

Art Department Computer Lab Information

No food or open drinks in the labs: Sticky spills; greasy, grimy mice and keyboards; trash on the tables. Yech! The custodians don't clean computers or the furniture they are on, so it's up to the students and teachers to maintain a neat lab. Please don't leave messes for others.

Shut down your apps when you leave: A common problem for lab users is that the previous users didn't quit their applications before leaving. Since many of the apps we use in Art are memory hogs your experience will be better if only the apps you need to use at the moment are running. Look at the Dock. If you see little lights below any applications you don't need right now, hold down the Control key and click on one. From the pop-up menu select "Quit" and go on to the next one. If you are in a lab with two-button mice you can right-click on the Doc icon instead of Control-clicking.

Automatic Shutdowns: For maintenance purposes the labs in LA5 will be set to automatically shut down at midnight.

Air Conditioned labs: If you're in an air-conditioned lab, DO NOT open any windows and KEEP THE DOOR CLOSED (or as close to it as you can get). Leaving a door open, even if it is only a few inches open, constitutes a "leak" in the A/C system, since the halls outside our labs are not in the A/C system loop. Open windows or doors will cause the A/C system to shut that room out of the loop for several hours before it tries to bring it back in again. Later classes will then come into a hot room and THEY will open or leave opened the windows and door. Because the A/C is shut off over night and on weekends this cycle can continue for weeks or even all semester. I have placed large nylon ties around the doorknobs of the LA5 labs. Wedge them into the doorjam and the door will stay unlatched for latecomers or when people need to leave the room.

Suitcase Fusion and font management: If Suitcase Fusion is in this lab you MUST use it to add or remove fonts on the system. DO NOT drag fonts into your Fonts folder and DO NOT use Fontbook! Suitcase is currently installed in LA5-369, LA5-373, and FA4-305.

Security: Labs should not be left open when teachers leave unless there is a paid student lab assistant present and a scheduled open lab hour.

Supplies: Do not ask the Computer Shop for paper for the laser printers. If toner or ink is needed you must go through your program head, since some programs buy their own ink and others order it through the Computer Shop.

Technical Problems: If there is a problem with computers or the projector in this lab please call the Art Department Computer Shop at 985-7937 or send an email to act@csulb.edu. We don't have time to spot check the labs during the semester, so if you don't tell us about problems we'll never know.

Things Windows users need to know about Macs

- A. While Windows keyboard shortcuts usually involve the Control key, Mac OS keyboard shortcuts usually involve the Command key, which has the funny looking four-loop symbol on it, and may have an Apple on it too.
- B. The Dock is similar to the Windows Task Bar, but there are several differences. Running apps will be shown on it with a little light under (or next to) them. In addition, shortcuts to favorite apps can be kept on the Dock even when they are not running. Accidentally dragging something off the Dock is reversible. Just find the app in the Applications folder and drag it back onto the Dock. The Dock is not for shortcuts to files or folders though. For that, use the left column of the Finder windows. It works the same way as the dock.
- C. Closing the last open window of an app does NOT quit the program! This is one of the big differences between Mac OS and Windows. Mac OS apps are quit in one of three ways:
 1. Go to the app's name menu (e.g., the Photoshop menu) and select Quit from the bottom of that menu;
 2. Press Command-Q on the keyboard;
 3. Right click (if you have a two-button mouse) or Control-click on the app's icon in the Dock and select Quit from the pop-up menu.

Be sure there aren't too many apps running at once, since low memory will slow down the system.