



VADEMECUM

2005 Edition

Vol. III: WRAP-UP MODULE

A Manual for WPI Students in Venice

This is the last installment of the Vademecum for dealing with the end of the term in Venice

v. 1.2

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DELIVERING the DELIVERABLES

1. Project Deliverables

Every project will generally have a number of products that the team will deliver to sponsors and advisors. At the very least, every project will produce the following:

1. A Project Report with Appendices
2. A CD-ROM with all of the Project Files

In addition to these, some teams may also leave behind boxes of photographs, large rolled-up maps, and many other miscellaneous by-products of the project.

The following sections specify how to make sure that the final steps in the delivery of these products are handled correctly, so that everything is turned in, in a complete and organized manner, to advisors and sponsors.

2. Overview of Procedures

Given that the IQP **MUST** be completed before leaving your project site, the usual procedure for handing in the final product is as follows:

1. Produce a single PDF document containing the entire project report, including all appendices.
2. Print the PDF document on the best printer you have available. Make sure you produce a professional copy. Triple check that all of the pages, page numbers, headings, graphs, table of contents, captions, etc. are all in order and reprint pages as needed. Produce a final, print-ready PDF file.
3. Bind the final, correctly-printed color original and box it at the VPC. Use binding place behind the VPC.
4. Once in the US, make additional re-prints of your report on US paper (8.5 x 11) for filing in Prof. Carrera's mailbox (see below) and at the Registrar's. Distribute as directed below.
5. Make CD's (or even DVDs in some cases) containing all of your project files (see separate handout for details). Make sure you properly label the final CD with a professional label and jewel jacket. Distribute these as needed before departure and in the US (see below).
6. Copy the appropriate files onto the VPC server (see Electronic Submissions).
7. Compile the entry for your project in the VPC Project Database (see Electronic Submissions)

3. Recipients of Project Report and Appendices

The Report is printed off of a **SINGLE** PDF file including the entire document, from the cover to the last page of the last appendix. After this single, comprehensive document is printed, it must be duplicated and bound for delivery to all involved parties. There is a separate handout concerning the process of duplicating and binding the projects. Here's what must be done:

1. The **VPC** receives the original IQP (the one you actually printed in color in Venice) so it can be preserved for posterity in the VPC archives in Venice. This is the report as it came out of the printer and NOT a photocopy. It must be bound and turned in to Prof. Carrera or Alberto Gallo on or before July 30. You can bind the Appendices right with the body of the document when possible and desirable.
2. The **Sponsors** are given a bound copy of the Report (initiated by July 30st).
3. The **Advisors** (Prof. Carrera) receive a bound copy in his department box by August 8th.
4. The **WPI Registrar's** copy (bound) copy, accompanied by a CDR (Completion of Degree Requirement) form goes in Prof. Carrera's (IGSD) or Prof. Zeugner's mailbox on campus (IGSD). This depends on who is your "real" advisor of record. This is also due by August 8^h.



4. Project Files (CD ROM's)

Generally speaking, everyone who receives a copy of the report should also receive a CD-ROM with all of the project files. See separate handout for details about the organization of the CD-ROMs. The following are the CD-ROMs that the team MUST hand in:

1. One CD-ROM for the **Venice Project Center** in Venice (to Prof. Carrera or Alberto Gallo) by July 30.
2. One CD-ROM for the **Sponsor**, by July 30.
3. One CD-ROM for **Prof. Zeugner** (in his mailbox at IGSD), by August 8.
4. One CD-ROM for **Prof. Carrera** (in his mailbox at IGSD), by August 8.
5. One CD-ROM for any additional **sponsors** or **collaborators** (as needed), by July 30.

5. Electronic Submissions (by August 8)

As of this writing, WPI does not require an electronic submission of the project report to the Registrar's, but the VPC has its own system which needs to be updated by each year's teams.

