

Do NOT write down whats on the slides - take photos and download later

Adam Procter
Programme Leader
Games Design & Art

Do NOT write down whats on the slides - take photos and download later

Winchester School of Art

Technical Support

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Winchester School of Art
Technical Support

Slides

<http://edshare.soton.ac.uk/14795>

All the slides will be online , please take notes and ask questions



Key points

- iSolutions provides wide range of facilities for students
- Only up-front charge is for printing
- Use iSolutions computers or your own

iSolutions computing facilities

- You have your own University email account.
- We provide about 1700 PC workstations (running Windows XP) across the campuses, with hundreds of software programs.
- Filestore space for personal use is provided and can be accessed from our PC workstations, or from your own computer.
- Printers, scanners, and CD/DVD writers
 - The only service you pay an extra charge for is printing – all other costs are included in your tuition or accommodation fees.
 - Printing is done by print release. At your PC print as normal, go to the relevant printer or printer copier (which have more print options) and log on to release your print job.
 - All printing jobs not released will be deleted over night
 - Costs are shown near to printers
 - Printing credit can be added on-line (preferred) or at Value-Loader machines
- Internet cafés are available to check email and the web quickly, usually in the foyer/lobby of main buildings.
- Halls of residence also have small PC workstation rooms.

Using your own computer

- If you have your own laptop or other computer, wired and wireless internet access is widely available on the main campuses. Although the iSolutions PC's are Windows XP and have Office 2003 you can use a Vista/Office 2007 PC through our network
- You can download anti-virus software (Sophos) for free.
- Virtually every hall room has a high-speed internet connection, but wireless is not available in the halls of residence.

Technical Support at WSA

Support is split into 2 groups:

- iSolutions
- WSA Technical Services

Support for the general equipment such as Macs, PCs, scanners and Printers on campus is provided by iSolutions (via Serviceline) and the WSA Technical Services team provide specialist equipment and software support based within WSA.

iSolutions

iSolutions services



- Your own University account.
- Log into and access systems across all campus's
- Personal file storage
- Email
- Office 365
- Standard Printing, Scanning
- Halls of residence networking
- University wide Wifi
- Over 200 Macs specifically at WSA

www.southampton.ac.uk/ithelp

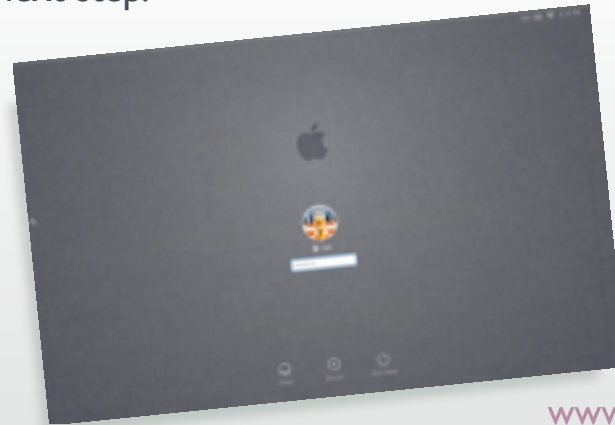
iSolutions support each faculty within the University to provide the needs of each Academic Unit (School) They support both staff and students and provide the core provision of hardware and software into each School. The support for using the hardware and software in general is via Serviceline - <http://www.soton.ac.uk/ithelp>

All of these services require your University account to be set up and you should make sure you get that done today if you have not already

Set up your account

www.subscribe.iss.soton.ac.uk

- Off campus, you can use any web browser.
- On campus, from a University Computer enter 'subscribe' in the username box. There is no need to enter a password. Then click OK to move to the next step.



