

General Access Computer Lab

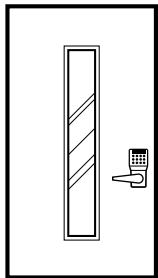
LOCATION: **112 S. Michigan Ave. / MI 901**

PHONE: **312.345.3766**

EMAIL: **galabhelp@saic.edu**

WEB: **<http://www.artic.edu/saic/programs/resources/crit/labs.html>**

The General Access Computer Lab (GALab) acts as the main general access computer facility for The School of the Art Institute of Chicago. Access to the GA Lab is available to current SAIC students, continuing studies students (for the duration of class enrollment), and all SAIC faculty and staff. The GALab is currently located in the 112 S. Michigan building, MI 901.



901

Open Access

**Monday - Friday
10 am - 9 pm.**

**Saturday - Sunday
10 am - 6 pm.**

Specialized equipment includes: Intel imacs, DV NTSC video editing stations, laptop stations, flatbed transparency scanners, a multi-slide scanner, two Imacon drum scanners, an 11x17 scanner, and 9x12 scanners, two Epson 2800 inkjet printers, and color and B/W laser printers.

Hardware in the lab:

- 12 Intel 24" Imacs
- 2 8 Core Mac Pros
- 2 Imacon Drum Scanner
(additional authorization required)
- 5 Flatbed Transparency Scanner
(for scanning slides and other film)
- 2 DV NTSC Mac Pro Video Editing Stations
- 2 Laptop Stations
- 2 11x17 Flatbed Reflective Scanner
(for large format scanning)
- 1 Epson Multi-Slide Scanner
(for scanning up to 25 slides at a time)

Software in the lab:

- Apple Mac OS X Leopard 10.5
- Apple iLife
- Apple Final Cut Studio
- Apple Garageband
- Adobe Acrobat 9 Professional
- Adobe After Effects CS3
- Adobe Dreamweaver CS3
- Adobe Fireworks CS3
- Adobe Flash CS3
- Adobe Illustrator CS3
- Adobe InDesign CS3
- Adobe Photoshop CS3
- Audacity 1.3.5
- BEdit 8.7.2
- Flexcolor *
- Microsoft Office 2004
- Max/Msp 5
- Maya 2008 *
- Secure FTP 2.5
- Vectorworks 12 *

* (Not on all machines)

Items available for checkout:

See a lab monitor...

A Workstations

Checkout duration: 4 hours.

The workstations provide high-performance Intel imac computers. The computers are equipped with DVD burners and connected to a flatbed or specialty scanners. The are video editing and 3D design workstations available for checkout.

B DVD Tutorials

Checkout duration: 7 days.

Total Training DVD training for software may be checked out and used at home or in the GALab.

C Online Training

Checkout duration: 4 hours.

Online video training for software is made available through totaltraining.com.

D Wacom Tablets.

Checkout duration: 4 hours.

Wacom tablets and Stylus pens are used as an alternative to the mouse for a more natural illustration process on the computer. There are two tablets available for use in the GALab only.

E Film caddies and trays.

Checkout duration: 4 hours.

These are used with the Epson flatbed transparency scanners in MI 901 to mount your slides and other film types properly for scanning. These are available for use in the GA Labs only.

F Video Workstation

Checkout duration: 4 hours.

These workstations are 8 core Mac Pros with firewire NTSC MiniDV decks and video monitors attached.

G Imacon Drum Scanner.

Checkout duration: 4 hours.

The Imacon scanner allows for high quality scans from unmounted transparencies. **You must have an Imacon authorization.** This workstation is intended for scanning only. Please edit your scanned images at another station, to allow more opportunities for other users to reserve and use the Imacon.

If you need help:

There is a lab monitor on duty whenever the MC 901 lab is open. She/he is available as a resource for general hardware concerns and technical problems that may arise when using equipment in the labs.

