

Digital Imaging 1 • GCOM 330 (all sections) • Spring 2012

Section 17003 • Wednesdays: 10:00 am - 11:50 am • Rm. LR 120 (Learning Resources)(SCC ITV class)

Section 17575 • Thursdays: 1:00 pm - 4:15 pm • Rm. T-100 (Technology Building)

Section 17005 • Thursdays: 5:00 pm - 8:15 pm • Rm. T-100 (Technology Building)

Instructor: Tom Cappelletti • **school phone & voice mail:** 916-558-2312 (better to email!)

Homework email: gcomtom@gmail.com • **Instructor email:** cstudio@gmail.com

My Office: COS-113: (in the Cosmetology building, go through COS 110 to 113 door)

My Office Hours:

Weds 12 noon - 2 pm (in COS-113 office) • Thurs 12:30 pm - 1 pm (in T-100) • Thurs 4:15 pm - 5 pm (in T-100)

More office hours to be announced (check website contact page for updated hours and locations)

Note: I'm online many hours throughout the week. We have tutors for you! Check our website for info!

Class Website: <http://www.tomcappelletti.com/330>

GCOM Department Website: <http://wserver.scc.losrios.edu/gcom/>

GCOM Blog: <http://gcomscc.blogspot.com/>



Adobe Software Academic Pricing: California Community College students and faculty are eligible for very low prices. Visit: www.collegesoftware.org

TV Class: broadcast live on Ch. 18 (Comcast & Surewest) Call in live: (916) 650-2906

Live Web Stream: <http://wserver.scc.losrios.edu/de/120livestream.html>

Streaming Media of Lecture: available online about 2 hours after class recorded.

Downloadable Media of Lecture: available for download late night or early the next day after class recorded.

Click on the "GCOM 330" link on this page: <http://saccity-online.org/de/itv-archive/>

All archived TV lectures will remain online throughout the semester.

If there is a technical problem with the video stream, please email Jim Hill at: HillJ@scc.losrios.edu

Required Text: Exploring Adobe Photoshop CS5, by Annesa Hartman

Paperback: 304 pages

Publisher: Delmar Cengage Learning; 1st edition (June 29, 2010)

Language: English

ISBN-10: 1111130345

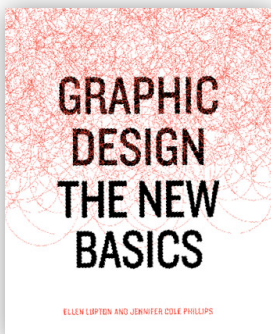
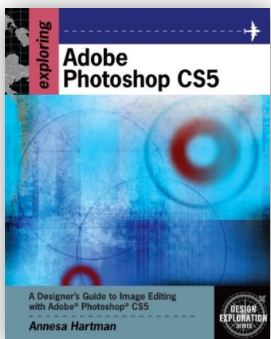
ISBN-13: 978-1111130343

Recommended Text: Graphic Design: The New Basics, by Ellen Lupton & Jennifer Cole Phillips

Paperback: 247 pages

Publisher: Princeton Architectural Press; 1st edition (March 20, 2008)

ISBN-10: 1568987021 **ISBN-13:** 978-1568987026



SCC MAIN CAMPUS • Advanced Technology Design Lab hours:

(staffed with knowledgeable Faculty Coordinators and GCOM tutors)

Technology Building • Rm. T-109:
Mon–Thurs: 8 AM – 9 PM • Fri: 11 AM – 5 PM
Sat: 1 PM – 5 PM • Sun: Closed

About this course:

The focus of this beginning graphic design course in Digital Imaging is to build a foundation of knowledge and to learn fundamentals of the pixel-based image-editing environment of digital imaging using the industry-standard software, Photoshop. You'll learn the basics by studying examples, doing exercises, and following simple step-by-step instructions for practical projects. Whether you are brand new to Photoshop, simply interested in learning a few tips and tricks, or you want to gain a sense of competence with this amazing software, this course is for you.



With Photoshop you can do everything from photo-retouching to full-blown image creation, creating original illustrations, color-correcting scanned and digital photographs to collage work and 3D work. Get an overview of basic functions such as: using the toolbox and palettes, painting tools, manipulating selections, creating layers and using Adobe Bridge. Learn about basic tonal correction, photo-retouching and basic monitor calibration.

