort condition--	netid.ext netid-netid.ext



**By writing every file with your NetID signature as a suffix, IT can more easily retrieve your work if lost.