EMAILING FILES TO N. C. PHILLIPS

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If I accept an assignment electronically (via email, Canvas or any other methods), then, first, it needs to live on my file system (a variant of UNIX), and, second, I need to be able to reasonably print it for grading. Therefore the following rules must be followed:

(1) The file name should only use lowercase and uppercase Roman letters (a–z, A–Z), numbers (0–9), and the underscore character (_), with a period only before the extension (as in ".pdf"). In particular, **no spaces in file names.** Change the name assigned by your scanner if needed.

(2) Send each assignment in a single file, but different submissions in different files.

(3) Use .pdf only. No Microsoft Word files—I don't read them. Don't use .jpg, .heic, .png, etc. (Printers sometimes refuse to print these.)

(4) Color must not matter. (The printout will probably be black and white.)

(5) Your name and what it is must be in the file. (Once printed, the file name is no longer attached to the file, and I won't know what it is or whose it is.)

(6) Scans must be **very easily** readable: high enough resolution, not too faint, light background. (Printed versions are often of poorer quality than what you see on the screen.)

(7) The file must be divided in reasonably sized pages. (If I print a 40 by 60 inch file on 8.5 by 11 inch paper, I won't be able to read it.)

Also, a warning: it is a nuisance to deal with emailed files, so response may be very slow.

For things that don't need to be printed, in (3) any standard image format is OK (but still not Microsoft Word), (4) does not apply (color is OK), in (6), only the screen version needs to be easily readable, and (7) does not apply.

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