Photoshop is an incredibly deep application used by professionals in many different industries—design, photography, publishing, printing, fine art, television, film and now more technical professions like architecture, medicine, geology and other sciences. No single class could ever teach everything about Photoshop but this beginner's course covers how to effectively use this software for the graphic design industry, as well as how to plan and carry out a digital imaging project. In addition to learning beginning techniques of Adobe Photoshop CS5's many features, users will learn how to convert their files for printing and web purposes and basic design, composition and color theories.

Course Description:

Prerequisite: None
Course Transferable to CSU/UC
Hours: 36 hours LECTURE ; 54 hours LAB

Description: Discover the ultimate power of creating, manipulating, and enhancing images by using the professional graphic design and Web design imaging software of choice, Adobe Photoshop. This beginner's course covers how to effectively use this software for the graphic design industry, as well as how to plan and carry out a digital imaging project.

Learning Outcomes and Objectives: Upon completion of this course, the student will be able to:

- transform and manipulate images using good visual design concepts.
- enhance and produce colors and textures that make images unique.
- demonstrate an understanding of the creative power of filters and how to use them.
- create imaginative raster and vector-based images.
- develop patterns and shadows that give objects dimension.
- produce effective masks for special effects.
- work with layers to composite multiple images.
- utilize the history and other palettes to correct and save in multiple file formats.
- demonstrate an understanding of the issues of color management and use tools to work within monitor limitations.
- experiment with Photoshop's newest powerful tools.
- prepare files for offset printing and delivery into page layout software.
- optimize images for the web.
- develop a core knowledge and basic foundation of established graphic design principles.

Assignments:

Most lesson assignments will come from the textbooks and any extra instructions will be detailed on the [class web site](#). As much as possible, any additional assignments and handouts will be available only as PDF files on the web site and not be handed out in paper form in the classroom.

Likewise, most all lessons and assignments will be turned in to the instructor in digital form and not require any paper proof prints. Initially, students will email assignments as attachments to **homework email:** gcomtom@gmail.com before the beginning of the class date it is due. Assignments emailed after the stated due date (based on the email time stamp) will be considered late. Students will receive notice of the assignment grade and any other critique or comments from the instructor and/or the tutor via email. I grade on Fridays (most of the time) so if you hear from me before then, great, but don't worry until the NEXT Friday passes.

When emailing assignments, students must follow specific conventions in the subject line and file naming. Both the file name and subject line should read: 330–STUDENT LAST NAME–chapter XX (plus the extension for a file).

The textbook's CD contains resource files for each assignment, but many of the chapters also include a "completed" file. Although the completed file will often look nearly identical to this file, students should not make the mistake of thinking they can simply turn in a copy of this file and not do the work. These files have embedded time stamps and meta data info that the instructor can access, if necessary, to confirm that students' work is indeed their work. If you are caught trying to turn in one of the book's completed files as your own, I will consider it cheating and you will receive zero credit for that lesson. You will not be allowed to make up the assignment or receive any additional extra credit.

All assignments are due by the start of your class session on the day they are due.

Late assignments will be accepted for half credit for the one week following their due date. For example, if your class meets on Wednesdays, you can turn in a late assignment up until 11:59 p.m. on the following Wednesday for half credit. If the homework would have earned an 8 out of 10 pts, you will receive 4 pts. It's best to do them in any event as each week builds from the previous week.

Late assignments will NOT be accepted after 7 days past their original due date.

Lab Component:

In addition to the weekly lecture, you have a lab component totaling 54 hours for the semester. This works out to 165 minutes per week. This is time in addition to any reading or homework. Realistically, this course demands about 8 hours per week if you total the lecture, the reading, homework, and lab time. We have 75 minutes of this required LAB time in our classroom following the weekly lecture. After that, the remaining time is completed in the Design Lab at the student's convenience during the week.

The Design Lab our division runs is located in T-109. It is outfitted with the very latest software and the latest, fastest, powerful dual boot (Mac OS or Windows OS) iMacs.

IMPORTANT NOTE: Make sure you sign-in when you use our Design Lab - you will enter your student ID # into the terminal at the entrance of the lab. This confirms your attendance there and the lab attendance records generate funds for new equipment and software. Please get assistance in signing in if it's your first time.

