

Basic Work Rules

Remember, the most important work rule is: **“SYFO!!” – “Save Your Files Often !!”** To avoid possible tragedy you should save files every 10-15 minutes, and especially right after you successfully accomplish something difficult.

- **LOG IN:** When you come in for class, you will see a Mac OS “log in” prompt screen on your monitor. Simply type in **“student”** in the name field and click the “Log In” button; there is no password, so leave that field blank. Even better, you could first **restart** your Mac before logging in. This will insure greater chance that the computer is freshly rebooted and less likely to be “buggy” from prior use.
- Insert your portable USB storage device and wait for the drive/disk to mount (it’s icon should show up on the desktop). If it doesn’t mount, restart your computer again with the storage device in place. Note: There is one USB slot on the left upper side of your keyboard, and others in the back of the computer. If you get a “low power” reading when you insert a jump or keychain drive in the keyboard USB slot, then try a slot on the back of the machine; it should work. FireWire slots are also in the back of the Mac (iPOD owners can store to their iPOD’s, since they are really portable FireWire hard drives!!)
- FIND THE **“ARTSHARE”** FOLDER ICON ON THE DESKTOP AND DOUBLE CLICK TO MOUNT and OPEN THE VOLUME. If it doesn’t open, you will get a prompt window asking for a password to allow access to Artshare. For our class, the Artshare password is **3404** (not very secret, obviously). Once Artshare has opened, find (or make) your personal folder and double-click it to open. ALWAYS SAVE FILES TO YOUR PERSONAL ARTSHARE FOLDER ONLY AND BE CAREFUL TO ONLY DELETE FILES FROM YOUR FOLDER. We’ll practice all of this; managing files is vital and should become nearly as familiar as breathing.

You can store your working files and various image media on Artshare and leave them on Artshare between classes, but remember that the files are **NOT secure on Artshare**. Think of it as a temporary storage/holding bin. You really should back-up and copy your most important files (especially final versions) to your personal drives for safekeeping.

- You can also burn files and media to your own CD’s on occasion to archive them permanently. These Macs are equipped with “SuperDrive” that allows CD’s and DVD’s to be read and written to. You probably don’t need to do this all the time during routine classwork when you are continually re-editing and revising your work, but mostly to archive important finished projects, files, and resources. CD’s are also probably one of the best ways to work with files on different computers (e.g. on your home machines)

Note: It's your responsibility to see to it that your files are somehow safely saved from class to class. The best way is to save the files as you work on them in class to your Artshare folder. When finished, copy them from your Artshare folder to your keychain drive, CD, DVD, or iPOD for secure storage . You can do this easily by simply dragging the file you want to copy from Artshare over the portable drive icon on the desktop (icon should turn dark); this will copy the file from one location to the other (i.e. you will now have the same file in both places).

Burning single-session CD's or DVD's for archiving your files:

This is pretty easy. Load a CD or DVD in the tray by pressing the key a far upper right on the keyboard; disk will load and icon will show on the desktop. Then, just drag the files you want onto the CD icon; they will copy to the disk. Next, drag the CD icon toward the trashcan/volume icon in the dock. The icon will turn into a circular yellow/black burn disk icon. Drag the CD icon onto the burn icon and follow the prompt; burn at maximum.


If you're not certain how to do these "drag and drop" procedures, just ask me or a someone in the class who's done it show you. You must also keep track of updated files and file names you give versions of work (see below) – this requires some care on your part and good work habits. It's a really horrible feeling to find that you've over-written a newer file with an older version or deleted a file accidentally, so be careful. The best art is 100% worthless if it's lost or corrupted by careless naming and handling of files.

- A few basics for good file management -- Because you are different people working with different files and different applications, it's essential to properly name each file you make when you go to save it. Always give a name that informs you what's in the file. Instead of "Untitled1" or "work, name it "JoeN_logo3" or "KNmonkeys3" or something like that. If, by chance, your file becomes misplaced or "lost" in the machine, it's so much easier to search and find a uniquely named file than one called "Untitled1". Also, give each file the appropriate 2 or 3 letter file extension, that indicates the format of the file. For example "YuGiOh1.ai" might tell me I'm working with an Adobe Illustrator vector file, where "YuGiOh1.jpg" would tell me a second version of my file has been saved as a pixel-based image in compressed jpeg format for use on the Internet. Usually, the application you are using can be set to automatically add the appropriate file extension when you save. More on this later in the class, but a good workflow means keeping your inventory of images and other files clearly named. Never ever give different files the same filename!!!

When you are 100% certain you have a workable copy of your file on your portable drive or CD (test opening it with a double click or open it from the menu of the graphics application), you can delete the same file from your Artshare folder to make more space available, especially if it's a graphic or file that's no longer being used or needed. We need to keep ArtShare from filling-up with too much stuff and becoming unusable for working storage. It's meant to serve as a "holding bin" and temporary storage facility as we work on our projects, and so

you must clean-out your ArtShare folder from time to time as you finish working with files.

WHEN YOU'VE FINISHED WORKING & BEFORE YOU LEAVE

- Save your files, quit all open applications, and eject all media (portable devices & CD's)
- LOGGING OUT: To deny other classes access to our ArtShare storage folder, put the computer into an inactive "wait" state, and to make sure all files and applications are closed for the next users, you should "LOG OUT" of the computer. To do this, simply choose "Log Out" under the  menu at the leftmost top of your screen and follow the logout prompt.
- **NOTE:** IF YOUR FILES ARE LEFT ON THE DESKTOP OR SAVED ELSEWHERE THAN ARTSHARE OR PORTABLE MEDIA (KEYCHAIN, ZIP, CD, etc.), THEY COULD BE ELIMINATED OVERNIGHT. MAKE SURE YOUR FILES ARE PROPERLY SAVED!!