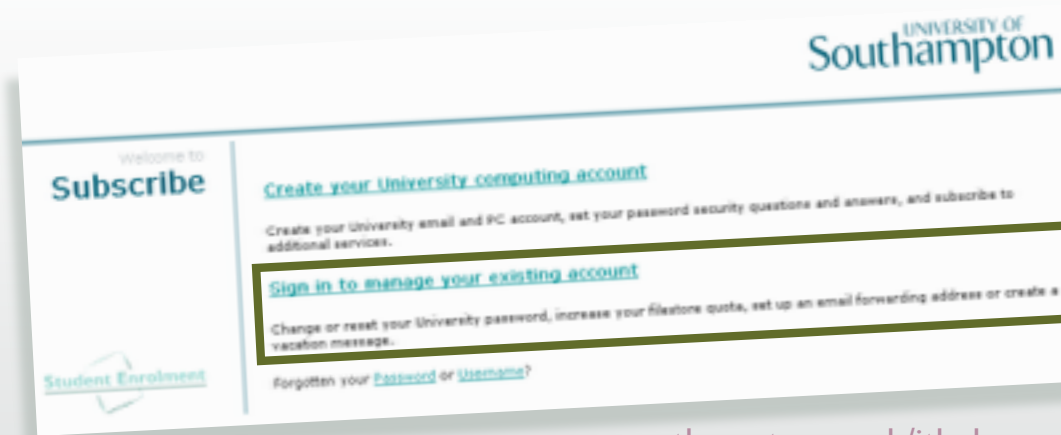
www.southampton.ac.uk/ithelp

The easiest way to set up your account is to use any Internet connection and visit www.subscribe.iss.soton.ac.uk or use any Machine on campus – user Subscribe and No password. this should take you to the same webpage

Managing your account - Subscribe

www.subscribe.iss.soton.ac.uk

- Change your password & security questions



www.southampton.ac.uk/ithelp

You can also manage your account from the same page

Keep your account **secure!**



- The University **never** asks for your password for any reason.
- You must not give your password to any other person or party, for any reason (this would be a breach of University regulations).
- Emails asking for passwords are frauds – don't reply.
- University passwords are valid for **6 months**.

Why is this important?

- Spammers often try to gain control of emails to send spam.
- The University could be blacklisted.
- The University might close your account, and take disciplinary action.

www.southampton.ac.uk/ithelp

Keeping your University computing account secure is very important!

On a number of occasions compromised accounts have been used to 'spam' users outside the University. This has resulted in the University being blacklisted.

The University never asks you for your password for any reason –

- If you get an email asking for your password, it is not from the University, however official it may appear.
- To enforce security, University passwords must be changed at least every 6 months.

Getting information

sussed the University's web portal

www.sussed.soton.ac.uk

- Accessible from anywhere
- Single point of access to all University resources



Blackboard

blackboard.soton.ac.uk

- Accessible from anywhere
- Personalised content for your modules



handbooks, timetables, project briefs, announcements, course documentation for your specific modules

EdShare

Shared Teaching Materials

edshare.soton.ac.uk

- Accessible from anywhere
- Teaching and learning materials from across the University



Open education materials from within the University. Not just from your modules and not just of you materials that are shared wider and from other parts of the University, something to note

Higher Education Apple Discount

- Huge discount on Apple Products <http://apple.procureweb.ac.uk/>



This discount is ONLINE only and provided more discount than in Store. All Purchases include 3 years hardware cover called AppleCare for ZERO additional cost. Windows and other hardware – http://www.southampton.ac.uk/isolutions/services/computer_purchase_agreement/index.php

How to get help

iSolutions

- <http://www.southampton.ac.uk/ithelp>
- Students Union / Cafe - Helpdesk (week 1 & 2)
- [The ServiceLine help-line](#)
 - Open from 8.30am until 6pm, Monday to Friday
 - 25656 (internal phone)

<https://www.printcoppayments.soton.ac.uk/>

A4 – 5p per side (black and white) or 25p per side (colour)

A3 – 10p per side (black and white) or 50p per side (colour)

WSA Technical Services



The WSA Technical Services team is on hand to help with the use of equipment, software and training on campus.

The WSA Technical Services team is on hand to help with the use of equipment, software and training. Throughout your course you will probably get to know all the technicians. Although each member of support has their specialised areas of knowledge, they have a broad understanding of many issues across the whole curriculum – if they cannot help then they know a (wo) man that can.

This introduction is designed to let you know who they are, how to get support and some information to get you started.

