|  |
| --- |
| *Image #1, possibly something that represents your group or some useful visual representation of a beginning step.*  *Note: Take care when using the UofR logo, see* [*Graphic Identity Standards*](https://www.rochester.edu/creativeservices/graphicstandards/logo.html) *for more information.* |
| *Image #2, some useful visual representation of an intermediate step* |
| *Image #3, final outcome or some useful visual representation of a final step* |

*Descriptive Title*

**Fabrication Experience Logs**

Motivation

*A very brief description of the project and what you made through this experience.*

Created By: *Your Name*

*Your Email Address (Optional)*

Safety

Safety Equipment:

* *List*
* *Of*
* *Necessary and*
* *Recommended*
* *Safety*
* *Equipment*

*Summarize the important hazards and precautions the person who follows this log should be aware of.*

Tools and Resources

* *List the tools*
* *and how many you used*
* *And materials*
* *and the dimensions you used*
* *Enough information that the reader could go buy it in some store/online.*
* *Also list the non-tool things you needed*
* *Such as # of people*
* *Type of workspace*
* *And special expertise.*
* *Essential websites would also be appropriate.*

Steps

1. *List the steps that you determined work the best. Start after tools and resources have been gathered and proceed chronologically.*
2. *Only give the critical steps for repeating this experience.*
3. *Be concise, only give the details required for this fabrication – extra details go in the Tips section*
4. *Assume the person reading this knows nothing but can lookup basic terms online. Ask someone who hasn’t had this experience to proofread for clarity.*
5. *Writing instructions concisely and clearly can be tough; try your best and let The UR Guide to Fabrication’s curation team give feedback.*
6. *Six steps is probably enough (10 is too many); it’s alright to let the reader figure out little details for themselves.*

Tips

* *Things you learned that aren’t necessary to start repeating your experience safely*
* *But would help the reader get good results faster or easier.*
* *Websites with helpful advice would also be appropriate.*

Fabrication Experience Logs are a quick and standard way to share the essential details for repeating the way you made a part.

Steps to Complete:

1. Replace the *Italicized text* with your information and images.
2. Send the saved Word (.doc, .docx) file to [urguidetofab\_s@u.rochester.edu](mailto:urguidetofab_s@u.rochester.edu) and wait for feedback and/or confirmation from the curation team. This may take a few weeks.
3. When you and the curation team are satisfied, the document will be uploaded to The UR Guide to Fabrication.

The strict requirements for logs are very simple:

* Font: 10-12pt Georgia
* Must use the provided sections and section-titles.
* Word Choice: No foul language or other words/phrases that would likely offend someone. Slang, jargon, and non-English terms must be replaced with plain-English equivalents (actual names of tools/parts/materials are fine).
* MUST fit on one standard 8.5” x 11” page. If you can’t do that, you are probably writing about too many things at once (submitting multiple logs for one project is perfectly fine).

Otherwise, you can customize these experience logs however you like. The curation team has the right to change these rules and make exceptions, and input about how these logs can be improved is welcomed.

Thanks for Sharing!