1. Upload your Report, Presentation, Database and GIS files to the VPC's secret on-line repository (see instructions)
2. Fill out the Project Form for the VPC Project Database and complete your own entry. Send the MDB file to Prof. Carrera. You must use very clear EMAIL ETIQUETTE and rename your MDB file according to the fine naming conventions (Term + Nickname).
3. Upload and test Web pages and/or Mapinfo point-and-click HTML maps where instructed. These URLs must be mentioned in your report and should appear on your project cover.

6. Student Copies

Obviously, it's up to the members of the team to decide how many copies of the report, the appendices and the CD-ROM they want to keep for themselves.

7. Expenses

Generally speaking, as is the case on campus, the costs associated with the printing and reproduction of the reports, appendices and CD-ROMs are to be covered by the students themselves.

8. Grades

Grades will not be submitted until ALL of these submissions have taken place and provided that the materials are complete and in good order. Grades are due the day before term A begins.



CHECKLIST OF DELIVERABLES

To facilitate your final tasks, use the following checklist and check off each item as it is delivered to the appropriate party. When you have checked off every item, you are really truly DONE!!!

BY SATURDAY – JULY 30, 2005

1. Preliminaries

- Read this Handout
- Read the “Duplicating and Binding” Handout
- Read the “CD-ROM” Handout
- Read the “Returning Equipment and Materials” Handout
- Read the “Electronic Submissions” Handout

2. Venice Project Center in Venice (Prof. Carrera or Alberto Gallo)

- One or more Labeled Cardboard Boxes (provided) containing the following items:
 - BOUND Original Report and Appendices in color (see handout)
 - CD-ROM - professionally labeled (see CD instructions)
 - Miscellaneous materials produced or acquired during Project (organized and boxed)
- Books, instruments, software, etc. borrowed for project (cleaned, organized and boxed)

3. Project Sponsor(s)

- BOUND Copy of Report and Appendix in color (see instructions for duplicating and binding)
- CD-ROM – professionally labeled (see CD instructions)

BY MONDAY - AUGUST 8, 2005

4. Electronic Submissions

- Upload files into VPC archive at WPI (see separate instructions)
- Fill out your project’s database entry for the VPC Project Database (see separate instructions)
- Upload web pages (maps or others) to an appropriate server space as instructed

5. Prof. Zeugner – in his IGSD mailbox

- CD-ROM – professionally labeled (see CD instructions)

6. Prof. Carrera – in his IGSD mailbox

- BOUND Copy of Report in color (including Appendices) – for VPC archive on campus.
- CD-ROM – professionally labeled – for VPC archive on campus (see CD instructions)

7. Prof. Carrera or Prof. Zeugner – in either of their IGSD mailboxes

- CDR form –filled out except for signature(s) and grade
- BOUND Copy of Report in B&W or Color – for Registrar.



DUPLICATING and BINDING

Please follow these simple instructions when you duplicate the projects and bind them for delivery.

General Duplicating and Binding Instructions

- ❖ You should print the **FIRST** copy of your report from the PDF file that includes all appendices.
- ❖ Print the **FIRST** copy entirely on your printer, using a good cartridge.
- ❖ This printout should be bound at the copy center near the VPC (See map below).
- ❖ Duplicate reports will then be generated using an electronic printing service (more information as needed)
- ❖ Duplicate copies should be printed double-sided.

General Duplicating Instructions

- ❖ Print all color pages on a printer. Color copies are too expensive.
- ❖ Duplicate all B/W pages
- ❖ Do not copy on both sides of paper (color pages will not work out, since they are on separate sheets)
- ❖ For the exact number of copies to make, refer to separate Handout ("Delivering the Deliverables").
- ❖ Team and advisors should develop a list of recipients of project deliverables, indicating who gets the printed report, the CD, both or neither (or something else).

