

Chapter

# 01

# FOUNDATIONS

Lab Policies • Computer Basics • Design Principles



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# LAB & WORKPLACE POLICIES

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## PROFESSIONAL WORKSPACE GUIDELINES

Creating a professional and productive workspace begins with understanding and following established lab policies. Whether you're working in a computer lab, design studio, or professional office environment, these guidelines ensure that all users have equal access to resources while maintaining a safe and respectful atmosphere. Professional conduct includes arriving on time, respecting quiet work zones, and cleaning up your workspace before leaving.

In shared computer labs, it's essential to log out of all accounts and applications when you finish working. Never save personal files directly to lab computers, as these machines are often reset or reimaged regularly. Always bring your own storage device or use approved cloud storage solutions. Food and drinks should be kept away from computer equipment to prevent damage from spills, and personal belongings should be stored in designated areas to keep walkways clear and safe.



## EQUIPMENT CARE

Treat all equipment with respect and care. This includes computers, monitors, keyboards, mice, tablets, and any specialized hardware. Always use equipment as intended and never attempt to move or reconfigure hardware without permission. Report any malfunctioning equipment rather than trying to fix it yourself.

### Quick Tips!

- Always log out when finished
- No food or drinks near equipment
- Report Issues Immediately



## HARDWARE

## SOFTWARE

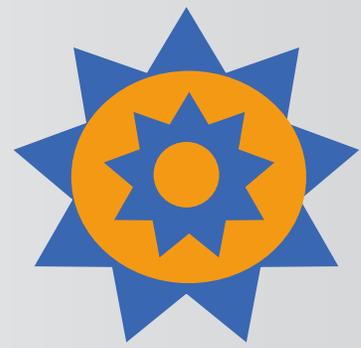
## CONNECTIVITY

**H**ardware refers to the physical components of a computer system. This includes the central processing unit (CPU), which acts as the brain of the computer, the motherboard that connects all components, RAM for temporary memory, storage drives (HDD or SSD), and input/output devices like keyboards, mice, and monitors. Understanding hardware helps you troubleshoot issues and make informed decisions about upgrades.

**S**oftware is the set of instructions that tells hardware what to do. This includes operating systems (Windows, macOS, Linux), applications (Adobe Creative Suite, Microsoft Office), and utilities that manage system resources. Software can be categorized as system software, which manages hardware, and application software, which performs specific tasks for users. Regular updates keep software secure and functioning properly.

**M**odern computers require network connectivity for collaboration and resource access. This includes wired connections via Ethernet cables and wireless connections through WiFi. Understanding network protocols, IP addresses, and basic troubleshooting techniques ensures you can maintain stable connections. Cloud services rely on internet connectivity to sync files and enable remote collaboration across devices and locations.

# CRAP DESIGN PRINCIPLES



Essential design fundamentals for visual communication

## CONTRAST

**C**ontrast makes elements stand out and creates visual interest. By using differences in size, color, weight, or style, you guide the reader's eye to what's most important. Strong contrast prevents designs from looking bland or confusing. If two elements are different, make them very different!

## REPETITION

**R**epetition creates consistency and strengthens unity throughout your design. Repeat visual elements like colors, fonts, shapes, or spacing to tie your piece together. This helps readers recognize patterns and builds a cohesive, professional look. Repetition also reinforces your brand or message.

## MASTER THE CRAP PRINCIPLES

Essential design fundamentals for visual communication



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### Repetition

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### Alignment

Alignment creates clean, organized layouts by connecting elements visually. Every item should have a visual connection to something else on the page, nothing should be placed randomly. Strong alignment creates invisible lines that guide the eye and make designs look polished and intentional. Even subtle alignment makes a huge difference.

### Proximity

Proximity groups related items together to show their relationship. When items are close to each other, readers understand they're connected. Separate unrelated elements with white space to avoid confusion. Proper use of proximity creates clear organization and makes information easier to scan and understand.