WSA Technical Services

Andy Brook
Technical Services Officer

Alison Wescott	Fashion
Andy Reaney	Printmaking
Natalie Thompson	Digital Textiles
Celeste Carleton	Specialist Printing / Digital Media
Chris Carter	Fine Art / 3d Printing
Lawrence Mutisya	Specialist Printing / Digital Media

WSA Technical Services

Claire Mantell

Jane Smith

Leesa Miller

Mark Adams

Dave Clark

Adrian Baxter

Rob Hames

Fashion & Textile Design

Textile Design

Fashion

Fine Art / Exhibitions

Digital media / Photography

Time Based Media

Painting / Wood workshop

Campus Computing

Wifi - Campus Wide use any Device on Eduroam*

Standard Computing - The majority of our computers are Apple Macs situated in open access computer studios, your design studios and teaching spaces and are for the creating digital work at WSA.

Specialist Computing - These machines are found in Studio locations connected to specialist equipment like our Digital Shima Seiki knitting machines.

Our computers are spread throughout the School to integrate Studio Culture with Digital Practices.

We have Wifi across the entire Campus - connect to **Eduroam from any device (and as many as you want)** open a browser and log in with university username and password.

In this instance add @soton.ac.uk to your username (all other services you don't need this part)

We have 2 types of Computing in our spaces considered Standard or Specialised

Key Computing Locations

- Mac Suite 1 & 2
- Computer Centre 1 & 2
- Mac Lab / Time Based Media

These locations are open to all students and some of your training sessions may run in them so its a good idea to get to know the locations in advance.

Campus Map Winchester School of Art

come to the Winchester School of Art Campus. This map is designed to help you find your way around, and make you aware of the services and facilities available on campus.

East Graphics Building	West Side	Admin & Fashion Building	East Side	The Rotunda
1. Seminar Rooms 6,7,8, 9 & 10	1. Winchester Gallery	1. Main Reception	1. Students Union / Cafe	MA GMM
2. Mac Lab / Time Based Media	2. Seminar Rooms 1161, 1163, 1165	2. Student Office	2. Art Shop	! Assembly Point
3. MA Communication Design	3. Media Stores	3. Student Support	3. Quiet Room	P On-site parking is for permit holders. Some visitor parking may be arranged on an ad-hoc basis.
4. Games Design	4. Mac Suite 2	4. Fashion Studio 3	4. Computer Centre 2 & Mimaki Printing	Apple Authorised Training Centre
5. Gaming and Hack Lab	5. Finance Office	5. International Support	5. Printmaking Workshop	
6. Games Design	6. Photography Studio & Darkrooms	6. Fashion Studio 1	6. MA FTD Studios	
7. Photography Studio	7. Library	7. Fashion Studio 2	7. Fine Art Studios/Workshops	
	8. FTD Studio		8. TShirt Printer	
	9. Fine Art Studio		9. Creative Services Centre	
	10. MA Fine Art Studio		10. PhD Studio	
	11. Lecture Theatre A		11. Fine Art Studios/Workshops	
	12. 2105A Bookable Space		12. Mac Suite 1	
			13. Computer Centre 1	
			14. Assistive Technology	
			15. Fine Art Studio	
			16. Lecture Theatre B	
			17. Fashion Marketing	
			18. Fashion Marketing	
			19. FTD Workshops	
			20. FTD Studio	
			21. Graphic Arts Studio	
			22. Graphic Arts Studio	
			23. Seminar Room 1	
			24. Seminar Room 2	
			25. Harvard Lecture Space	
			26. Graphic Arts Studio	



<http://go.soton.ac.uk/lynda>

- Online video training tutorials
- Covering all our specialist software Photoshop, Illustrator and Indesign
- And much much more.
- on and off campus !!

Become a member | products ▾ | support ▾

lynda.com

subject ▾

software ▾

author ▾

new ▾

lynda.com » Design

The best online video training for Adobe and much much more, free for you as a University of Southampton student.

