

LAB RESPONSIBILITY

RESPONSIBILITY

It is the responsibility of the users of the Digital Studio to keep all equipment running properly. This task is too complex for Computer Services Staff or Faculty to handle on their own. The only way to keep on top of all of the intricacies of a computer studio is for all of us to work together. The way things usually get out of whack is by students reconfiguring equipment, storing files in the wrong places, or not replacing ink cartridges immediately.

EXPECTATION

If things work the way you expect them to work, everyone is happy. If something does not behave properly, it is not necessarily because it is wrong, it may be because it is acting in an unexpected way. If all the tools in the Digital Studio work the same way, then everyone knows what to expect all the time. That is the definition of a well-running Lab. **Please help us get the Lab into this condition and help us keep it that way.** This is your Lab! We need your help to make it run well!

RESPECT

It is imperative that everyone has respect for how things are done. This should come from an understanding of **why** things are done this way. **Please have respect for the Lab and more importantly, all the other people who have to work here.** There is a time for civil disobedience. Part of an artist's job is to excite the masses. But altering the working structure of the Lab is not the way to be 'different'.

If you see something amiss, please tell your Instructor, and/or the Area Head. Copy everyone's e-mail address into your address book. We are here to help you. We are always eager to add another paragraph to our Troubleshooting section so problems that happen often can be remedied quickly without necessitating intervention from Computer Services.

If you have any further ideas on how to improve the Digital Studio, we are open to suggestion. After reading this Handbook, we hope you will understand why the Lab is set up the way it is, and will work to not deviate from the plan and create disarray.

We are counting on your to help keep everything running smoothly.

COMPUTER RESPONSIBILITY

ASSIGNED COMPUTER SEATING

At the beginning of the semester everyone will be assigned a computer. This will partially be based on the type of work that you do and the specific peripherals you use the most. It is **your responsibility to take care of this computer**, and to see that every aspect of it is operable, as well as seeing that all peripherals are properly connected and in working order. This is your Lab. Your tuition dollars paid for the equipment. You are responsible for the care and feeding of your computer workstation.

SIGNAGE

There are labels on all peripherals so you know exactly what should be connected to which computer. Do a quick status check when you start to work and make sure nothing has been altered since the last time you used that workstation. If something has been disconnected or reconnected, please remedy the situation and alert your instructor about the situation.

REWIRING

In the past, the Digital Studio has sometime slid into a state of disarray. Some of the symptoms were:

- peripheral unplugged (and left unplugged)
- printers rewired (sometimes into keyboard ports)
- scanners rewired
- keyboards rewired
- pressure pads always left out of the scanners
- film holders for the scanners left all over the place
- files saved all over the desktop

The main cause of the disarray was students rewiring the computers and peripherals to suit their own convenience. This is a selfish act and these students did not comprehend the nature of maintaining a complex lab. It is important that everything run as expected, for the reasons described previously.

DO NOT EVER REWIRE or DISCONNECT ANYTHING in the LAB!!!

Please don't ever complain that "this lab sucks - nothing works" because the reason nothing seems to work is that students keep disconnecting everything. Everything has been set up in a specific way. If it stays that way and everything is clearly labeled, then everyone knows what to expect. If things are always being disconnected and rewired, then nothing works as expected, and people think the Lab doesn't work right.

GENERAL WORKFLOW

SESSION STARTUP

LOGIN

Come into class and login as an Art Student. This will give you access to all of the applications you need to do your work for the classes that are held in the Digital Studio. Your Instructor will give you the password for the semester.

NO INTERNET ACCESS

There will be no internet access allowed during class times. To access the internet or do e-mail you will have to logout of Art Student and login as General. This is not allowed during class time. There are also no cell phones allowed in the Digital Studio at any time.

WORKTIME

Class time is work time. Never come to class without your working files. This is equivalent to being absent, and that will detract from your grade, let alone interfere with your productivity! If you have enough time to be sending e-mails or surfing the web during class time, this means you are not working hard enough on your photography. This will be noted by your instructor and again, your grade will drop.

STORAGE

Always save files into the TEMP Folder or directly to your Personal Storage Device. Never save files to the Desktop. If you do so inadvertently, please drag them to a more appropriate location immediately.

There is also an ART folder that is used for transferring files from machine to machine. This is particularly handy when you need to turn in your web files for the class web site (more details later). The ART folder is NOT for general storage. Besides, moving large numbers of files across a network is not a prudent use of time. There is a limit of 10 people connected to the network at one time, so please disconnect from the ART folder as soon as you are finished using it.

GENERAL WORKFLOW, cont'd

SHUTDOWN

SAVE your FILES

At the end of your work session, make sure to move any files out of the Temp Folder and onto your Personal Storage Device. Then delete them from the TEMP Folder. Do not try to use these computers for storage. There is no guarantee your files will be there next time you come to class! You should always have an extra blank CD in your pocket for emergency use.

