

Computer Lab Set-up

Art 5 and ITEC 33/34:

Log in with your ECC username and password.

This puts you in your own “personal space” on the hard drive. You can set up your files and folders as you want them. I suggest that on any computer you work on, first create a folder for our class (such as “Art 141 Dallal MW”) and then a folder for yourself inside the class folder.

Art Shared

All the computers, in both labs, are networked to the “server” called Artshared. Artshared is used to share files between computers, not to store your work. You will connect to Artshared to get files from the “Distribute” folder in our class folder to use for exercises, and you will hand in finished exercises to the “turn-in” folder for each exercise.

- **Connecting to Arshared in Art 5:** Artshared will either show up as an icon on the desktop, or be listed under the shared drives on the left side of the finder window. If you don't see either, go to the “Go” menu in the Finder and choose “Connect to server.” Keep clicking OK until you see Artshared listed, and then log on as a guest.
- **Connecting to Artshared in ITEC 33/34:** In the space at the bottom left side of the window type in the address: `\\10.129.39.247\artshared` and the Artshared window will open. You may drag and drop files from the Artshared window to and from your hard drive. You cannot “save as” to Artshared directly from your computer, only copy files to it.

Turning in assignments to Artshared:

In order to get credit for the work you turn in on Artshared, you must name the file like so: *last name_exercise name.extension*. Example: *dallal_layers.ai* If there are more than one person with the same last name, add your first initial. For example: *dallalj_layers.ai*
You will not get a grade if your work is not in the turn-in folder with the correct name!

BW printing in labs:

All computers are networked to the black and white laser printer. You may make prints for class only. You must provide your own paper (you can bring a ream of paper for extra credit to contribute to the lab)