The monitor can typically be found at the monitor station in MC 901. Users can refer to the lab staff for general lab questions or problems. **The staff can assist with specific questions, but is not available to teach entire programs.**

If you need in-depth instruction on software, please refer to one of our training DVDs or consider taking a formal class. Additionally, all software applications have help documentation available through their **Help** menus. The lab monitor can get you started.

Reserving workstations and other items:

As a convenience, workstations, peripherals, and tutorials can be reserved.

- 1 A reservation must be made in person with the lab monitor.

Leaving a note with reservation requests will not be processed. You cannot make reservations over the phone **unless you are faculty**.

Changes to an existing reservation can be made over the phone.

When the reservation details are committed, a form with reservation details will be automatically printed for your convenience.

- 2 You have a **15 minute** grace period to pick up your reservation before the items reserved are free for use to other lab users.
- 3 Please see a lab monitor to pick up your reservation.

An agreement form will automatically print out for you to sign (see the following page for details on the agreement form, fines and holds).

The agreement form:

Lab users will be given a form to read and sign for any items checked out to them. It will be kept on file in the lab for the duration of the checkout.

- 1 **Sign the agreement form.** The lab monitor cannot check out any equipment for you without a signed agreement form, especially for items that may leave the lab or the building.
- 2 **If you damage equipment intentionally or by improper use, you will be fined.** Please follow the instructions and read the information packets provided during the authorization process to ensure proper use of the specialized equipment in the lab.
- 3 **Be aware of the checkout length.**
- 4 **We are not responsible for the loss of your personal files.** Leave your files on the workstations at your own risk. Since any files your store on the computers resides on public storage space, any lab user may have access to them. Files may be deleted by lab users when the disk is full and must be emptied for further use. We strongly recommend using an external storage device. See the storage issues section of this packet for more information.
- 5 **Log out when you are done.** This will clean up the memory of the computer and will automatically close any running applications, keeping the workstation running smoothly for a longer period of time.

Bear in mind that many websites will remember your login information (such as Webmail) until you close the web browser. **Please quit the web browser you are using to ensure that no one will have access to your personal web accounts.**

Fines and holds:

Note: Fine penalties are in place to protect the computer equipment and reservations made by other users. If a user receives a fine and does not clear it within 30 days the fine will turn into a hold. **The possible reasons for getting fined:**

- ❑ Returning items past their due return time.
- ❑ Misusing/damaging the computer equipment.
- ❑ Having food or drink in the lab.

Once your account is fined and eventually placed on hold, you cannot check anything out at SAIC.

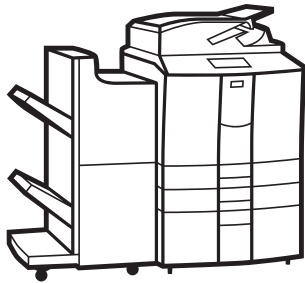
To pay a fine, you will be charged by the Lab Monitor using ARTICard ARTICash

- 1 **Workstations and Scanners**
\$24 dollars per day (pro-rated).
- 2 **DVDs**
\$3 dollar per day.
- 3 **Film caddies and trays and Wacom Tablets.**
\$10 dollars per day (pro-rated).
- 4 **Food or drink in the lab.**
\$15 dollars per incident.

Overnight Open-Access

Currently enrolled students, continuing education students, faculty and school staff get access to MC 901 outside of its listed monitored hours with their ARTICard. The door of the GALab locks automatically during these hours. You must be signed in with the security desk for overnight access

How to print at the lab:



COLOR PRINTER: **Mi901_Canon2880_PrintQ**

8½×11: \$0.49 per sheet

11×17: \$0.89 per sheet

B&W PRINTER: **Mi901_Canon5055_PrintQ**

SUPPORTS
DOUBLE-SIDED
PRINTING

8½×11: \$0.06 per sheet

11×17: \$0.12 per sheet

Note: You can also print to the same printers in MC901 from the 9th floor hallway ports.

- 1 You can print from almost any application by selecting the menu options:

File > Print...

A print window (appearance may vary based on application) should appear allowing you to set printing options.

