Oxrose How To

How to draft, name, and size PDFs for successful uploading

1. WRITE CLEARLY: Always use a pencil or pen with a clear, dark imprint. Avoid blunt pencils, light grey lead, or fuzzy script. Write legibly.

2. ECONOMIZE SPACE: Follow course instruction and do not cram work onto fewer pages, but strive to neatly economize space and use as few pages as possible.

3. SET the SCAN SETTINGS: See the "How To" link on scanning documents. Create digital files that use the least amount of memory, while retaining the needed level of scan quality.
    a. If possible, use the *black & white* scan setting, rather than *grey scale*, *color*, or *photograph* options. Those settings may be needed for artwork or course work that includes images.
    b. If possible, set the dpi to a medium to low level. Higher levels may be needed for some work.
    c. Unless required otherwise by course instruction, set the page size to "letter."

4. NAME CORRECTLY: You <u>must</u> title the saved document carefully for it to display properly in the grading interface. Use the following rules for the file name:
    a. Use letters and numerals only
    b. No spaces
    c. No special characters—periods, commas, ampersands, hash marks, asterisks, underscores, etc.
    d. Use clear terms and abbreviations to indicate the course and the unit.
       For example: Work for Math One, Unit one, might be titled "ma1un1" or "math1unit1"
    e. Student name and school indicator are not required, but may be included, if needed for identification at home.
       For example: "maryoxma1un1" or "MaryOxMath1Unit1"

5. COMPRESS IT: Generally, the smaller the memory usage of a document, the better. Use the "How To" link on reducing PDF size to make your document even smaller.

6. VISUALLY CHECK: Until you are sure you have a method that works, visually check the scans you create to ensure legibility, then make any changes to Steps 1, 2, 3, and 5 before uploading.