EJECT your STORAGE DEVICE

Use the [CMD] E key or drag the icon to the Dock. There will be an EJECT icon at the bottom.

QUIT all APPS

When you are finished working, after you have saved your personal files, please quit out of whatever apps you were working in, and all other apps as well.

LOGOUT

Logout when you are finished working. If you do not logout, someone unauthorized users may get onto your computer and screw up your files or worse, use your ink to print non-art related documents.

CHECK all PERIPHERALS

This means you should check all printers (make sure they are not out of ink) and scanners (make sure the pressure plates are in and all film holders are next to the scanner).

Turn off any scanners when you leave at the end of the day (not every time you logout) but leave all the printers turned on.

CLEAN UP

Leave your computer station clean for the next user. This means throwing away any scraps of paper that may be lying around (even if they are not yours!) Then you will come to expect the same when you arrive in the Studio!

Lab etiquette is a good thing, and shows **respect** - the key missing ingredient in today's American culture!

There is a box of alcohol swabs in the Lab. Periodically wipe down the keyboard and mouse, especially during cold and flu season.

DIGITAL CAMERAS

There is a minimum camera capability required for these classes. A general point-and-shoot camera is not good enough (called PHD cameras in the business (*push here dummy*)).

The requirements are:

- Manual Control of Exposure
- Manual Control of Focus
- 5 Megapixels Minimum Resolution

Camera models and prices change constantly. Always check with a reputable dealer and avoid the cheapo places in the back of photo magazines.

VENDORS

The most reputable dealer in Philadelphia is Calumet, a national full-professional franchise.

They are located on Delaware Avenue, *excuse me*, Columbus Boulevard, a couple of blocks south of Washington, next to the Riverview Theatre. The exact address is 1400 S. Columbus Boulevard, Philadelphia, PA 19147, and the phone number is 215-399-2155. The hours are Monday thru Friday 8:30 A.M. to 5:30 P.M. and Saturdays from 9 A.M. to 5:30 P.M. The web site is Calumet Photography www.calumetphoto.com.

Adorama Camera www.adorama.com and B&H Photo www.bhphotovideo.com, both in New York City, are reputable dealers that have low prices. Their store prices are even lower than those advertised on the web. Another source of prices is Digital Camera HQ www.digitalcamera-hq.com. You can look at the BERK-EDU site [Camera Page](#) (under the Links button) to see a list of recommended camera, all with the minimum requirements as listed above, but be aware that prices change frequently.

REVIEWS

Read reviews at Digital Photography Review www.dpreview.com, and Digital Camera Resource Page www.dcresource.com

UPLOADING PICTURE FILES

Photo files can be uploaded from your camera to your computer in two ways:

note: **Never upload picture files into the ART folder.** This is not for storage!

Card Readers

- Remove the Memory Card from the camera
- Plug it into a Memory Card Reader
 - the Memory Card will appear on the Desktop as a disk
- Copy the files from the Desktop into the TEMP folder
 - into a folder called 'yourName_F05'
- Work on your files as needed
- Backup your files at the end of your work session and take them with you
 - Burn them to CD-R, or copy them to Memory Stick, Memory Card, iPod or Zip.
- Eject the Storage Device with [CMD] E key or drag it to the EJECT icon in the Dock.
- Delete the files from the TEMP folder, so other people have a space to work.

USB Connection

- Connect your camera to the computer with a USB cable (supplied by you)
 - (use the USB extension cable)
- The Camera will appear on the Desktop as a disk.
- Follow the steps above.

PERSONAL STORAGE

Computers, their TEMP folders, and the ART shared folder are not for personal storage of picture files. All picture and project files must be saved to Personal Storage Devices and taken home. They are not so heavy. Delete these files from the computer once they have been backed up. If there is not enough available disk space, Photoshop will choke.

BASIC WORKFLOW

- Create a folder in the TEMP Folder called 'yourName_F05'
- Save your working files there.
- Transfer your files to your personal storage device at the end of your work session.
- Take your files with you on CD, Memory Stick, ZIP, iPod, or in your Camera Memory.
Always have your working files with you and always be prepared to work.
Instructors should never hear the phrase, "Oh, I didn't bring my files with me today. Can I hand them in next class?" or worse, "Can I leave?"
- Delete your files in the Temp Folder.
The more files there are on the hard drive the slower the computer becomes.
This is especially true with PhotoShop. A computer will eventually run out of space to think and will stop working all together!