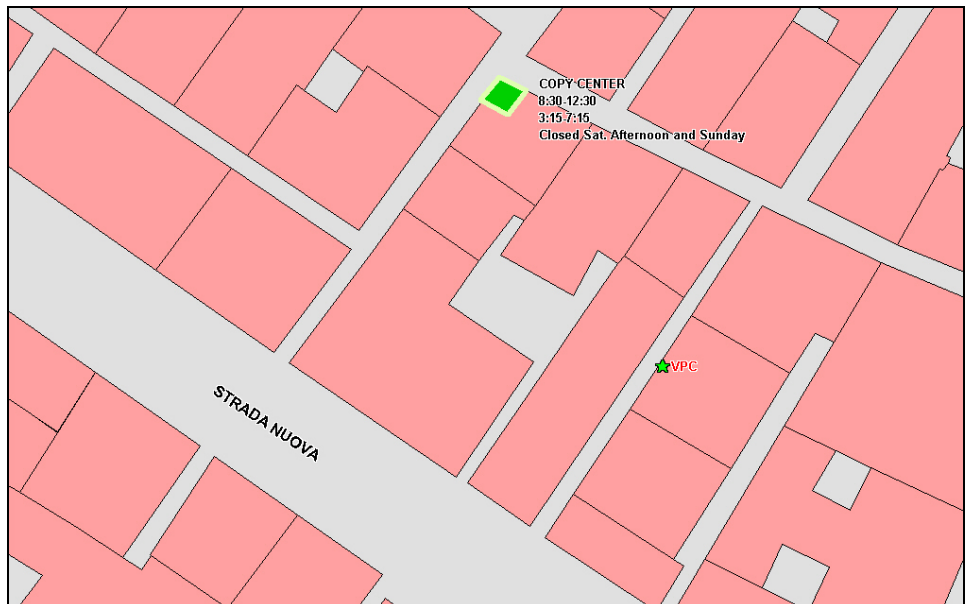


Figure 1. The Copy Center with respect to the VPC office.

General Binding Instructions

- ❖ Put a clear plastic sheet over the cover.
- ❖ Put a thick plastic or cardboard on the back for protection and support.
- ❖ Use white spirals, so we can write on them. Make sure they are writable and/or that we can stick a label on them.

Directions to Copy Center near VPC





The copy center we usually work with is right around the corner from the VPC. See Figure 1. The hours are subject to change. The latest time for binding is 7:30pm on FRIDAY July 29th (ignore the schedule on the map).

FINAL CD-ROM(S) PREPARATION

In order to make possible the continuation of your projects by future IQP groups, all project teams are **REQUIRED** to submit complete and well-organized CD-ROM(s) containing the entire PQP and IQP results. The CD will be organized as described herein and it will all be accessible through a web interface (your project's web page) as a standalone web site.

GENERAL INSTRUCTIONS









Generally speaking, the following basic instructions must be followed by ALL teams:




-  Use (rewritable) CDs for temporary storage of drafts during IQP. Use a version number to label your drafts as you go along (e.g. Report v1.1.doc), and periodically save past draft versions onto CDs. **DO NOT** rely on Hard Disks alone for data storage!
-  Use CD ROM for final storage of ALL PQP/IQP FILES. Each disk should be properly labeled and a cover should be printed as well (see below).
-  The CD-ROM should contain ONLY the FINAL versions of all the files! Please, **NO JUNK**. This is **EXTREMELY IMPORTANT**. All directories and files should be named using the conventions listed below.
-  **DOUBLE CHECK** the validity of the data on the disks! To do this: open the files with the appropriate program, reading them directly from the CD-ROM drive. This will also be useful to check if some necessary files are missing.

The following sections provide step-by-step instructions about the preparation of the computer files and should be carried out in the order presented here.

