GRAPHIC DESIGN SOFTWARE   ART 3331–1 (26173)

GRAPHICS LAB AND CLASSROOM RULES

What is the "Graphics Lab?"
The Graphics Lab is a bring-your-own computer lab (with a couple exceptions) and an area for working on projects.

As a shared work and classroom space, its use is limited to graphic design Block students, graduate students, and undergraduate students enrolled in the Graphic Design Software course. Classroom use takes priority. Friends and family of students are not permitted in the lab.

The lab is located in between rooms 302b and 304b in the Fine Arts Building; that's the joined pair of rooms between the Junior and Senior Block studios.

Available for Use
• External monitors (limited number)
• Scanners (9x12)
• Black and white laser printers
• Paper trimmer
• Self-healing mat

Specialty Equipment
The vinyl cutter and lighting kits in room 302b of the Graphics Lab are reserved for use by Block students under the instruction of a professor. Do not attempt to use these at any point without direct permission and instruction from the Graphic Design faculty.

Cameras and some other, limited, equipment may be checked-out for use at the discretion of the Graphic Design faculty.

A cutting surface is provided in 302b. Never use an unprotected surface to cut materials—that means desks, lighted tracing tables, and any general purpose workstation or table.

Keep it Clean and Recycle
• No food or beverages in the lab.
• Keep computer screens clean. Don't touch them, point instead.
• Clean-up your work area. Remove all trash and paper from lab.
• Recycle paper as much as possible. Put partially printed paper in the recycling boxes near printers so it can be printed on its reverse side. Put completely used paper in the blue recycling containers located in the senior and junior studios.

Harmful Fumes, Vapors, and Chemicals
The Graphics Lab is not equipped to ventilate fumes. Do not use aerosol sprays, including spray mount, indoors. Limit the use of messy materials, like paints and inks, to rooms with sinks and clean-up supplies.

Respect
Take care to not disturb any project work stored in 302b by Block students.

General Lab
Paper trimmers, high-volume color printers, large-format printers, a large-format scanner, a graphics pen display, and a vinyl cutter are available to School of Art students in the General Lab. Most equipment requires training. This lab is shared with all students in the School of Art, and its use is a privilege—follow all instructional and warning signs. When in doubt, ask for help.

LAB COMPUTERS
Limited Access — First Come, First Serve
There are a limited number of computers available. Those without a personal laptop may alternatively use the design workstations located in the Fine Arts Building's General Lab, the Art and Architecture Library, and the MD Anderson Library's Media Lab. Speak with the appropriate facility's staff to inquire about availability and policies for use.

No Computer Customization
• Students are not permitted to customize lab computers.
• Students are not permitted to load personal software on computers with the exception of typefaces. If you load typefaces onto a computer, please remove them immediately after use.

Storing Files on Lab Computers is Risky
Do not store files on lab computers; all personal files should be saved on personal removable media before finishing a work session. Files saved to a computer will be deleted without notice. Always save files to your personal hard drive! *Always backup files!*

Report Computer Problems
When a problem arises with a computer, students should document the problem on the Computer Troubleshooting sheet located in each lab. Be as detailed as possible. This helps diagnose problems.