The friendly and knowledgeable faculty lab coordinators and tutors are available for assistance if you are experiencing difficulty with the homework. They have been specifically asked NOT to hand-feed you answers. They are there to help you learn and remember the material. There should always at least one lab employee close by to help you, but do not use the help as a crutch or you will not learn the material. I also recommend that you bring your textbook to the lab as reference material, especially during busy hours when one-on-one help is harder to get. Please let me know of any suggestions you have for improving the lab environment.

Grading Breakdown: 200 points total for course.

Participation & Attendance =	20 pts. (10% of grade)
10 Lesson Projects @ 10 pts each =	100 pts. (50% of grade)
Magazine Cover Assignment =	20 pts. (10% of grade)
Group Project Assignment =	20 pts. (10% of grade)
Final Project =	40 pts. (20% of grade)

Note: I reserve the right to award additional points for exemplary attendance and thoughtful participation.

The 10 (or so) Weekly Lesson Projects (10 points each) comprise modified and enhanced assignments usually incorporating both text assignments for that particular week, you will be doing modified book assignments from **Exploring Photoshop CS5**.

Week 1: January 18 or 19

(first assignment due next week)

Special Note for SCC TV Class: Mandatory Attendance Required for the first class and final class.

Topics covered:

Requirements and expectations - Tom's Rule of Three: Watch it, Read about it, Do it...(lecture, reading, tutorials)
Introductions; syllabus review and expectations; the textbook, online resources, and the Mac interface; the textbook CD and use of image files and lessons; the "nearly-paperless" course modality; use of Photoshop in the design industry—digital imaging as a design tool; quick tour of Photoshop.

Assignment:

I recommend that you buy a USB Flash drive to keep and transfer files even if you plan to work on your own computer, you **MUST** make a **DUPLICATE COPY** - a back up of all of your work; also, buy Exploring Photoshop CS5 and: READ Preface and Chapter 1: A Discovery Tour; AND complete lesson: The 15-Minute Photo Makeover assignment (page 4)

NOTE: To save your work, you **MUST** make a copy of the book CD's chapter lessons to your local hard drive or flash drive and work on files from that location.

Graphic Design New Basics: READ the Forward and all pages up thru the chapter on Point, Line, Plane (pages 1-27).

What's Due?

Each week our class website will have a "What's Due?" paragraph with all specifics, changes, etc. Cool. So then...

Email me, to my homework email, the file you create on Page 11, Step 6, of Exploring Photoshop, it will be a file called masterbed.jpg. Make sure you follow all the proper instructions in submitting your homework, listed in this syllabus. **SAVE ALL OF YOUR EMAILS - BOTH TO ME AND FROM ME**. This is your insurance (and mine) that you completed the work.

Design Guy: Listen to Episode 1 "Introduction"

Subscribe **FREE** to these short (typically 5 to 7 minutes) Design Guy Podcasts on iTunes -or- download the audio episodes here:
<http://designguyshow.blogspot.com/>

Week 2: January 25 or 26

(due next week)

Lecture: Watch it live, (in person or on TV) or on the internet video stream anytime.

Topics covered:

The Photoshop interface (staging area); basic Photoshop tools, panels, and menus; Adobe Bridge; organizing, renaming, key words, file management; setting preferences; exploring workspaces

Assignments:

Exploring Photoshop: READ chapter 2: The Staging Area

Graphic Design New Basics: READ the chapter on Rhythm and Balance (begins on page 28).

What's Due? Two things, create your own "myfile2.psd" per the chapter through Page 28 and email to me. ALSO, in your email, answer BRIEFLY the 7 chapter review questions on page 36 in the body of your email that has your file attached.

Design Guy: Listen to Episode 2 "What is Design"

Design Guy Podcast on iTunes -or- download his audio episodes here: <http://designguyshow.blogspot.com/>

Week 3: February 1 or 2 (due next week)

Lecture: Watch it live, (in person or on TV) or on the internet video stream anytime.

Topics covered:

Image essentials; vector vs. bitmap formats; file sizes and resolution; pixels, pixels, and more pixels!

Assignment:

Exploring Photoshop: READ chapter 3: Image Essentials; complete lesson: Playing with Pixels (page 46)
Graphic Design New Basics: READ the chapter on Texture (begins on page 52).

What's Due? Refer to the class website to see what files are specifically due this week.

Design Guy: Listen to Episode 3 "On Graphic Design"

Week 4: February 8 or 9

(due next week)

Lecture: Watch it live, (in person or on TV) or on the internet video stream anytime.

