

# Week 1

## Digital Art

### Goal:

- To understand the lab set-up in Art 5 and TA251
- Learn to name and organize files
- Learn to hand in digital files for grading
- Learn the best way to work without losing or damaging your files

# Art 5 & TA251 Lab Set-up

## Computers

Login using your ECC ID and password. This will get you into your own “personal” space on the hard drive. The safest space to save work on the hard drive is in the **Thaw Space (PC) or the Scratch Drive (Mac)**. You can save to your desktop or documents folder, but if the computer is re-imaged you will lose the work. You may navigate to the Thaw space (PC) in “My computer” or the Scratch Drive (Mac) in the far left column in the finder window. On any computer you work on, first create a folder for our class in the Thaw Space (such as “Art 141 Dallal MW”) and then a folder for yourself inside the class folder. *You must back up your work to your flash drive and your dropbox account at the end of each work session.*

## 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 Artshared:

**Art 5 Desktop Computers:** Under “Shared” in the far left column of the finder window, click on “all,” then click on Art 5 Server, then Artshared. If you don’t see the link, go to the “Go” menu in the Finder menu bar and choose “Connect to server.” Keep clicking OK until you see Artshared listed, and then log on as a guest.

**Mac laptop: Art 5:** Sit in the laptop section and connect with an ethernet cable, then follow the above instructions.

**Mac laptop: TA251:** You must be connected to the ECC network with the ethernet cable provided. Under the “Go” menu in the Finder choose “Connect to server.” Type in the address, 10.129.39.247\artshared and then log on as a guest.

**TA 251 Desktop Computers:** Go to the Start menu at the bottom left side of the window and choose “Run.” Type in the address: \\10.129.39.247\artshared. 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.

**PC Laptops:** You must be connected to the ECC network with the ethernet cable provided, then follow the directions for TA251 Desktop computers above.

### Turning in assignments to Artshared:

**Naming Files:** 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 (HP Laserjet 8150). 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)

# The Smart Way to Work

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DO NOT WORK OFF YOUR FLASH DRIVE! The flash drive is much slower and less stable than the computer's internal drive, and large files will often get corrupted when saving directly from the program to the flash drive.

## Follow this procedure:

1. Copy your files to your folder on the Scratch Drive or Thaw Space. Eject your Flash Drive
  2. Open your files from your folder and work on them.
  3. SAVE FREQUENTLY!!! A good rule of thumb is: "Save every time you do something right, and just before you do something wrong."
  4. When you finish working, save and quit the program and copy your files back to your flash drive. \*If you want to keep both your old version and your new version, rename your file.
  5. TAKE YOUR FLASH DRIVE WITH YOU WHEN YOU LEAVE!
- It is smart to put your name on your flash drive in case you forget it in the lab.

## Naming Files

- Name your files with your last name and a short name that clearly identifies the project, such as: *dallal\_movieposter.psd* Use underscores instead of spaces between words. Do not use capital letters.
- Number different versions with a 2 digit system that comes after the name, such as: *dallal\_movieposter01.psd* (first version) *dallal\_movieposter02.psd* (second version) and so on..... This will allow you 99 versions of the file.

## Saving Files

While working on the lab desktop computers, always save your work into your own folder on the Scratch Drive or Thaw Drive. This way you should always be able to locate your files. On your flash drive make a folder for this class and copy all work into that folder.

# Back-ups

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You are required to have 3 copies of all class projects stored in 3 different places. Anything less is an invitation to disaster. Losing your file or a damaged file is not an excuse for being late turning your work in. Having multiple back-ups will protect you from this tragedy.

Example:

Copy 1: on Scratch Drive or Thaw Drive

Copy 2: on Flash Drive

Copy 3: on DropBox (or other cloud storage).

You may set-up a free dropbox account at [www.dropbox.com](http://www.dropbox.com). If you use your El Camino email you may be eligible for extra storage due to the .edu address.