

First Class Instructions

Set-up Your Computer Folders

- In your Storage N: **drive (hard drive)** create a new folder named: **TGJ4M (+your name)**
- Burn this whole folder to your DVD once a week.
- Inside that folder, create the following sub folders:

Photoshop

Digital Photography

Animation

Video

Summative

Exercises and Tests

Working on (these are works in progress)

Media, Notes (this is for files that you may use...it is your library)

Everything that is marked needs to be filed the proper folders. Nothing in “Working on”, or “Media” will be graded.

Please note the white board:

DVD –RW - \$2.00 – Back up your work daily.

Headphones must be worn. This is a silent lab.

No phones (focus on your work).

No food or drink.