Organize Files in Appropriate Directories (on HARD DISK)

On your hard disks, create the following FOLDERS, when applicable (see also Figure 1):

-  **REPORT** (or **TEXT**), for the Word Processor files (**.DOC**) organized appropriately (including appendices)
-  **ACROBAT**, for the Acrobat (**.PDF**) file that will contain the entire report.
-  **EXCEL**, for Excel Worksheets and graphs (**.XLS**).
-  **GRAPHS**, for graphs NOT done with Excel, also may include any raster (JPG) image of graphs used in text.
-  **DATABASE**, for the (Access) database files (**.MDB**).
-  **MAPS**, for the (Mapinfo) map files (**.DAT, :TAB, .MAP, .ID, .WOR**).
BE CAREFUL! Mapinfo creates a lot of files and it is easy to FORGET some of them! Double check the success of the copy by trying to open the COPIES of the Mapinfo layers.
-  **PRESENTATION**, Powerpoint slides (**.PPT**) (BE CAREFUL with accessory files, like sound effects)
-  **WEB**, All HTML web pages, including FRONTPAGE files (**.HTM** or **.HTML**) and others (BE CAREFUL with images and other accessory files)

-  **FIGURES**, for all raster images that were used as FIGURES in the text of the report. These should be also included in the IMAGES directory (where applicable). Suggested format is JPEG (.JPG).
-  **IMAGES**, for all other raster images (e.g. Photoshop, Scanner, .WMF, .BMP, .JPG, .TIF, etc.). Since this directory may be rather crowded, create SUB-FOLDERS as needed, to organize the files, using appropriate mnemonic names for sub-directories. If your project includes many images used to document your field inventories, you may decide to put all of those images in one or more separate CDs.
-  **OTHER**, for all files you don't know where to put.

Appropriately Name Root Directory for all Project Files (on Hard Drive)

All of your well-organized and appropriately named directories should be placed under a ROOT directory called:

TERM_<short project name>

For example: E00_Wellheads, or E00_Belltowers, or E03_Cambridge_Traffic, E05_Lagoon, etc.

Figure 1 demonstrates how a properly organized project folder should look. Your final CD should also look more or less like this (some sub-folders may be omitted if unnecessary). The short name of the project in this example is E00 Public Art.