- 2 Under the **Printer** pulldown menu, select one of the two printers listed above.

- 3 Set the necessary printing options, such as copies, page ranges, and orientation.

If you are using the B&W printer, you can print double-sided by selecting the **Copies & Pages** pulldown menu and selecting **Layout** from the list.

Note: If you do not see a pulldown menu labelled **Copies & Pages**, the Print window is likely a custom window provided by the application. In this case, click on the **Printer** button, usually located at the bottom left of the dialog, and a second window should appear with the pulldown menu inside.

In the **Two-Sided** section, select either **Long-edged binding**, or **Short-edged binding**.

- 4 Click the print button. A window should appear showing the progress of sending your print job to the Uniprint server. After a couple of seconds, another window will appear asking for a username and password.

You can enter any username/password combination you like. This information will only be used to protect your print job while it waits in the print queue.

- 5 Go to the appropriate printer and paystation in MC 901 (The printers are labelled appropriately). Swipe your ARTICard in the magnetic reader by the paystation.

- 6 You will be automatically logged into the print queue for that printer. Your document should appear on the list, with the **Owner** listed as the username you entered in step 4. Select the print job from the list and click on the **Print** button.

The funds on your ARTICard should appear near the bottom, as well as the total charge for the job you have selected.

Note: Degree-seeking students are allotted \$24 of ArtiPrint funds (Continuing students receive \$12) every fall and spring semester for B&W printing at the GALabs.

- 7 A pop-up window will ask for a password. Enter the password you typed in step 4. Your print job should begin spooling to the printer.

How to network your files from one workstation to another:

You can move your files from one workstation to another using network file sharing, however this is only appropriate for smaller files. For large files, like video projects, use an external hard drive or read the section on FireWire Target Disk Mode.

1 Open a new Finder window. You can do this by clicking on the Finder icon in the Dock.

2 In the sidebar of the Finder window, click on the triangle next to “shared”.

If you do not see a sidebar, click on the button located at the top right of the window’s titlebar.

3 Some folders should appear in the Finder window. Click on the folder labeled **Local**.

Note: When the Finder is viewing network items, it may take several seconds for the window to display the complete list of folders and/or servers, since it takes some time to gather information about the local area network. If you can’t find what your looking for, it is a good idea to wait several seconds for the contents to fully appear.

4 Dimmed icons should begin to fill the Finder window, each alias representing a computer on the local network. In this list are aliases for all the GA Lab computers.

To aid in finding these aliases, set the Finder window from icon mode to list mode by clicking the middle button of the following set:



5 The aliases for the GA Lab computers in this list consist of “MC901” and then a number. ex: **MC901 C-3456-CP**.

If you know which workstation you want to transfer your files to or from, use this number to identify it in the network list.

6 Double click on the alias for the GA Lab computer you want to connect to. After a couple of seconds, a window should open asking for login information.

You can either choose to connect as a **Guest**, or a **Registered User** (default). You want to connect as a Registered User, and by default, the correct login information should already be provided in the Username and Password fields:

Username: **student**
Password: (none)

If the fields do not contain the above login information, enter it now. Click on **Connect** when finished.

7 The GA Lab computer you are connecting to should now be mounted on you current desktop with the label **student**. This represents the portion of the remote computer’s hard drive that is available for lab use.

If you browse this mount, you will see the home folder of the networked computer, including folders such as the Documents, Music, and Movies folders. The desktop of the remote computer is in the **Desktop** folder. To transfer files, simply drag-and-drop your files to and from this mount.

When you are done, drag the mount to the Trash to disconnect.

File storage issues and solutions:

The workstations in the GALab have large hard drives available for your convenience. However, there are several issues that lab users should be aware of when using them for storage. This section outlines some important points to help avoid loss, deletion or manipulation of files.

