

1. PRINTING IN THE LAB

Use Photo Mechanic to print in the lab

Open a contact sheet with your images in Photo Mechanic

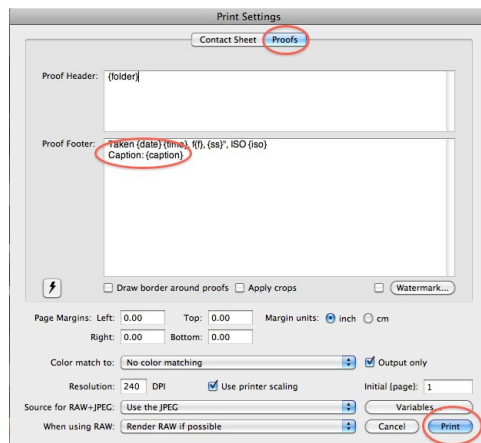
Select the image(s) you wish to print

Select Print: File>Print...

Select Proofs at top (NOT contact Sheet)

Make sure it says Caption in the Proof Footer box – Click Print

Click Print again when you get the standard Printer Dialogue box



2. ACCESSING THE SERVER

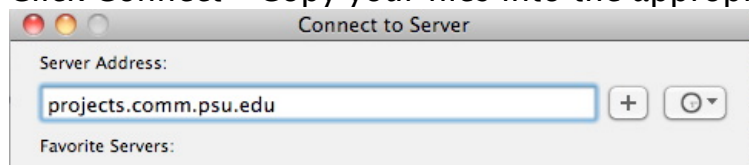
The server will allow you to place digital files and folders where your teacher can get to them.

Click on the desktop of your computer so you are not in any application

At the top of the screen click Go>connect to server or use the quickkeys ⌘K

Type in: projects.comm.psu.edu

Click Connect – Copy your files into the appropriate folder



3. ACCESSING YOUR PASS FOLDER

The University provides you with up to 10Gb of storage

In a browser window go to:

<https://www.work.psu.edu/>

log in with your PSU account

Use Change Quota to increase your storage to the maximum

After logging in, you will see a folder on your desktop where you can copy files and folders.

REMEMBER: ANY WORK ON THE COMPUTERS WILL BE DELETED EACH NIGHT