Topics covered:

Selecting and transforming; marquee, magic wand, quick selection, and lasso tools; adding, subtracting and refining selections; quick mask; transforming and compositing

Assignment:

Exploring Photoshop: READ chapter 4: Selecting and Transforming; complete lesson: Dressing Max (page 71)
Graphic Design New Basics: No reading assignment

What's Due? ALWAYS refer to the class website to see what files are specifically due this week.

Design Guy: Listen to Episode 4 "How Design Begins"

Week 5: February 15 or 16

(due next week)

Lecture: Watch it live, (in person or on TV) or on the internet video stream anytime.

Topics covered:

Working with color; color models, modes and gamut; adjusting color; applying color; color panel, picker, libraries and swatches; gradients

Assignment:

Exploring Photoshop: read chapter 5: Working with Color; complete lesson: Playing with Color Models (page 102)

Graphic Design New Basics: READ the chapter on Color (begins on page 70)

A Real Client: Discussion & Assignment

What's Due? Refer to the class website to see what files are specifically due this week.

Design Guy: Listen to Episode 5 “How Design Begins, Pt.2”

NOTE: Friday, February 17 and Monday, February 20 - SCC School Holidays - No Classes, Campus Offices closed

Week 6: February 22 or 23

(due next week)

Lecture: Watch it live, (in person or on TV) or on the internet video stream anytime.

Topics covered:

Image correction; six basic steps: import, resize, enhance, retouch, effect, save

Assignment:

Exploring Photoshop: read chapter 6: Image Correction; complete lesson: Correcting the Mike Photo (page 122)

Graphic Design New Basics: READ the chapter on Figure/Ground (begins on page 84)

Outreach Cover: Assigned

What's Due? Refer to the class website to see what files are specifically due this week.

Design Guy: Listen to Episode 6 “Harry Houdini and the Attributes of a Designer”

Week 7: February 29 or March 1

(due next week)

Lecture: Watch it live, (in person or on TV) or on the internet video stream anytime.

Topics covered:

Drawing and painting; pushing pixels with the pencil and brush tools, making a custom brush, the pen tool, vector paths and masks, type and shapes

Assignment:

Exploring Photoshop: read chapter 7: Drawing and Painting; complete lesson: Nonrepresentational Art Creation (page 164)

Graphic Design New Basics: READ the chapter on Framing (begins on page 100)

What's Due? Refer to the class website to see what files are specifically due this week.

Design Guy: Listen to Episode 7 “Designer’s Attributes Pt. 1”

Week 8: March 7 or 8

(due next week)

Lecture: Watch it live, (in person or on TV) or on the internet video stream anytime.

Topics covered:

Masking; layer and vector masks, clipping masks, and quick masks; horizontal and vertical type tool

Assignment:

Exploring Photoshop: read chapter 8: Masking; complete lesson: Lisbon view (page 186)

Graphic Design New Basics: READ the chapter on Framing (begins on page 100)

What's Due? Refer to the class website to see what files are specifically due this week.

Design Guy: Listen to Episode 8 “Designer’s Attributes Pt. 2”

Week 9: March 14 or 15

(due next week)

Lecture: Watch it live, (in person or on TV) or on the internet video stream anytime.

Topics covered:

Layers, compositing and process; creative ideas, mock-ups, and content; blending modes, styles, and effects

Assignment:

Exploring Photoshop: read chapter 9: Layers, Compositing and Process; complete lesson: CD Jacket Project (page 206)

Graphic Design New Basics: READ the chapters on Hierarchy and Layers (begins on page 114)

What's Due? Refer to the class website to see what files are specifically due this week.

Design Guy: Listen to Episode 9 “Designer’s Attributes Pt. 3”

Week 10: March 21 or 22

(due next week)

Lecture: Watch it live, (in person or on TV) or on the internet video stream anytime.

Topics covered:

Print publishing; dealing with different printing methods; output compatibility; color profiles and calibration; resolution and formats; setting up a print job; proof prints

Assignment:

Exploring Photoshop: read chapter 10: Print Publishing; answer chapter review questions (page 234)

Graphic Design New Basics: READ the chapters on Transparency & Modularity (begins on page 146)

What's Due? Refer to the class website to see what files are specifically due this week.