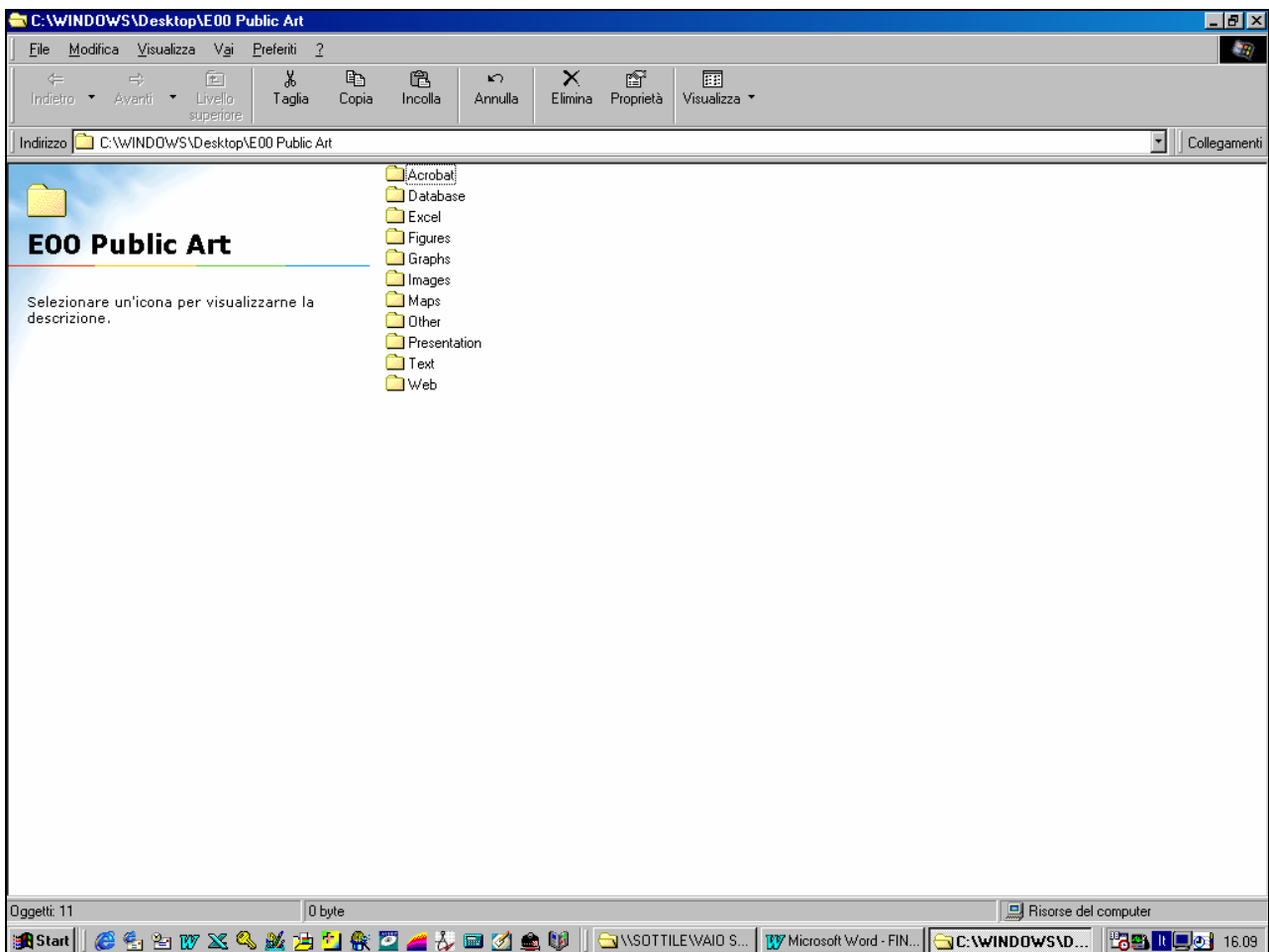


Figure 1. Example of a properly organized project folder (E00 Public Art) with all of its sub-folders.

Copy appropriate files to above Directories on Hard Drive

Copy the appropriate files into each of the above directories. If you have any questions, ask Prof. Carrera. The following table summarizes what files go where:

Application	Extensions	Copy to Directory	Notes
Word	.DOC	TEXT	NO .BAK or .TMP files, please
Acrobat	.PDF	ACROBAT	The entire report should be saved in Acrobat format at the very end.
Powerpoint	.PPT	PRESENTATION	watch out for small, but necessary accessory files
Frontpage	.HTM, .HTML	WEB	watch out for small, but necessary accessory files
Access	.MDB	DATABASE	Make sure that unnecessary tables are deleted
Excel	.XLW/.XLS	EXCEL	avoid .XLC
Mapinfo	.MAP, .DAT, .TAB, .ID, .WOR	MAPS	make sure to include ALL four types of files!!! VERY IMPORTANT! There may be others as well
Photoshop, Ezphoto, Mapinfo, etc.	.JPG, .WMF, .BMP, .TIF, etc.	IMAGES	could be produced by scanner, "save window as" in Mapinfo (.WMF or .BMP), or obtained by capturing a screen or with Digital Camera
same	same	FIGURES	keep image files that appear as FIGURES in report separated from the other images (IF APPLICABLE)
Other	???	OTHER	in case there are unusual files created with special applications

Test files by opening them at their new location!

Rename .DOC files and give them proper, useful names (on Hard Disk)

The **TEXT** sub-folder will contain all Word Processing files (Word for Windows). The entire report should be completely electronic. There ought to be NO pasted figures in your report. If needed, you should scan in whatever paper materials you want to include in your document, so that the whole thing can be reproduced from your files and no other action is necessary.




- A single .DOC file should be created which contains the entire report, including figures and Appendices. The file name clearly identify its contents and should always be preceded by the term. For example, D05_Boston_EIR.doc, D05_Cambridge_Crosswalks.doc, E05_Venice_Stores.doc, etc. Use underscores instead of spaces.

