

### Upcoming Workshops for Students

Workshops	Date	Time	Location
Introduction to Photoshop	Jan 26 (W)	11:30 am -12:30 pm	Room 305, Marvin
Introduction to AutoCAD	Jan 25 (T)	3:00-4:00 pm	Room 305, Marvin
Introduction to 3dsMAX	Jan 27 (R)	2:30-3:30 pm	Room 119, Snow Hall
Intermediate Photoshop Session1	Feb 7 (M)	11:00 am -12:00 pm	Room 305, Marvin
Intermediate Photoshop Session2	Feb 9 (W)	11:00 am -12:00 pm	Room 305, Marvin
Intermediate AutoCAD Session1	Feb 8 (T)	3:00-4:00 pm	Room 305, Marvin
Intermediate AutoCAD Session 2	Feb 15 (T)	3:00-4:00 pm	Room 305, Marvin
Intermediate 3dsMAX Session1	Feb 17 (R)	2:30-3:30 pm	Room 119, Snow Hall

Please register at: <http://www.saud.ku.edu/train>

### Student FAQs

**Q:** How do I put money on my account?

**A:** Find the lab monitor and ask them to put money on your account.

**Q:** How come my CD won't eject from the computer?

**A:** To eject a rewritable CD you must go through Windows.

Click on My Computer and right click on the D drive. Then click eject.

**Q:** Which paper is on which plotter?

**A:** This may vary from time to time. Opaque and vellum can be loaded in on the 755 and Glossy is on the 800.

### Info for Students:

**Training opportunities:** Be sure to take advantage of the training opportunities listed above. These sessions are for you and free. You would be amazed how knowing the little quirks of specific applications would save you time. In addition if you need help in an application that is not listed feel free to contact Beverly at [acss@ku.edu](mailto:acss@ku.edu). We provide training seminars for groups but also one-to-one tutoring at no charge to you.

**Need extended plotting hours?** :If there is a large group project that

require multiple plots or multiple classes are plotting for different projects due at the same time you can ask your faculty. We implemented this 7 times during the Fall 2004 Session and it worked great. Remember that we are here to help you out as much as possible so don't be afraid to ask.

**Graduating?** :When you graduate you have the right to get the remaining balance from your computing printer account. Stop by Room 222 Marvin if you have a refund coming. Additionally use the online tools to check your printing account balance at <http://www.saud.ku.edu/pas>. You

may login with your SAUD username and password.

**Netrendering:** Speed up your rendering process by taking advantage of network rendering. Instructions to do so are at <http://www.saud.ku.edu/netrender>. The render farm consists of 12 dedicated machines and multiple lab and faculty staff machines that are available when the lab or staff machine is logged off. So don't take up 4 machines in the lab to render when you could be using a minimum of 16 (12 dedicated + 4 in the lab).

### Upcoming Workshops for Faculty and Staff

Workshops	Date	Time	Location
Outlook Management	Jan 24, 2005 (M)	2:00 - 3:00 pm	305 Marvin Hall
File Management	Jan 18, 2005 (T)	2:00 - 3:00 pm	305 Marvin Hall
Introduction to Photoshop	Jan 31, 2005 (M)	1:30 - 3:00 pm	305 Marvin Hall

Please register at: <http://www.saud.ku.edu/train>

### Faculty FAQs

**Q:** I keep getting messages from the System Administrator saying that my email account is over the limit, but my inbox is empty. Why?

**A:** Your Exchange account consists of more than just your inbox. You have deleted items, sent items, calendars and journals as well as a host of other folders that all can get filled up causing you to get these messages. To get help in archiving your email and advise on how to keep this from happening, please contact Beverly at [acss@ku.edu](mailto:acss@ku.edu)

**Q:** Why do we even have CD burners...it takes 45 minutes to format a CD...I just can't wait that long.

**A:** There are many ways to burn CDs and most of them take just a couple of minutes to complete. For information on managing files and when and what type of cds to use contact Beverly at [acss@ku.edu](mailto:acss@ku.edu)

**Q:** How can I request 24-hr plotting for my students:

**A:** Simply send an email to Beverly at: [acss@ku.edu](mailto:acss@ku.edu)

### Faculty Related Info

**Online Studios:** One of the new initiatives we have planned for the coming semester is the ability to put your studio online. The ability to conduct your studio in the normal fashion and also display your work or highlight projects on the web has been a critical issue for some time. With expanded efforts in the service area we can help this idea to become a reality. Simply point your browser to <http://www.saud.ku.edu/studio> to sign up.

**Digital Juries:** ACSS is in the middle of creating the ability to invite firms from around the world to attend and critique your student projects. By using online meeting technologies we can add a virtual presence to the jury process. Here is how it works: Schedule a jury time, notify ACSS of the jury time and give us contact info for the person you want to

have attending. We will then contact that person, assess the needs, provide a test environment and then set it all up at jury time. The students will see the person on the other end and the invitee will see and be able to participate in the jury itself.

**Video Conferencing:** ACSS will transform Room 214 into a high tech video conferencing room. This will allow for both private and public meetings incorporating current technologies involving video conferencing.

Don't forget the common services offered for both faculty / staff and students in the digital production center located in room 222 Marvin Hall. More information on the DPC is located on the inside of this newsletter.