Design Guy: Listen to Episode 10 “Getting Creative”

Week 11: March 28 or 29

(due next week)

Lecture: Watch it live, (in person or on TV) or on the internet video stream anytime.

Topics covered:

Web publishing; image formats; optimization and compression; image size and resolution; save for Web and devices

Assignment:

Exploring Photoshop: read chapter 11: Web Publishing (pages 247 –264);

complete lesson 2: Slice a Web Page Navigation Bar

Graphic Design New Basics: READ the chapters on Grid & Pattern (begins on page 174)

Design Guy: Listen to Episode 11 “Getting A Handle on Creativity”

NOTE: Spring Break, April 2 – April 8 • No Classes, Campus Offices closed

Week 12: April 11 or 12

(due next week)

Lecture: Watch it live, (in person or on TV) or on the internet video stream anytime.

Topics covered:

Web publishing (part 2); page design and slicing review; gif animation basics

Assignment:

Exploring Photoshop: read chapter 11: Web Publishing (finish reading the rest of chapter 11);

complete lesson 3: Creating a Web Animation (page 264)

Graphic Design New Basics: READ the chapters on Diagram & Time and Motion (begins on page 198)

What's Due? Refer to the class website to see what files are specifically due this week.

Design Guy: Listen to Episode 12 “The Creative Mind”

NOTE: April 15 – Last Day to Drop Full Semester classes

Week 13: April 18 or 19

(Final Project assigned, due final class)

Lecture: Watch it live, (in person or on TV) or on the internet video stream anytime.

Topics covered:

Creative exploration; the 4-stage design process: Discover, Design, Develop, Deploy; Photoshop as an artist's tool; creating whatever you can imagine; advanced blending and special effects techniques; painting with pixels

Final project phase 1: look for inspiration, collect resources

What's Due? Refer to the class website to see what files are specifically due this week.

Design Guy: Listen to Episode 13 “The Mind at Play”

Design Guy Podcast on iTunes -or- download his audio episodes here: <http://designguyshow.blogspot.com/>

Week 14: April 25 or 26

(continue work on Final Project)

Lecture: Watch it live, (in person or on TV) or on the internet video stream anytime.

Topics covered:

Guest lecturers reveal their Photoshop secrets!

What's Due? Refer to the class website to see what files are specifically due this week.

Final project phase 2: begin construction

Design Guy: Listen to Episode 14 “ The Mind at Odds” & Episode 15 “Flow vs. Edit”

Week 15: May 2 or 3

(continue work on Final Project)

Lecture: Watch it live, (in person or on TV) or on the internet video stream anytime.

Topics covered:

Present your photoshop design in progress for group critique and discussion

Final project phase 3: complete design

What's Due? Refer to the class website to see what files are specifically due this week.

Design Guy: Listen to Episode 15 “Flow vs. Edit”

...and keep on going if you want to! There are many more Design Guy audio podcasts.

Week 16: May 9 or 10

LAST CLASS! Mandatory Attendance Required. Final Projects Due. Present and discuss your project briefly to the class.

Class Policies:

Please read the next two pages regarding all class policies.

Class Policies:

Insurance and liability issues require that no guests be allowed in class lectures - only registered students please. The class website is also only for registered students. If you are planning on missing a class (vacation, etc) let me know in advance so that we can make appropriate arrangements for missed lessons/tutorials. Please e-mail for questions about class. Do not wait until you see me again if it will affect your grade.

Class Behavior: PLEASE: NO disruptive behavior in class, such as chatting, coming in late, leaving early, active phones, NO TEXTING etc. (turn the sound OFF), No web surfing etc. in class. Thank you. You will be asked to leave class if these activities persist. If they are chronic, you will be dropped from the course at my discretion. Please ask questions! Just raise your hand to ask questions or speak up if I'm not looking. Your questions are very important for me to answer and if I don't have an immediate answer, I'll let you know the following session.

READ THE BOOKS - they are wonderful, easy-to-understand books. It is the student's responsibility to initiate discussion with the instructor regarding illness, planned absence, or other situations like dropping the class.

Attendance & Drop Policy: I take attendance each class – and typically drop students that have 3 or more unplanned, unexcused absences. Also, if a student attends but fails to turn in required assignments during the semester and is going to earn an F grade no matter how they may finish, I will drop them.

