

## APPLICATIONS

This is a partial list of the specialized software available on the Digital Arts Classroom computers:

- Microsoft Office '08
- PEAK Express
- Adobe Illustrator CS3
- Adobe Photoshop CS3
- Adobe Acrobat Professional
- Macromedia Suite
- Logic
- Motion 2
- Soundtrack
- iLife '05 Suite (iMovie HD, iDVD HD)
- Final Cut Pro HD
- DVD Studio Pro

## IF YOU NEED HELP

Please refer to the program help files and our brochures if you are having problems using the equipment. If you need further assistance look for a student employee in a purple or green shirt. You can also make an appointment to meet with a specialist by contacting Sarah Kiley in the CTLT: 410-337-6066

## HONOR CODE & COPYRIGHT POLICES

Due to honor code policies, we are not allowed to teach you sound or video editing skills using your media. We will provide media at your training. Training is by appointment only. To make an appointment, email [CTLT@goucher.edu](mailto:CTLT@goucher.edu).

All patrons must adhere to Goucher College Copyright Policy, which can be found online. Copyrighted material may not be stored on Goucher-owned hard drives. Violators will lose all Digital Arts Classroom privileges indefinitely.

### Center for Teaching, Learning, and Technology

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# Using the Digital Arts Classroom



## RULES OF THE ROOM

1. You use this room at the risk of your own media. The Center for Teaching, Learning & Technology is not responsible for damage to your tapes, CDs, DVDs, flash memory drives, or external hard drives.
2. You are responsible for any damage to the machines/systems while using them.
3. You may not rearrange the setup.
4. Do not plug in your own camera. Use the decks set up next to each monitor.
5. If you need help, look for the student workers wearing green or purple Goucher IT shirts.
6. You may not eat, drink, or smoke in the Digital Arts Classroom. **Ever.**
7. If you need to leave your station, place an "In Use" sign on the machine. If others are waiting to use the machine and you are gone for over one hour, the technology assistant will save your work and log you off the machine.
8. Make sure you have reserved enough time for editing (15 minutes for every 1 minute of edited material for sound; 1 hour for every 1 minute of edited material for video.)
9. We do not have or sell media (VHS, DVD-Rs, etc.).

## IMPORTING AND EXPORTING MEDIA

**\* Importing/exporting is done in real-time. \***

Brochures on digitizing and exporting media to and from the computers are available outside the classroom. Types of media you can digitize and export include:

- VHS tapes, miniDV tapes
- CDs, music from iPods

## VIDEO EDITING

- Final Cut Pro automatically saves your documents to the internal hard drive for faster editing. If you are using Final Cut Pro, make sure to transfer your Final Cut Pro Documents (including Capture Scratch) to the Video Server from your user folder on the Internal Hard Drive **before you log out of the machine.**

## AUDIO FILE TYPES

You must choose the format in which to save your audio file. Three common formats are:

- MP3 (very common, cannot be saved to Darwin)
- WAV (large file, can be played on any audio-enabled computer)
- AAC (smallest file type, high resolution)

## SAVING YOUR WORK

Notice: You **MUST** save your video and sound files to the Video Server! If you have not already done so:

- Click on the icon labeled SAVE VIDEO FILES HERE.



- Create a new folder, naming it YOUR username. Save all video files in this folder. **Folders that do not abide by this policy will be deleted.**
- Create only one folder for yourself.