Staff will point you to some of these materials however I recommend that you check this regular and try to schedule in 2 hours a week to view material on the Lynda library, they have a host of training on.



www.bobnational.net

- BoB National.
- enriching teaching and learning with moving image



<http://southampton.slack.com/signup>

Team communication for the 21st century.
Sharing Resources, Knowledge and Skills.

we have a slack team and channels set up for various parts the School which enable you to share and converse over your projects you are undertaking, we have launched this this year as a back channel to your studies and see this as a resource space. however you have to fill it with stuff – so we are encouraging you to share your findings and discussions on Slack around the projects you undertake

Just have a look at try it out



<http://southampton.slack.com/signup>

Backchannel is the practice of using networked computers to maintain a real-time online conversation alongside the primary group activity or live spoken remarks.

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Just have a look at try it out



<http://wsa.wikidot.com>

Specialised online resources.

A few of our dedicated facilities

- Short-term loan of specialist equipment, ranging from welding equipment, digital audio recorders, cameras, tripods, lighting and much much more.
- On site digital colour printing facilities for all types of work from large format paper to rigid materials (wood etc.).
- Laser Cutting, 3d scanning and Printing
- Specialist offsite printing submission and delivery service from Southampton Print Centre.
- Photography Darkrooms and Studios.
- Screen Printing, Dyeing and Fabric workshops.
- Specialist on site Mimaki Digital Textile Printing.
- Specialist on site Mimaki Wallpaper Printing.
- Specialist on site Shima Seiki Digital Knitting.
- Specialist T-Shirt Printing.
- Dedicated fine art, design and fashion workshops.

We have specialist equipment to support our different activities around the school and you will be trained and supported on various items depending on your programme of study

Look after the equipment - learn the rules and regs (more later)

Serviceline or WSA Technical Services ??

Don't worry

- visit iSolutions help desk (next 2 weeks) in the students union / cafe
- southampton.ac.uk/ithelp or phone 25656
- Creative Services Centre 1071e
- Media Stores 1195w

At these locations support staff will be able to help you immediately or will quickly point you in the right direction for technical support in all areas of the University and Winchester School of Art.

Do not worry about who to contact just ask !
x25656 from any internal Phone

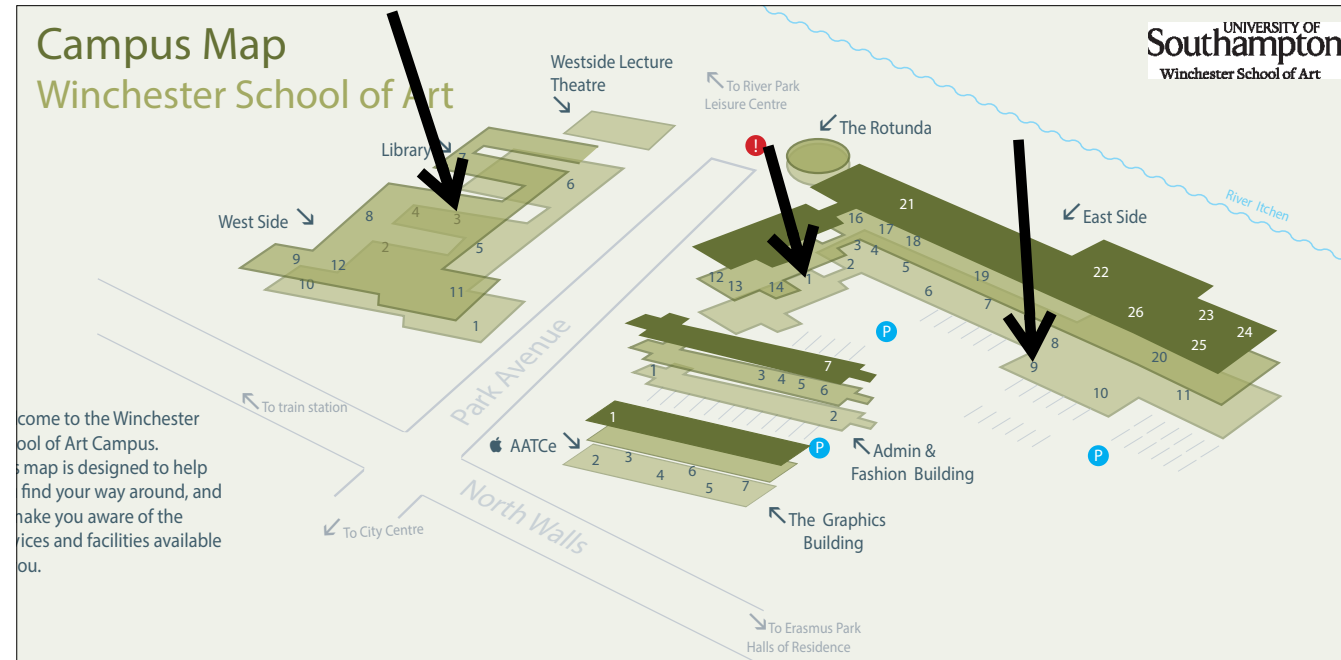
examples:

Serviceline		WSA Technical Services
cant open a PSD file		Need to make adjustments to PSD
cant print a file		Need to know how to prepare Indesign files for Print

Key Support Locations

- Creative Services Centre
- Media Stores
- WSA Students Union/ Cafe

Campus Map Winchester School of Art



come to the Winchester
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make you aware of the
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The Graphics Building

- 1. Seminar Rooms 6,7,8, 9 & 10
- 2. Mac Lab / Time Based Media
- 3. MA Communication Design
- 4. Games Design
- 5. Gaming and Hack Lab
- 6. Games Design
- 7. Photography Studio

West Side

- 1. Winchester Gallery
- 2. Seminar Rooms 1161, 1163, 1165
- 3. Media Stores
- 4. Mac Suite 2
- 5. Finance Office
- 6. Photography Studio & Darkrooms
- 7. Library
- 8. FTD Studio
- 9. Fine Art Studio
- 10. MA Fine Art Studio
- 11. Lecture Theatre A
- 12. 2105A Bookable Space

Admin & Fashion Building

- 1. Main Reception
- 2. Student Office
- 3. Student Support
- 4. Fashion Studio 3
- 5. International Support
- 6. Fashion Studio 1
- 7. Fashion Studio 2

East Side

- 1. Students Union / Cafe
- 2. Art Shop
- 3. Quiet Room
- 4. Computer Centre 2 & Mimaki Printing
- 5. Printmaking Workshop
- 6. MA FTD Studios
- 7. Fine Art Studios/Workshops
- 8. TShirt Printer
- 9. Creative Services Centre
- 10. PhD Studio
- 11. Fine Art Studios/Workshops
- 12. Mac Suite 1
- 13. Computer Centre 1
- 14. Assistive Technology
- 15. Fine Art Studio
- 16. Lecture Theatre B
- 17. Fashion Marketing
- 18. Fashion Marketing
- 19. FTD Workshops
- 20. FTD Studio
- 21. Graphic Arts Studio
- 22. Graphic Arts Studio
- 23. Seminar Room 1
- 24. Seminar Room 2
- 25. Harvard Lecture Space
- 26. Graphic Arts Studio

The Rotunda

MA GMM

I Assembly Point

P On-site parking is for permit holders. Some visitor parking may be arranged on an ad-hoc basis.

A Apple Authorised Training Centre

MAP GOOD!

Professional Practice & Safety Awareness at WSA

The University of Southampton and Winchester School of Art take Health & Safety matters very seriously and this is an overview of good practice

Staff and students have a duty to comply with the University's H&S regulations - this means that students and staff need to work together to make sure that work is made within the guidelines applicable to the practice.

So what does this mean?

Well, you will be given H&S instruction throughout your study - this is step one... and you will receive guidance on Safety Awareness which will be tailored to your area of study

How to protect lives

ALWAYS KEEP ALL AREAS FREE OF COMBUSTIBLES AND OBSTRUCTIONS



**FIRE DOORS
CLOSED**



**FIRE EXITS KEPT
CLEAR AND
AVAILABLE**



**ALARM CALL
POINTS AT OR
NEAR EXIT
POINTS**



**DON'T TAMPER WITH
FIRE EXTINGUISHERS**

Fire is probably the greatest common risk to all, however use of simple precautions reduces these risk considerably.

