

Instructions for using the Geographic Teaching Lab (HSS290)

If you're reading these instructions you are currently enrolled in Geography 621 (GIS for Environmental Analysis) and you will be using the computers in HSS290. Please read the following instructions and refer back to them when you are unsure about how to use the lab.

A. Getting started in the lab

- a. Logging in with your new *user name*.
 - i. You will be given a *user name* (G621-#) that you will need to use when working on and turning in class assignments.
 - ii. To log in press Ctrl+Alt+Delete and enter your *user name*. Next enter the password "ch@ng3". The computer will prompt you to change your password to one of your choice. Please use at least 6 characters in your password – 8 characters are good and easy to remember.
 1. **TIP:** when deciding on a password, make it sufficiently unique that another person cannot easily figure it out but you can readily recall *e.g.* 12345678 is not a good password. Some say inserting a number and characters (!, *, \$, @) or two along with text provides decent security. Additionally, it is important to remember that passwords are case sensitive.
 - iii. Please try to remember your password. Without it you will not be able to log onto the computer with your *user name* (G621-#). Lab personnel will not have a record of it. However, do not fret. If you happen to forget (we all do sometime), contact lab staff who can reset your *user name* so that you may create another password
- b. Navigating to "Data on Homer (P)"
 - i. You will need to access folders in "Data on Homer (P)" in order to complete and turn in your exercises.
 - ii. Once you've logged in, find the "Data on Homer (P)" icon on your desktop. Double click to open it. Several folders will appear including the folder "Courses" and double-click to open it. You will notice a group of folders all related to classes being held in HSS 290. The folder "G621" is of particular interest to you.
 - iii. The Y: drive (and "Personal Workspace (Y)" icon on the desktop) provides access to a personal work folder for every student enrolled in the class. Your personal work folder can be considered your class workspace for downloading relevant data for labs, exercises, and projects. Additionally, any work on exercises and projects you have labored over can be kept in this folder. It will behoove you to follow the file naming parameters and conventions your instructor suggests for managing your data related to exercises, labs, and projects.
 1. No one has ability/permission to access your personal work folder except you (signed on as your class account: G621-#), your instructor, and computer administrators. You have the ability to modify, write, and erase files and folders in your personal work folder.
 2. **Please** only keep Geography 621 related files in your folder. No personal items unrelated to the course should reside in your work folder.

- iv. The "G621" folder may contain exercises and labs placed in there by your instructor. If you are instructed to access any of these files/documents, navigate to the folder and *copy* them into your personal 621 work directory so that you can work on and save your own copy. DO NOT DELETE OR CHANGE ANYTHING IN THE "G621" FOLDER. If this happens accidentally, contact Jerry or lab personnel immediately.

Effective management of data in a mobile computing environment

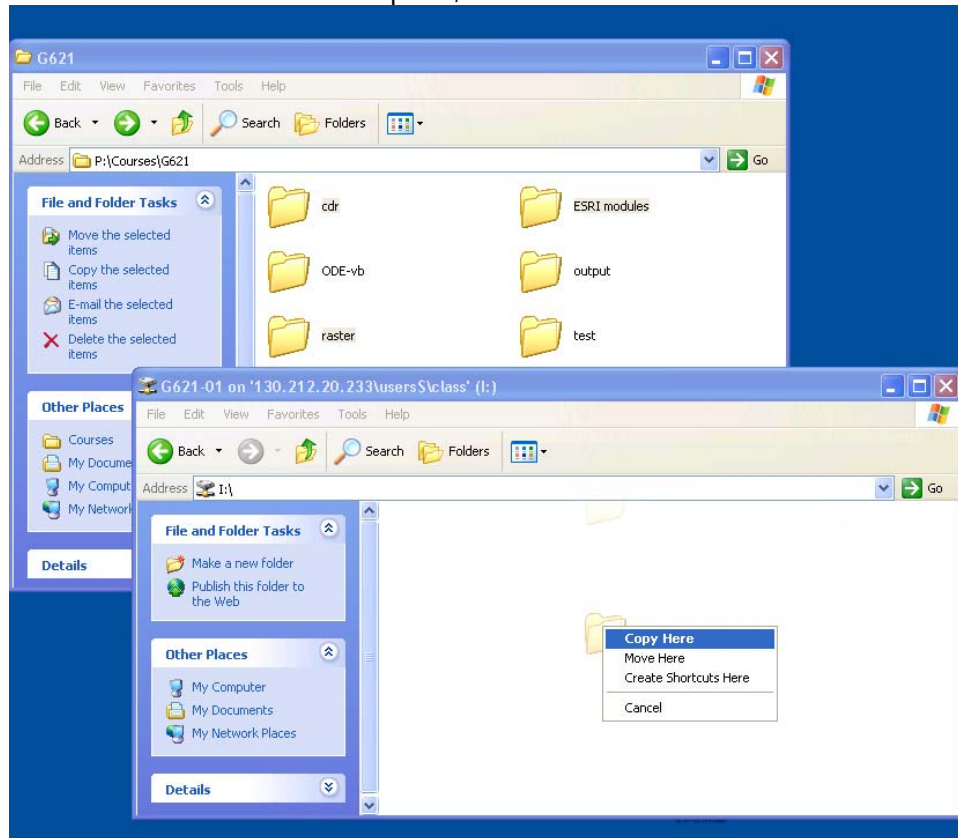
Data management is especially critical when working at more than one location. You need for your map documents and tools (models) to work the same wherever you are located. Some variables to consider:

- The fastest way to work is with your data on the hard drive of the computer you're working on, on the D: drive in the computer lab. Accessing data over the network (on your Y: drive) or on a flash drive is much slower, and you'll be waiting a long time for operations to process.
- You can't count on what's stored on the D: drive to be there the next time you use that computer; and you may be working on another computer. So to work on the D: drive, you'll need to (a) copy your data from the Y: drive or a flash drive (we'll call either of these your *backup*); and (b) copy your data from D: back to your *backup* at the end of your work session.
- To move data, you need to move entire workspace folders, unless you use ArcCatalog to move individual datasets. Moving entire folders is also the simplest way to move your data, since it's a one-step process. So it's tempting to put everything in one folder.
- But moving all of your data twice every session – start and end – is going to take a lot of time. And most of your data are original data that don't change. So it's a good idea to move just the folders that contain things that have changed. For example, for several exercises, we'll be using the **hmbarea** workspace folder; you'll be adding to this, so copying it is a good idea. Models will put some results in a **scratch** folder, which you can control; if you want a model to look the same each time, also make sure to copy the **scratch** folder.
- Some data created by a step in a model may be temporary – be aware of which tools created temporary outputs, and decide when you want these to be permanent.
- In general, be aware of your data and what your operations create.

- c. Copying folders, exercises, labs, data, etc. from Homer (P:), D:\Workspace to the CD-ROM or thumb drive.
- i. In "My Computer", double-click on the external drive icon, e.g. CD-ROM or Thumb Drive, to open it.
 - ii. On the Desktop or in "My Computer", find the P: drive (Homer) and/or the Y: drive (Personal Workspace). Double-click to open it and navigate to the folder where the files you are interested in copying reside.
 - iii. When you have located the folders or files you wish to copy to your external drive and have selected them, right-click the files/folders and hold, continue holding down and drag the items from the server window (e.g. P:\Courses\G621****) to the desired place on your external drive.
 - iv. Once you have dragged the items onto your external media, release the right-click-hold and a menu will appear. Select "Copy here" and your items will be copied to your external drive. Refer to Fig.2 below.

- v. A progress window may or may not appear depending on the size of the files you are copying. Now your items will be copied to your disk.

Fig. 1: Copying folders, exercises, labs, data, etc. from P:\Courses\G621, D:\Workspace, or CD-ROM



- d. Saving exercises, labs, and new documents you are working on to your external drive.
 - i. When you are directed to save an exercise or lab you are working on from your personal work directory or G621 folder to your external drive, choose 'Save As' under the 'File' menu (the document must be opened for this step to appear). The 'Save Document' dialog box appears.
 - ii. If you are saving a new document, enter the name of it in the 'File Name' field.
 - iii. Click in the 'Save In' field and a menu will drop down. Scroll to the external drive, click on it, and navigate to the location on your drive where you want to store the document.
 - iv. Click the 'Save button'. Now the open document is the one that is stored on your external drive.

B. Printing

- a. All printing in HSS 290 is handled through the university wide OneCard printing system. You will need your OneCard student ID with a positive account balance in order to print documents for this class. You may check the status of your account balance and make deposits to your OneCard at <https://web4.onlinecardoffice.com/sfsu/>. For further information on OneCard and its services please go to <http://fiscaff.sfsu.edu/Onecard/index.htm>.

- b. Pricing for printing is as follows: Black & White Laser Printing (7 cents per page); Color Inkjet (\$1.00 per page)
- c. When you are ready to print a document from ArcMap, go to File and choose 'Print'. In the print dialogue box, you need to choose a printer. Click 'Setup' and a new dialogue will appear. Click inside the 'Name' field in the 'Printer setup' section of the dialogue box and a menu will drop down. For black/white, choose "OneCard Laser". For color choose "OneCard Color".
- d. The printer is set to print Letter (8.5x11) portrait. Even if this is what you are printing you might want to double check the settings. If you are printing 11x17 you must change them. In the 'Paper Size' field, click and scroll to the paper size you need. Our printer is set up to print Letter (8.5 x 11) and 11x17 only.
- e. If you need to change the orientation of the printed page, select 'Portrait' or 'Landscape' in the 'Paper Orientation' section of the Dialogue box. You may consider checking "Use Printer Paper Settings" in 'Map Page Size' to match your document with the paper size as well as view the printer margins. When everything is set to your liking, click OK (Fig. 3). Then click OK again (Fig. 4). Refer to the graphic below for an illustration of printing in ArcMap:

