

The Smart Way to Work

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

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).

I have read and understand the *Smart Way to Work* and I will have at least three copies of all my project files in three different places, one of which must be in the Cloud. I promise not to cry, throw a fit, or get depressed and drop the class if I lose an important file due to not following this advice. I will just take a deep breath and redo the project and be happy that I have learned this lesson at school and not on the job where money and my reputation are on the line.

Print name

Signature

Semester/Class

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 Artshared 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:

First save your file on your own computer, then connect to Artshared and locate our class folder, which will be listed under Dallal. Then locate the right turn-in folder and copy your file into that folder.

Naming your 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 right 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)