Keep all areas as free from rubbish and waste as practical.

Where doors are marked keep shut or closed they are there to prevent the spread of smoke and fumes as well as of the fire itself so keep them closed.

Ensure you know at least two exit routes from places you use, two so that if one is blocked or contaminated with fire, smoke or fumes you can immediately use an alternative.

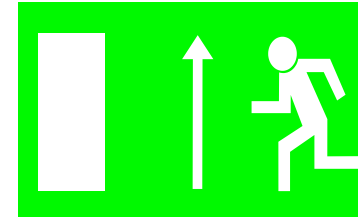
Evacuation Alarm

IF YOU DISCOVER A FIRE



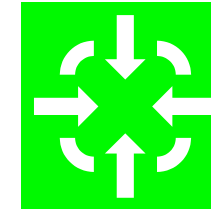
SOUND ALARM

GET OUT



Lifts should not be used unless as part of an agreed personal evacuation plan

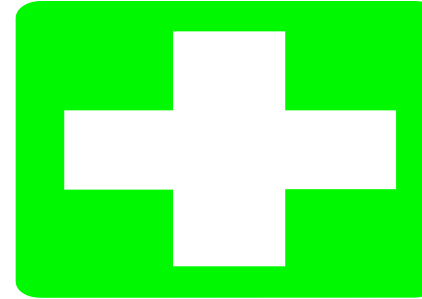
STAY OUT – (AT THE ASSEMBLY POINT)



- If you notice or suspect that there is a fire, raise the alarm by operating the nearest fire alarm call point (one will be located on the wall as you leave the building).
- The fire alarm is a continuous audible tone. tested once as week (Thursdays)
- On hearing the alarm you should immediately stop what you are doing and make your way out of the building by the nearest exit, shutting doors behind you as you leave. Do not stop or return to your normal place of work to collect personal belongings.
- On leaving the building you should go to the assembly point which is the grassed area adjacent to the river at the end of Park Avenue

Accidents & First Aid

- Report all accidents
- Report all damaged equipment
- Report all unsafe conditions
- Know how to obtain first aid when necessary



Name	Location	Telephone
Florence N	B2/4014	22806
Security Staff		3311

Accidents , incidents and Hazards should be reported as soon as possible so that corrective or preventative action can start asap
"Explain" The Importance of reporting hazards, *Ignored hazards become accepted practice - Prevention of accidents*

All accidents and incidents should be reported to your course tutor/supervisor

All buildings have trained fist aid personnel, names locations and telephone numbers of the nearest are posted on notices in all buildings
Out of normal working hours Security Staff provide this cover

Personal Safety

- Be aware of your environment within the University.
- Do not work alone
- Open sites = easy access!

Emergency Contact details

Central Control Room (Emergency) 3311

External 02380 592811

Central Control Room (Non emergency) 22811

Security General enquiries 22822

WSA Security **07887 676200**

Add this to your mobile phones

Basic things

- Keep WSA tidy
- Anticipate hazards and guard against them
- Choose a safe way to carry out a particular task or operation.
- If in doubt seek help/advice.
- Listen to instructions carefully
- Don't take chances - **ASK**
- Check medication you may have been prescribed
- Alcohol and work don't mix