Rename files containing Figures

Even though the figures may have been saved with the .DOC file(s), it is useful to keep the original raster images, if they are available, on separate files. These should be saved in the **FIGURES** directory and should very simply be named according to the figure number: FIG_01, FIG_02, etc. The extensions don't matter, even if they are all different. For single-digit figures, use leading zeros to facilitate sorting (FIG_01, FIG_02 etc.).

Make Frequent Backups on CD ROMs

It is highly recommended that you periodically save all your files in a (Rewritable) CD as you go along, to prevent catastrophic data loss.

-  Copy the well-organized files and directories into one or more CDs as backups. Do this as frequently as possible throughout the term.
-  Use additional CDs as necessary.
-  Label each CD appropriately (see below)

Make sure the Web Page links are RELATIVE to the main web page

Do not hardcode the actual UNIX directories of your files into the HTML web pages. Instead, you should use relative links off of the main web page that will reside on the root directory of the CD. For example, since your project report (let's say it is called D05_Boston_EIR.doc) will be inside the folder called REPORT on the CD, your main web page (assume it is called D05_Boston_EIR.html) will link to the report like this:

REPORT/D05_Boston_EIR.doc

Instead of

/home/smith/IQP/REPORT/D05_Boston_EIR.doc (assuming the student's username is Smith)

Make final CD-ROM(s)

The Final CD ROM will consist of an image of your Hard Drive Directory, which will have the main HTML file in the root and will behave as a standalone web site thanks to all the RELATIVE links in it.

For the IQP, you'll need to burn multiple copies (see separate handout about final deliverables). You probably will want to make a copy for yourselves too. The process can take hours, so enough time must be allotted for this final step, so that everyone gets a CD-ROM made before departing. Priority will be given to official CD-ROMs. Other copies will be made only if time permits.

It is possible that you may have to separate digital photos if too numerous (as usually happens in the case of catalog projects) and burn a CD just for them.

Use an Appropriate Volume Label for the CD

You should make sure that you assign the CD a VOLUME label. This will be the label of the CD ROM when looking at the Drives list. Use an even shorter version of your Root Directory name if needed (12 characters max):

TERM_<shorter project name>

For example: E00_Wellheads, or E00_Belltowers, or E03_Traffic, etc.

Remember that this is the label that will show up next to the CD icon under the File Manager or Explorer in Windows.

Check Final CD-ROM(s)

You should check that the Final CD-ROM is OK, by opening the various files directly from the CD. In particular, you should:

1. Open the .DOC file(s) in Word
2. Open the PDF file in Acrobat
3. Open the project MAPS in Mapinfo
4. Open the Access Database(s)
5. Open the Excel Spreadsheet(s)
6. Open the Powerpoint Presentation
7. Browse the Web pages locally
8. Randomly check all other files.

Professionally Label CD-ROM(s)

Professional labels should be used to produce covers for both the CD disk and Jewel Case. The labels will contain the following information:

-  Title of Project
-  Name and Logo of Sponsoring Agency
-  WPI logo
-  Term (e.g. E05)
-  Contents (FINAL REPORT, IMAGES, etc.) – on back of jewel case
-  Disk Number (Disk 1 of 2, Disk 2 of 2, etc.) - on Disk and back of jewel case

More information about free labeling software and samples can be found on line at:

<http://www.wpi.edu/Academics/Depts/IGSD/Projects/Venice/Center/ID2050/Handouts/Handouts.html>

**Make your Labels look PROFESSIONAL!!! Impressions are important too!!!
Let your pride in the project be reflected by the label!**

Do not leave any JUNK in the CD (old files, temp files, useless files). Clean everything up and make it tight and PROFESSIONAL.

Remember that the CD is probably the MOST IMPORTANT heritage you'll leave behind, even more valuable than your project report (which is contained therein anyway).



