

Instructions for Creation and Electronic Submission of Problem Set 2 Figures

Please follow these guidelines if you choose to submit your figures for PS2 electronically. Electronic submission is optional.

1. Obtain and install the full version of Adobe Acrobat:
 - a. Go to <http://software.caltech.edu>
 - b. Login with your Access Caltech account.
 - c. Click on the Software Tab.
 - d. Download and Install Adobe Acrobat v9.0 for either Mac OS X or Windows.
2. Open the graphics file in Acrobat. You *must select the option to show all files* from the pulldown menu in the “Open...” dialog box in order to open image files directly.
3. Use one of the text annotation tools, e.g. “Tools→Comment and Markup→Text Box Tool” or “Tools→Typewriter”, to make any necessary annotations to your figures. Each figure *must* be labeled with the problem number, e.g. **PS2 #3.A**. **Unlabeled figures will receive no credit.**
4. Compress all figures into a single .zip file.
 - a. **In Mac OS X**, you can create a zip file by placing all files in a folder, Ctrl+clicking on the folder, and choosing the “Compress” action from the pop-up menu. A zip file will appear in the parent folder when the action is complete.
 - b. **In Windows**, you can create a zip file by placing all files in a folder, right clicking on the folder, and choosing the “Send to→Compressed (zipped) Folder” action.
 - c. You must rename your file as:
[SectionNumber]_[LastName].zip**If you choose to name your file differently, you will receive no credit for your figures.**
5. Submit your .zip file archive to bi1problemset2@gmail.com. Please include your section number in your subject line.
6. Include a statement that you have submitted your figures electronically along with your problem set.