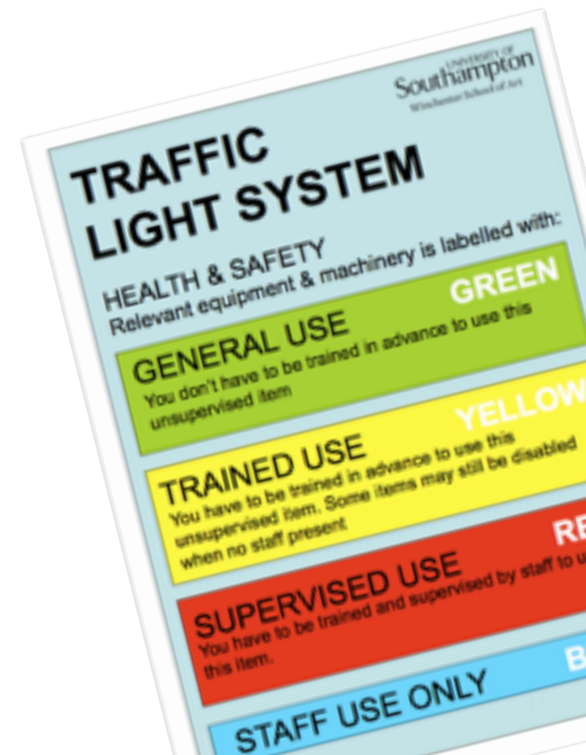
Most common work / study risks

- Manual handling of loads
- Damaged electrical apparatus
- Untrained use of equipment
- Untrained use of chemicals

You must be trained to use any of our equipment. Even if you have had training elsewhere on the same equipment you must be signed off by staff, the traffic light system will help you to determine this.

Traffic Light System

- Identifies equipment and machinery training/supervision requirements
- Straight-forward colour coded system
- If you are not trained you cannot use it
- Don't presume it's OK - if you are unsure ask
- Ensures good practice



You will be offered a comprehensive range of workshops, equipment and process induction's to support your practice. Some of these are dependent of course and Level of study.

You cannot use equipment that you have not been trained in, and non-attendance of workshops at certain level's may limit opportunities further down the line. So you will need to be aware of available workshops in advance, and make sure that you attend.

All workshop Induction's require that you sign a session attendance register. This information is stored on a data-base which enables us to monitor your training records.

The Traffic Light System is an easy to use guide to ensure that students (and staff) can identify the training requirements for the wide range of equipment and machinery available within the School. Posters are placed in areas where the system is in operation and relevant equipment/machinery is labelled with the appropriate coloured sticker.

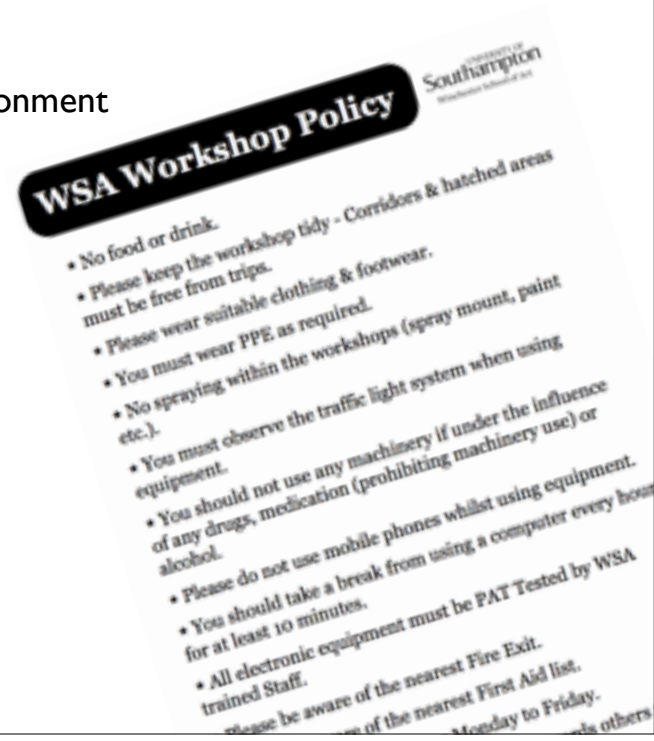
Green denotes General Use - you don't have to be trained to use it. Yellow denotes trained unsupervised use. Red denotes trained supervised use. Blue denotes staff use only.

Training record spot checks may occur at any time, so please ensure that your training is up to date. If in doubt speak to the appropriate member of staff. Anyone found using equipment without the appropriate training or in an unsafe manner may be subject to a ban or disciplinary action.

Why...We insist that you to adopt good and safe practice within your chosen discipline as this will not only compliment your study at WSA but offer a distinct advantage for any employment and further study that you undertake in the future.