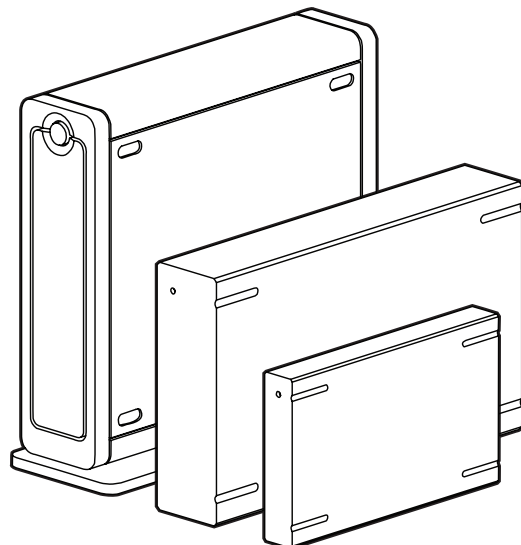
- 1** The default Macintosh HD is mainly reserved for system and application files only. The **student** login available to lab users does not have permission to install any additional applications or plug-ins that require administrator privileges.
- 2** **The hard drive of a workstation is available to all lab users.** Because it would be virtually impossible to provide every lab user with their own protected partition of hard drive space, there is only one login user (student) available in the GA lab provided at each workstation.
- 3** **Files that you store on the workstations can be opened, modified, and deleted by other lab users.**
- 4** **Files stored on the desktop may be moved by lab staff into the Documents folder.** In an effort to maintain a clean working environment at the GALab, any files left cluttering the desktop will be moved to the Documents folder.
- 5** **Older files may be deleted by lab staff if hard drive space runs low.** Proper usage of the workstation is inhibited when large files such as video projects fill up the hard drive.

Personal storage options:

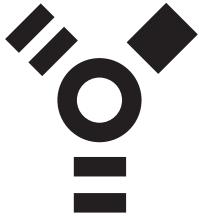
Because we can not guarantee that your files will be secured in the GA Labs, we highly recommend getting an external drive, especially if you plan to use the labs for video editing or other tasks that require large amounts of disk space.

Desktop external hard drives are drives that typically have a lot of storage space, however they require AC power to run and may be unwieldy to transport.

Mobile external hard drives are drives that are designed to be compact and portable, but usually don't have as much storage space as desktop external hard drives. These drives typically do not need AC power as they draw power from the FireWire or USB bus itself.

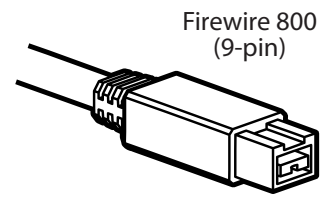
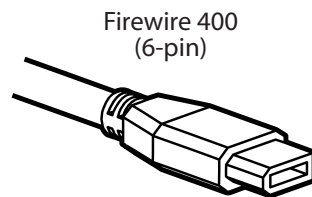


Connecting computers via FireWire Target Disk Mode:



You can transfer files between two Apple computers using Firewire **Target Disk Mode**. By booting one of the computers in this mode, it becomes an external hard drive which you can mount on another computer via FireWire. It is the fastest way to transfer large files between computers, exceeding the speed of an ethernet network.

Note: You will need a Firewire 400 cable (or Firewire 800 if both the computers support this bus) to perform this operation. If you do not have a Firewire cable, you can check one out from the Media Center in MI 805.



- 1 Shut down the computer (typically the laptop) that you wish to mount as an external hard drive.
- 2 Turn the computer on. Press and hold the **T** button on the keyboard. Do not release until the computer has finished booting.
- 3 When the screen of the computer being booted shows a FireWire symbol on the screen, the computer is ready as an external hard drive.
- 4 Connect the computer running in Target Disk Mode to the computer running normally with the FireWire cable. After a couple seconds the entire hard drive of the Target computer should mount and appear on the desktop as an icon. Typically it is labelled **Macintosh HD**.
- 5 When you are finished using the hard drive of the Target computer, unmount it by dragging its icon to the trash. When it disappears off the desktop, it is safe to remove the cable and shut down the computer running in Target Disk Mode.