COMPACT DISKS

All computers in the Lab have built-in CD Burners or DVD burners. The MacIntosh Operating System includes an app called 'Burner' that can be used to easily burn files to CD-R, but not to a rewritable disk. Purchase at least a 10 pack of blank CD-R **not CD-RW** disks for the semester.

MEMORY STICKS

There are only 3 brands of Memory Sticks that will work in the un-powered Mac keyboard slot: Sony MicroVault, SanDisk MicroDrive (not MiniDrive), Lexar JumpDrive
If you know of any others that work in the Mac keyboard slot, please let your instructor know.
If you have some other brand, use the black USB extension cable.
Never attempt to plug anything into the back of the computer. All USB ports are already used for peripherals.
No one should ever touch any the cables back there.
This is the main problem in the Lab. People disconnect things and then do not put them back the way they found them.
This is the general definition of the word 'self-centered'.
Write your name of all of your memory cards.

ZIP DISKS

While Zip disks are quickly becoming obsolete, they are a rather inexpensive way to store picture files. The G4 computers have built-in 250MB Zip disks. If you wish to use these buy a couple of Zip disks. Buy them MAC formatted unless you will be working on a PC elsewhere.

CAMERA MEMORY and IPOD

Your camera can be used as temporary storage device. The memory card in the camera can be written to just like a disk or memory stick. So can your iPod!

DESKTOP FILES

There should **never be any files saved to the Desktop**. This is similar to graffiti - unwanted visual noise. Always save files to the TEMP folder on the Desktop. Then take those files home and delete them from the TEMP folder.

GENERAL ETTIQUETTE

No Smoking in the building.

No food in the Digital Studio.

Crumbs, let alone liquids, will destroy keyboards. Mayonnaise and prints make a bad combination.

Do not touch the screens!

Fingerprints on the glass interfere with the appearance of the images.
Clean the screen surface periodically with alcohol swabs or Windex.

Clean the keyboards at semester start and periodically thereafter with alcohol swabs.

Clean up any scraps of paper or left behind test prints, even if they are not your trash.
Collect empty ink carts into the appropriate storage location.

Double-check the functionality of your computer and all peripherals before you start working.
Double-check the functionality of your computer and all peripherals again before you leave.
Report any problems immediately to your Instructor AND the Area Head, Steven Berkowitz at berk@temple.edu.

Close down all applications, and log out when finished working.

PERIPHERAL ACCESS

EPSON PRINTERS

There is only one computer connected to any one printer. This is very deliberate!

When the printers were networked, and any printer could be accessed by any computer. This was an absolute nightmare! No one really knew where their prints were coming out, and many people's test prints ended up on other people's expensive final print paper. This created a great deal of confusion, and wasted a lot of paper and time. Then we changed the Lab to "one printer - one computer".

PRINTING WORKFLOW

- tweak your picture on your assigned computer
(or whatever is available during open lab hours)

Then, when you are ready to print,

- copy your files to your personal storage device (CD, Memory Stick, ZIP or iPod)
- physically move to another computer with the printer of your choice, and then
- print your pictures

If you think that is too much trouble,
then you fit the description of 'self-centered'.

PRINTER SETTINGS

If a print comes out terribly wrong, do not walk away cursing at the printer. The most probable cause is improper print settings.

Use **PRINT WITH PREVIEW** from Photoshop [CMD] [OPT] P.

Open **PRINT SETTINGS** from the 3rd pull-down menu and:

- select the right paper type (Enhanced Matte or Velvet will raise the quality)
- select the right speed (use **ADVANCED SETTINGS** and turn 'High Speed' off)

Open **COLOR MANAGEMENT** and set the appropriate choices:

Quite often, the setting below will work just fine for Black & White or Color:

- source space: Adobe RGB (1998)
- profile space: Same as Source (or the profile for your specific paper)

Change from **COLOR MANAGEMENT** to **OUTPUT** and add a 1 point black border.

PRINTER INK REPLACEMENT

If a printer runs out of ink, **do not walk away** and leave it blinking in despair. Get the inks cart replaced immediately! This is your responsibility. Go to the Computer Services people in Room 401 and request that the ink be replaced. Stand in their office until someone comes with you to replace the ink. If they are hesitant to do so, write down their name and send it to the Photo Area Head, and their duties will be re-explained to them.

SCANNERS

The same workflow as described for printers goes for the flatbed scanners. Use the right machine for the job.

If you scan film or slides in a flatbed scanner you have to remove the Pressure Plate to turn on the backlight. Please **REPLACE the Pressure plate when you are finished.**

If you do not, these things will get ripped up and dirty. We have no repair budget!

If you are scanning film at higher resolution, you should be using a dedicated film scanner.

There are 2 Polaroid film scanners in the Lab (40000 dpi).

Learn how to use them. They were bought specifically for this purpose!

