Digital Submission Guide

You will be submitting the majority of your work in the form of PDF files. You are welcome to compile your work using any software you like but the easiest is Powerpoint. If you are using Powerpoint, you will need to export it as a PDF file by going to File/Export.

Reducing your file size

If your files are excessively large, you will need to reduce them. You can do this in Adobe Acrobat by exporting them as a reduced size PDF. Go to File/ Save as Other/ Reduced Size PDF…
Always look over your files afterwards to ensure they haven't significantly diminished in quality.

You may need to consider splitting your work into multiple files. Possibly by project, stages (research, development, finals) or every 50 pages.

Naming your files

Name your files using the convention below and keep them CAPITALISED. Start with your surname, followed by your forename and then module initials. If you are sending multiple files, you will also need to include the numbering system featured in the example below.

DENT ARTHUR NIM 1-4.pdf
DENT ARTHUR NIM 2-4.pdf
DENT ARTHUR NIM 3-4.pdf
DENT ARTHUR NIM 4-4.mov

You can also include video files in this format.

Sending your files

Your files are likely going to be too large for emails to handle. WeTransfer (www.wetransfer.com) allows you to send multiple files up to 2GB. Ensure that you copy in every lecturer relevant to the module. If you are having difficulty with Wetransfer, you can use OneDrive.

Please get in contact if you are having any difficulty with this.