

# Studio Foundation Digital Media Resources

Fall 2012, v.1.2

*Welcome to Studio Foundation. This document describes some of the resources available to you in the Studio Foundation department in support of your digital media assignments in Visual Language and TIME. Please read this carefully and if you have any questions, come see us in the Studio Foundation Cage. Visit our web site for updates. Have a great semester!*

## Studio Foundation web site

We maintain a web site at [sf.massart.edu](http://sf.massart.edu) providing news and information related to the department. Resources include lab hours, cage policy, handouts, manuals, safety guidelines, and more.

## Studio Managers

There are two Studio Managers supporting the department: **Kyle Brock** is responsible for Form Study, Drawing, and the Form Study Lab, you may reach him at 617.879.7530 (office) or email to: [kyle.brock@massart.edu](mailto:kyle.brock@massart.edu), **David Tamés** is responsible for the Cage, Visual Language, TIME, and the Visual Language Labs, you may reach him at 617.879.7298 (office), 617.216.1096 (mobile) or email to: [david.tames@massart.edu](mailto:david.tames@massart.edu).

## The Cage

You may check out a variety of equipment from room South 306, a.k.a. The Cage. Inventory includes digital cameras, video camcorders, tripods, lighting kits, audio recorders, DVDs, books, two sewing machines, tool boxes, rulers, drawing boards, slide projector, overhead projector, etc.

***Please read carefully the cage policy on the web site.*** When you borrow equipment from the Cage you implicitly agree to abide by the cage policy. Standard check-outs are due back the next day at 10:00 a.m. Exceptions to the rule are described in the policy. Go to Resources > SF Cage on the web site and you'll see a page with links to the Equipment Policy, Cage Schedule, FAQ, and more.

To check things out from The Cage, you must be registered in a Studio Foundation course. This is determined by our online checkout system. If your name does not appear in the system, it may take up to 24 hours to update our records. So don't leave it to the last minute to borrow gear for the first time!

## Cage monitors

The folks who work in the cage handle equipment check-in and check-out and are also available to

answer basic questions about the use of the Visual Language labs, working with Photoshop, video editing with Premiere (during Spring semester), printing, and the gear available from the cage. For advanced questions, don't hesitate to contact one of the Studio Managers or visit Digital Media Zone (described below).

## Open lab hours

Open Visual Language lab hours are Monday, Tuesday, and Thursday 6:45 to 10:00 p.m. and Wednesdays 8:15 to 10:00 p.m. in South 305 and/or 304. The latest schedule information is on the Studio Foundation web site at Resources > SF Cage > Lab Hours. Additional lab resources include the Computer Arts Center on the 3rd floor of Tower. More information on these labs can be found at [inside.massart.edu](http://inside.massart.edu) and navigating to: Technology > Computer Labs and Campus Resources.

## Printing stations and additional iMacs

In addition to open lab times, workstations for printing, scanning, or working with Photoshop are located in and around the Cage area. These workstations are available whenever the cage is open and printing takes priority over other uses. If you need to print to the Canon ink-jet printers, you'll have to use one of the workstations in the Cage.

## Digital Media Workshops

Embedded in the Visual Language and TIME courses are a series of Digital Media Workshops. These sessions cover digital media skills including digital photography, working with Photoshop, scanning, printing to both the color lasers and ink-jet photo printers, videography, and video editing with Adobe Premiere. The workshops offer you an opportunity to develop the digital media skills required to complete digital media assignments in Visual Language and TIME as well as your ongoing work. These workshops may be taught by your Visual Language or TIME teacher, or a technology instructor (this varies between class sections). Re-

sources related to the Digital Media Workshops are available by visiting the web site and choosing Resources > Visual Language or Resources > TIME.

## Digital Media Zone

Digital Media Zones are special open lab hours that start off with a structured demo during the first 45 minutes or so and are then followed with open lab time an instructor in the house who will answer your questions and show you basic digital media techniques. This semester Digital Media Zones will be held 6:45 to 9:45 p.m. on Tuesday and Thursday evenings in South 305. This is the best time to come in and work on your assignments or catch up if you missed a Digital Media Workshop. If you are in the one TIME section this semester, additional support will be handled on a case-by-case basis.

- *Thursday, 9/13*: Basic workflow, camera
- *Tuesday, 9/18*: Basic workflow, camera
- *Thursday 9/20*: Photoshop, color laser printing
- *Tuesday, 9/25*: Photoshop, color laser printing
- *Thursday 9/27*: Photoshop compositing, scanning, photo quality printing with the Canon ink-jets
- *Tuesday 10/2*: Photoshop compositing, scanning, photo quality printing with the Canon ink-jets

For the rest of the schedule and the latest updates, please visit Resources > Visual Language > Digital Media Zone on the Studio Foundation web site.

## Technology requirements

Both the Visual Language and TIME classes have technology requirements. These will be discussed further in each class, however, the essential requirements include:

### 1. Basic computer skills (Visual Language & TIME)

You are expected to have proficiency in basic computer skills before attending the Visual Language class. Using the digital cameras, working in Photoshop (Visual Language), printing, and editing with Premiere (TIME) will all be covered in class and/or Digital Media Zone.

### 2. USB flash drive (Visual Language & TIME)

You are required to purchase at least one 4GB or larger USB flash drive (and better yet two, because you'll want to backup your work). You must bring

the drive to class every day. Your digital media projects will be stored on your drive. Flash drives are available from the MassArt Bookstore and stores around campus (e.g. Walgreens in Brigham Circle and CVS in the Logwood Medical Area). Please be careful as drives are small and easy to lose! There is a lost and found fish bowl in the Cage for drives that have lost their owner.

### 3. Hard drive w/ FireWire 800 interface (TIME only)

While USB flash drives are handy for storing images and word processing documents, they do not offer the capacity and data transfer speed required for video editing. If you are taking TIME this semester, we recommend you obtain an external bus-powered hard drive with a FireWire 800 interface that's formatted for use on a Macintosh. More details are available on the web site at Resources > TIME > TIME Technology Requirements.

## One-on-one sessions

If you need more help with digital media techniques, or would like an in-depth demonstration of a specific piece of gear, you may schedule a one-on-one session with David Tamés (visit the cage or call 617.879.7298 to make an appointment).

## Lynda.com tutorials

MassArt students have access to the entire collection of online software tutorials at Lynda.com. For information on access, visit [inside.massart.edu](http://inside.massart.edu) and navigate to: Technology > Computer Labs and Campus Resources > Computer Labs General Info > Software tutorials by appointment and Lynda.com

## Tech Central

Tech Central is a separate facility that provides general computing support and equipment check out with a different set of policies. They are located in room 303 on the 3rd floor of Tower. To learn more, go to [inside.massart.edu](http://inside.massart.edu) and navigate to: Technology > Tech Central.

## Discounts on Adobe Creative Suite

Student pricing is available on several Adobe Creative Suite bundles. For purchasing information go to [inside.massart.edu](http://inside.massart.edu) and navigate to: Technology > Purchasing Deals and then click on the link under the Adobe Software heading.