



# Preparing Documents for Submission

## **Background –**

We have a small number of designations for each document, but a seemingly infinite number of things that can go wrong and require lots of additional time to get them organized. Thank you in advance for your help with this!

## **Things we need to know:**

- 1 – Student name (first name)
- 2 – the session recipient type (Client – Buddy)
- 3 – The session recipient's name (first name is fine)
- 4 – The document type – (Intake, Report, Feedback)

## **STEP 1**

Name each individual document along the lines of the four items above.

Examples:

Susanna-buddy-Taisha-intake

Tom-client-Marco-report

## **STEP 2**

Move the documents into a folder

Rename the folder, excluding the document type, since you'll have three docs in there

Examples:

Susanna-buddy-Taisha

Tom-Client-Marco

## **Step 3**

Zip (or compress) the folder

Right click on the folder and either zip (windows) or compress (mac).

The zipped file should have the same name as the folder.

(You can find a detailed explanation of this on the "How to submit homework" document on the class home page)

## **Step 4**

Go to the class home page, and scroll down to the bottom

Complete the form with your name, etc

You can attach your zip file to the form in two ways

- 1 – drag your document onto the form
- 2 – browse for the file and select it



### Alternate approach if you have a printer with a feeder & USB port

If you do have a printer with a feeder tray and a USB port:

- 1 – Plug a small thumb drive into the USB port
- 2 – Place the pile of docs in the feeder
- 3 – Find the settings and set them for PDF and a lower resolution (150 to 300 dpi)
- 4 – Hit print –
- 5 – Check your drive to locate the files – you may find a new folder was created (mine is called “HPScans”) with a file that includes all of your pages, or the new files may be loose on your drive.
- 6 – Rename the file as described above. If it includes all of your documents, you can drag that over to the homework form on the class home page.

### Taking a picture of your documents completed by hand

- Use black ink
- Have bright lighting on the form for picture taking, and eliminate shadows on the page
- Stabilize your phone's hand/elbow to minimize shaking and text blur
- Change the JPEG's file name before sending.