

Thesis Prep Archiving

2022 Spring Thesis Prep Archiving

- Thesis Prep documents should be submitted as an optimized PDF. **Keep the file size under 50mb.**
- For info regarding the contents of the thesis prep document, please refer to the document handed out by the professor teaching thesis prep.

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1. Submit the following

- Thesis Prep document (PDF)

2. Folder Location

- G:\ARCH\Archive\Student Work\2022\Spring\505-0x - Thesis Prep\

3. File Naming

- Thesis Prep document example: **22S-ARC505-01--Thesis Prep Document--alhandsfo.pdf**

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.