Digital Graphics
Photoshop cs / Illustrator cs

Name: _____

Date: _____

Notes - Basic Info for Class

Paperless Classroom
We are going to try having a paperless classroom. This means there will be no handouts and you will not print out your assignments - they will be graded on the computer, either in class or you will email your assignment to me. An exception to this might be projects.

Website
Other files or handouts that you will need are located at http://www.geocities.com/whsharris OR you can get there from the WHS site - www.winnacunnet.org click on "Faculty" then "Teacher Web Pages" then "Lisa Harris"

Email Access
Students will need to have an email account to hand in their work. WHS does not provide email for students.   There are many providers that have free email service, these include Yahoo, Comcast, Hotmail, etc.   My email at school is LHarris@winnacunnet.org

Student Files
Student files are located on the Q:\ drive. Go to "My Computer" the path is: Q:\Harris\Digital Graphics. You will need to copy the lesson folders to your ID#. Do not work off of the Q:\ drive - you can not save your work there. This network is only available from WHS. You cannot access your work from home

File Organization
On your ID#, create a folder for Digital Graphics, create subfolders for Photoshop, Illustrator and Projects.

Naming/Saving Files
When saving files to your ID#, name the files according to the directions in the book or on the coversheet for each lesson. Do not make up names.

Labeling Documents
All documents need to be labeled with your name and the Lesson/Project ID (ex. Harris L2P4). This needs to be typed in the document and saved with your name, on your ID# - no exceptions.

Printing
Most work done in this class will not be printed. However, when you do need to print, always check the image size before you print - to make sure that it will fit on the paper. Letter size is 8.5" x 11"
In PS - Image/Image Size
In Ill. - File/Document Setup

Screen Shot / Print Screen
Some assignments will need to be printed using the "Print Screen" method. When your work is on the screen, press the "Print Screen" button on your keyboard (to the right and up from the "backspace" key). This captures the image on your screen and saves it to the "clipboard". Now the image can be pasted into InDesign or Word as an image. This also allows you to add text, such as your name and project ID to the document that also shows the screen shot. Save this document and print it when requested.

Handing in Work
Each lesson in Photoshop and Illustrator has a direction sheet. These directions are located on my website for you to refer to. You are responsible for reading the directions on the coversheets. Some lessons have only one project, some have 4 or more. Projects will be graded as you complete them. You will email your completed work to me.

Work to be viewed on the monitor
These projects will be identified with instructions for you to have the teacher view your finished work on the computer monitor. Read the coversheet to properly identify these projects.

Computer Lab Resources
Students are expected to reduce, reuse and recycle. Print only when asked to. Use the recylce bin by the printers for paper only - use this paper to write passes. Use the recyle bin in the front of the room for bottles & cans.