LASER PRINTER

The only Laser Printer in the Lab is the Laserjet called 421B-Q. Connect to this from the Printer or Page Setup Dialog Box.

PRINTING PAPERS

Proofing Papers:

HammerMill Multi-Project Matte (double-sided)				
7 mil / 138 gsm	8.5 x 11"	100 sheets	Staples =	\$10.99

Do not use Epson Matte Heavyweight or Photo-Quality Inkjet paper in this Lab!

Print Papers:

Adorama Double Sided Matte Surface Inkjet Paper				
8 mil. / 44 Lb. / 165 gsm	8.5 x 11,	50 Sheets	Adorama =	\$15.49
Epson Premium Lustre RC Inkjet Paper				
10.4 mil. / 251gsm	8.5 x 11,	50 Sheets	Adorama =	\$28.95
Hahnemühle Matte Art Proof				
110 g, Smooth,	8.5" x 11",	50 Sheets	Adorama =	\$32.99

Do not use high gloss papers in this lab!

Archival Papers:

Epson Enhanced Matte Inkjet Paper,				
192 gsm	8.5 x 11"	50 Sheets	Adorama =	\$13.95
Adorama Projet Elite Picture Rag Paper (warmtone or cooltone)				
190 gsm (also 250 & 300 gsm)	8.5 x 11"	25 Sheets	Adorama =	\$21.95
Adorama Projet Elite Velvet Smooth Paper				
250 gsm (also 335 & 500 gsm)	8.5 x 11"	25 Sheets	Adorama =	\$22.95
Hahnemühle Matte Photo Rag				
188 gsm, 100 % Rag, Smooth,	8.5" x 11"	20 Sheets	Adorama =	\$21.95
Epson Velvet Fine Art Paper				
19 mil	8.5 x 11",	20 sheets	Adorama =	\$27.95
Crane's Museo Fine Art Inkjet Paper,				
	8.5 x 11"	25 Sheets	Adorama =	\$29.95

Special Papers:

Hahnemühle Matte Photo Rag Duo				
196 gsm, 100 % Rag, Natural White Mould-made Watercolor Paper	8.5" x 11",	20 Sheets.	Adorama =	\$32.95
Hahnemühle Matte German Etching				
310 gsm, 100 % TCF pulp, Natural White Mould-made Watercolor Paper	8.5" x 11",	20 Sheets	Adorama =	\$23.95
PictoRico OHP Overhead Transparency Paper				
This is the only transparency paper to be used in the TUCC Photo Lab.				
	8.5 x 11" -	15 Sheets	Adorama =	\$16.95
Epson Iron-On Paper (Cool Peel for Gel Transfer)				
	8.5 x 11" -	10 Sheets	Adorama =	\$12.95
Projet Inkjet Transfer Paper for T-Shirts,				
	8.5 x 11,	10 Sheets	Adorama =	\$9.95
Pictorico Premium Poly Silk Fabric				
	8.5 x 11" -	10 Sheets	Adorama =	\$17.95

Note: these prices are always subject to change

Absolutely **no prints on plain paper**, such as bond paper, laser print paper, copy paper. Avoid any commercial Photo papers, such as Kodak, Konica, and especially Staples brand, etc.

EXHIBITION PRINTS – POW's

PICTURES of the WEEK

The best photographs from each person will be selected at the end of each crit. These prints will be hung on the POW wall and will remain there until the next crit by that person. You are expected to immediately go and make another print of this picture. This demonstrates your mastery of printing.

STUDENT WEB SITE / VIRTUAL GALLERY

The POW Exhibition Wall will be duplicated online as a class web site. The best student work from each critique will be published on the AAE Photo web site. Web images will be for each critique using the POW's that are selected by the class.

Everyone is responsible for getting their picture scanned, and creating an individual web page for the current Picture of the Week, a full-page version of the picture, and a thumbnail for the index page. Guidelines for creating these objects will be taught and the specs are posted on the Educational Web Site, www.berk-edu.com.

Basically this includes:

- a Web Picture
 - 384 x 512 for 3:4 pix or 384 x 576 for 2:3 pix
- a Thumbnail at 25% of this size
 - 96 x 128 for 3:4 pix or 96 x 144 for 2:3 pix
- a Web Page
 - built from the class Template file

It is important that all file names be **exactly** to spec and remain **consistent** throughout the semester. Web design is very particular in this way.

Web Pix your_nameC1W.jpg
Thumbnails your_nameC1T.jpg
Web Pages your_nameC1.html

POW's will be scanned during the first 15 minutes of the next class after the critiques. You must bring your picture files to every class. The site generation is partially automated, so **no late pieces can be accepted**.

Not having your work done means that you will miss the opportunity to have your work seen in an international venue, and your grade will drop.