RETURNING EQUIPMENT AND MATERIALS

As soon as the report is basically done, you can start cleaning up and returning any material that was given to you by Prof. Carrera, the Sponsors or the VPC. These materials include: books, maps, software packages and manuals, disks or CD's, field tools, measuring tapes, flashlights, plugs and adapters, power strips, etc. Common courtesy suggests that you return these in as good a shape as you received them. Please, take some time to do this properly. Any damaged or missing item will be itemized and the WPI accounting office will be informed of any additional surcharges to be put in your fall bill at WPI.

1. **Gently wipe & clean** all tools and items. Remove any major stain, rust or dirt.
2. **Remove batteries from all electric equipment**, so the acids won't leak out.
3. **Put rubber bands around** loose items and **fold** all maps and **roll up** all cords.
4. **Collect** all items in one or more boxes or bags and carry them to the VPC office. A boat ride can be arranged for heavy loads.

Basically, give the materials back in good shape so they are ready to be stored away properly and they can be as useful to next year's groups as they were to you.

Printer and Accessories Maintenance and Storage

1. **Gently wipe & clean** all printer components. Use a moist cloth or sponge. Do not use excessive water or cleaning agents, you may permanently damage the equipment. Remove any major stain, rust or dirt.
2. **Wipe Screens and clean mouse ball and keyboard.**
3. Brush the **scanners** and clean them. These are "optical" devices, so they could be really damaged by accumulated dirt. Clean the glass.
4. **Detach** all removable items, such as keyboard, mouse, etc.
5. **Remove** all cords from the back of the PC, printer and scanner, etc.
6. **Put rubber bands around** loose items and **roll up & secure** all cords.
7. Put all computer **manuals** together, in order and wrap rubber bands around them in logical bunches.
8. Collect any **software disks** or **CD-ROMs** and tie them together with rubber bands.
9. **GENTLY place computer equipment** in boxes, if available, and/or place all equipment and miscellaneous materials neatly on a clean table until you are ready to return it.
10. **Return** everything to the VPC office and place it into storage.



ELECTRONIC SUBMISSIONS

Please follow these simple instructions to fulfill your electronic submission requirements.

Overview

1. Upload project files
2. Upload project web-sites and Map Images
3. Complete database entry into VPC IQP Database

Uploading Project Files

- ❖ Use an FTP program (e.g. WS_FTP at <http://www.ipswitch.com/>) to get to the folder in the WPI server at **/www/docs/Academics/Depts/IGSD/Projects/Venice/Center/Projects/IQP/E05**
- ❖ Using the CD folders structure (see CD Handout), move the entire CD into the above folder
- ❖ **Test** that the files can be opened remotely by going to the URL:
<http://www.wpi.edu/Academics/Depts/IGSD/Projects/Venice/Center/Projects/IQP/E05/>

Uploading Web Pages (HTML)

- ❖ Make sure your web pages use RELATIVE links
- ❖ **Test** that the files can be opened remotely by going to the URL:
<http://www.wpi.edu/Academics/Depts/IGSD/Projects/Venice/Center/Projects/IQP/E05/>

Completing the Database Entry

- ❖ Download the MDB File at:
 - ❖ [/www/docs/Academics/Depts/IGSD/Projects/Venice/Center/Projects/IQP_DB_Entry.mdb](http://www/docs/Academics/Depts/IGSD/Projects/Venice/Center/Projects/IQP_DB_Entry.mdb)
- ❖ After opening the file with Access, go to the FORMS tab and open the only form there. Fill out the form using the examples in the database (below) as a guidance. Afterwards, close the Access program.
- ❖ For assistance, refer to the complete database of IQP's in Venice at:
http://www.wpi.edu/Academics/Depts/IGSD/Projects/Venice/Center/Projects/Venice_IQP_Database.mdb/
- ❖ Re-upload the Access file (IQP_DB_Entry.mdb) containing the completed database entry to your appropriate project team folder under:
/www/docs/Academics/Depts/IGSD/Projects/Venice/Center/Projects/IQP/E05