# Project Documentation

## Project Documentation Guidelines and Storage Filer

Project documentations are collected on the university-wide file server (filer). Submission details are announced by lecturers, but usually comply with the following requirements:

- Text file including the project title, names of students and mentors, a short description, and a project description (in a file to be labelled “Texts”)
- Approx. 10 representative images of the project (to be stored in a file labelled “Images”)
- At least one short video (~2min) of the project (to be stored in a file labelled “Video”)
- A PDF documentation (to be stored in a file labelled “Documentation”)
- Additional raw data, e.g., presentation, prototypes, or codes (to be stored in the respective file)
- A Social Media Package consisting of: 1 x Landscape Image, 1 x Portrait Image (in 2 Resolutions) & 1 x 15-30' Video (no Sound). Details Below. (to be stored in a folder labelled “Social_Media”)

## Media Archiv

The Media Archive is the platform for collaborative work, sharing and archiving of media at the ZHdK. It is available to students, lecturers and staff. You can find a specific manual how to upload your project documentation to the Media Archiv here.

## Filer Access

Filer access is via the internal ZHdK-Login. Note that access is restricted to the Toni Campus or via a VPN connection.

The IAD directories are stored on the DDE volume: smb://fileredu.ad.zhdk.ch/DDE

## Server Data Structure

#### Bachelor

Documentation must be submitted via the following directory: DDE > BDE_VIAD > ABGABEN. In addition, submissions are sorted by course in the corresponding semester directory (XX_FS, XX_HS).

#### Master

In addition to an overall master server (MDE), the Master Interaction Design maintains its own directory (MDE_VIA) where documentations must be submitted: DDE > MDE_VIA.

# Naming Files and Folders

Folders on the **1st hierarchical level** should bear the name of the student or of the student group. First and last names must be separated by a space. Use „ - “ to separate the names of projects involving two or more students. Use last names only for groups (i.e., more than 3 students).

From the **2nd hierarchical level**, folders and files should only bear initials. Use the underscore sign to separate initials from further names. Folders containing your project groups are stored on this level. We have illustrated the structure with a group submission. In all other cases, create three files beginning with your initials and separated by an underscore sign. Use an underscore sign and the folder title after your initials.

### Naming Images

Images should be labelled with a number and an unambiguous term. Numbering begins with 01. Use an underscore sign to separate numbers and terms.

# Submitting Various Media

### Text

Create a text file containing the following information, which is required for the IAD website. Also include all closing credits appearing at the end of your video.

Text files may be submitted in English and/or in German and should contain:

| **Item** | **Requirement** |
|---|---|
| Project title | max. 100 characters |
| Short description | min. 250 – max. 400 characters |
| Project description | min. 1000 characters |
| Contributors | full names of students and mentors |

### Images

Images must be stored at high-resolution:

| **Property** | **Value** |
|---|---|
| Version | High-resolution |
| Format | JPG |
| Resolution | max. 4000×4000 |
| Quality | Maximum |
| Size | max. 6MB |

### Audio

Audio recordings should have the following properties:

| Property | Value |
|---|---|
| Sample rate | 48 KHZ |
| Format | WAV / AIFF |
| Bit rate | 16 / 24 Bit |

### Video

We ask you to add the IAD intro and closing credits to your videos.

You can download the self-explaining Adobe Illustrator file here: video intro and credits template.ai.
Or you can find it on the server under:
smb://fileredu.ad.zhdk.ch/DDE/BDE_VIAD/04_IAD DOKUMENTATION ANLEITUNG (BA)
smb://fileredu.ad.zhdk.ch/DDE/MDE_VIA/References_Guides/Project_Documentation (MA)

Use the following video settings:

| Property | Value |
|---|---|
| Resolution | 1920×1080 |
| Format | .mp4 |
| Video Codec | H.264 |
| Data Rate | 20mbps |
| Image rate | 25 FPS |
| Audio Codec | AAC (Advanced Audio Codec) |
| Sample rate | 48 KHZ |
| Preset (Adobe) | H.264 > HD 1080p 25 |

### Social Media

For the Social-Media files the resolutions & media settings are key to ensure compatibility for the different platforms. They mainly function as a teaser into your project & can be selected from the already prepared Images/Videos adapted to the right media format.

### To consider:

#### Images

- Should give an insight into the project.
    - e.g. Physical Interface: whole interface visible instead of detail shot of a subpart
- For purely digital project media: a mockup image is preferred.
    - e.g. Digital Poster: mockup on screen in fitting setting

**Video**

- Consisting of B-Roll shots without text or explanation.
- Tight & fast paced cuts.
- Can be adapted (cut down) version from main video.
- No sound & No IAD Intro/Outro.

Use the following video settings:

| **Property** | **Value** |
|---|---|
| Resolution | 1920×1080 |
| Format | .mp4 |
| Video Codec | H.264 |
| Data Rate | 20mbps |
| Image rate | 25 FPS |
| Audio Codec | AAC (Advanced Audio Codec) |
| Sample rate | 48 KHZ |
| Preset (Adobe) | H.264 > HD 1080p 25 |

# Credits and Acknowledgements

All collaborators, mentors and teachers, users, participants, sponsors should be credited and acknowledged for their contributions. All projects mentioned, sounds, images and references used should be dated and credited (see sections on plagiarism and copyrights).

# Referencing Style

Chicago Social Sciences

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