Studio and Workshop Policies

- Learn the rules
- Look out for others (and yourselves)
- Don't presume it's OK - if in doubt, ask
- Good practice, a safe clean working environment
- Safety awareness is a two way thing



Refer to studio & workshop policies regarding good practice and safety awareness and if you are unsure about anything, check with you tutor or technical staff - who will be happy to advise or seek expert advice on your behalf.

We should all be looking out for ourselves and each other, if you think anyone is working or attempting to work in an unsafe way - let them know or ask them why as they may be unaware that what they are doing is unsafe or bad practice

A safe, clean working environment encourages good practice and helps us all to work in a more professional manner.

Generic Safety Awareness such as, Fire Safety Awareness, Emergency Exit Routes, using suitable Personal Protective Equipment (PPE), Electrical Portable Appliance Testing (PAT) for electrical items that you bring into the School (except power supplies for mobile phone chargers, laptops and PDA's owned by students)

It's understood that some of the work that you undertake may be innovative, perhaps of an experimental nature and even re-write the rules, - however it is vital that you establish a dialogue with staff to inform them of the progress of your ideas, discuss H&S implications that may apply and be open to comments and suggestions.

Project Briefs, Project Proposals and Risk Assessment

- Project Briefs should outline H&S requirements and are assessed for risk
- Project Proposal forms - Self initiated projects, discuss with tutor
- Risk Assessments forms - Look before you leap, discuss with tutor/ technical services staff
- Ensures good safe practice

HEALTH & SAFETY

<http://wsa.wikidot.com/healthandsafety/>

It is the duty of all students to work in a safe & healthy manner and to have a duty of care unto yourself and others. Please ensure that you are aware of the relevant health & safety requirements for all activities that you undertake during your study. In particular you must refer to Studio & Workshop codes of practice, attend all mandatory & relevant training and refer to the traffic light system for equipment use. Please check with your academic staff if you are required to complete a project proposal form and/or a specific risk assessment form.

BA Graphic Arts Programme 2008 / 2009
Module: Analogue and Digital Practices. Module code: ARTD10-74
Graphic Arts : ADP Brief

Introduction

Online diaries began in 1994. As a community formed, these publications came to be almost exclusively known as online journals. Today they are almost exclusively called blogs, though some differentiate by calling them personal blogs. The running updates of online diarists combined with links inspired the term "web log" which was eventually contracted to form the word blog.

In online diaries, people write their day-to-day experiences, social commentary, complaints, poems, prose, illicit thoughts and any content that might be found in a traditional paper diary or journal. They often that might be found in a traditional paper diary or journal. They often that might be found in a traditional paper diary or journal. They often that might be found in a traditional paper diary or journal. They often that might be found in a traditional paper diary or journal.

BRIEF SET 07.10.08

Please be prepared to take notes during briefing. Ask relevant questions and make you fully understand the briefs expected you are able to start work on your project briefing. Remember you are expected to studio working on your project on a day when you are not engaged in other teaching activity.

EQUIPMENT / MATERIALS

Sketchbook/paper/drawing materials
Mac OS X & Photoshop
<http://sussed.soton.ac.uk/>
<http://blackboard.soton.ac.uk/>
<http://wsa.wikidot.com/>

TUTORS

Aissa Deebi

TECHNICAL SUPPORT

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All projects should outline H&S requirements and be assessed for risk - this may range from compliance to generic workshop and studio policies to detailed guidance for equipment, machinery and processes relevant to the project.

Independent work and self initiated projects including student displays, exhibitions, experimental practices etc. will require the completion of a project proposal form, this should be discussed with your tutor and should identify the need for a risk assessment form to be completed. Working from height, using hazardous substances, electrical installations, unorthodox use of equipment and processes etc. will require suitable risk assessment

Think about your practice - are there identifiable hazards that could affect you? other students? staff? or the public? - what are the risks involved, if any, and can these be reduced?

Getting specialist support information



the WSA Techshop wiki.
wsa.wikidot.com/healthandsafety

- Links to School related Health & Safety.
- Project Proposal Forms.
- Risk Assessment Forms.
- Quick links to the many areas of interest within WSA.

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