## ALIGNMENT

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**A**dobe Creative Suite (now Creative Cloud) is the industry-standard collection of design, video, and web applications used by creative professionals worldwide. Understanding these tools and how they integrate is essential for modern digital design work. Each program serves specific purposes and excels at particular tasks, making it important to choose the right tool for your project needs. Adobe Creative Suite (now Creative Cloud) is the industry-standard collection of design, video, and web applications used by creative professionals worldwide. Understanding these tools and how they integrate is essential for modern digital design work.

## ESSENTIAL PROGRAMS

**P**hotoshop: The industry standard for photo editing, digital painting, and raster graphics. Use Photoshop for manipulating photographs, creating digital artwork, designing web graphics, and preparing images for print or digital use.

**I**llustrator: Vector graphics editor perfect for creating logos, icons, illustrations, and scalable artwork. Illustrator's vector-based approach means graphics remain sharp at any size, making it ideal for branding and print work.

**I**nDesign: Professional page layout software for creating magazines, books, brochures, and multi-page documents. InDesign excels at combining text and images with precise typography control and automated formatting features.

*Adobe programs work seamlessly together through Creative Cloud Libraries.*

- Edit in Photoshop,*
- Create in Illustrator,-*
- layout in InDesign*

## CLOUD STORAGE SOLUTIONS

Cloud storage has revolutionized how we save and access our work. Services like Google Drive, Dropbox, OneDrive, and iCloud allow you to store files on remote servers accessible from any device with internet connection. Cloud storage provides automatic backup,



version history, and collaboration features that make it essential for modern workflows. Most services offer free storage tiers with paid options for additional space.

## LOCAL VS. CLOUD

Local storage (saving directly to your computer's hard drive) offers fast access and doesn't require internet connectivity, but lacks the backup protection of cloud solutions. The best approach combines both: work on files locally for speed, then regularly sync to cloud storage for backup and accessibility. External hard drives provide additional physical backup for important projects.

### Google Drive

*Free 15GB storage with seamless integration with Google Workspace. Excellent for collaboration and sharing.*

### Drop Box

*Reliable automatic sync across devices. Strong file recovery and version control features.*

### External Drives

*Physical backup solution offering large storage capacity. Essential for archiving.*

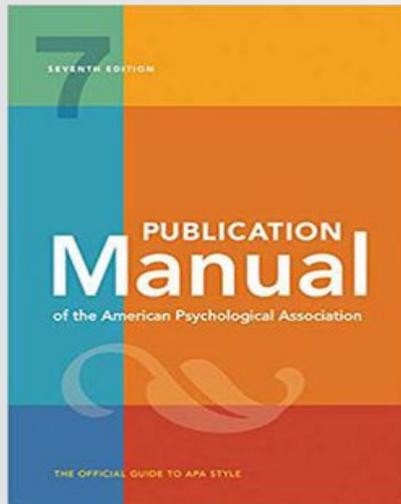
# APA FORMATTING GUIDELINES

## 7TH EDITION STANDARD

APA (American Psychological Association) style is one of the most widely used citation formats in academic writing, particularly in the social sciences, education, and business fields. Proper APA formatting ensures your work is professional, credible, and gives appropriate credit to original sources. The latest edition, APA 7th Edition, includes updated guidelines for digital sources and modern communication formats.

### PAPER FORMATTING

- 1-INCH MARGINS ON ALL SIDES
- 12-POINT TIMES NEW ROMAN FONT
- DOUBLE-SPACED THROUGHOUT
- PAGE NUMBERS IN UPPER RIGHT
- RUNNING HEAD (PRO PAPERS ONLY)
- 0.5 INCH PARAGRAPH INDENT
- LEFT-ALIGN TEXT



### IN-TEXT CITATIONS

APA uses author-date format for in-text citations. Include the author's last name and publication year: (Smith, 2023). For direct quotes, add page numbers: (Smith, 2023, p. 45). If the author is named in the sentence, only include the year in parentheses. For three or more authors, use "et al."

### TITLE PAGE MUST INCLUDE

- PAPER TITLE (BOLD, CENTERED)
- AUTHOR NAME(S)
- INSTITUTION AFFILIATION
- COURSE INFO & DUE DATE

### EXAMPLE

"DESIGN THINKING IMPROVES PROBLEM-SOLVING" (MARTINEZ & CHEN, 2024, P. 12)."

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