It is your responsibility to drop the class if you no longer want to be enrolled. Don't trust that I will drop you if you stop attending or turning in work. A grade of "F" will be assigned if less than 60% of the total points are earned.

Tardiness: If you are chronically and seriously tardy to class, based on my observation, you may be dropped from the class.

Only extreme circumstances warrant a grade of "incomplete." An incomplete grade is reserved for those who meet all of the following criteria:

- A) Student experiences an extreme situation which is unexpected. (Death in family, serious illness requiring student to miss several classes, employment loss)
- B) Student's grades are passing (C or higher) at the time of extreme situation.
- C) Student notifies instructor within 10 days of occurrence mentioned in item A).

(Home computer failure is not an acceptable excuse since the labs at SCC are available to you.)

Assignments:

Assignments need to be turned in digitally via email attachment – or on disk with the saved digital file in Adobe Photoshop format OR as stipulated in that assignment.. If you attend class in person, assignments can be either emailed prior to class or handed in to me either on CD or flash drive. All files must be under 20 MB in size to email (and they should be). You may leave your assignments in my inbox in the Tech. Division Office, in Rm. 106. (I don't recommend the latter as things can get lost).

All assignments are due by the start of your class session on the day they are due.

Late Assignments: Late assignments (unless previously cleared with the instructor) will be accepted for half credit during the week following their due date. For example, if your class meets on Wednesdays, you can turn in a late assignment up until 11:59 p.m. on the following Wednesday for half credit. If the homework would have earned an 8 out of 10 pts, you will receive 4 pts. It's best to do them in any event as each week builds from the previous week.

No late assignments will be accepted after one week.

The final project is due the last regular class session. **No final projects are accepted late.**

Extra Credit: Extra credit assignments MAY be offered once in a while.

Lab Tutorials & Homework:

Typically, tutorials need to be turned in digitally via email or on disk with the saved digital file in Adobe Photoshop format OR as stipulated in that assignment. Sometimes I will give you a second chance to correct a tutorial which was done incorrectly. You have 1 class session in which you may redo the tutorial. After you've redone it, please turn in the newest version on disk and printed PLUS the original printout of the one which wasn't done up to par. I need both the old and new tutorial to regrade the project. Failure to provide both parts will result in the old grade as the final grade for tutorial.

My Web site has all handouts available to download by clicking on it and opening in Adobe Acrobat Reader or Apple's Preview application.

Grades:

If you complete all the required techniques properly as covered in the textbook and/or class discussion, and website, and it is turned in timely and on time you typically will earn a grade of either "A, B, or C". You are graded both on technical proficiency and your comprehension and use of design skills later on in the course. Displaying creative work and technical competency earns an A.

Email me at anytime to get a progress report on your grade for the course. In addition, I will be posting them to a secure log in site for you to check and will go over this in class.

Final grades are determined using this scale: A = 90–100% of total points • B = 80–89% • C = 70–79% • D = 60–69%

Academic Dishonesty: Plagiarism in any form is unacceptable and will be dealt with accordingly. The punishment for academic dishonesty will vary according to the seriousness of the offense. Sacramento City College's Student Code of Conduct provides for the following possible consequences of dishonesty:

- Receiving a failing grade in the course
- Having a course grade lowered
- Receiving an "F" in the course
- Being placed on disciplinary probation or suspension
- Being expelled from Sacramento City College

A Special Note for Online / ITV Students:

Taking the TV / Online class requires you to have a lot of self discipline. Always feel free to come to any of the three lectures each week. Please read the detailed information at this link: <http://tomcappelletti.com/gcom/itv.html>

How to Contact Me:

Always put your name, course number and a descriptive phrase in your e-mail subject line:

(i.e. "Subj: Bob Jones – GCOM 330 - Tutorial #4").

Sign your e-mail with your name and pertinent contact information, if necessary. Use correct grammar, punctuation, etc.; please don't write as if you're in a chat room or sending a text message! Use an appropriate tone – remember that misunderstandings can easily occur in online communication. And, most importantly: BE PATIENT. Don't demand an immediate response from the recipient, and don't bombard the recipient with additional e-mails if you don't get a response right away; be assured that you WILL receive a response.

The best way to contact me is via email (cstudio@gmail.com). I will do my best to get back to you within a day or so (during the week). You may send me email or call me with questions about class that are not for public viewing.

My office is located in COS 113. My current office hours are posted on our class website. www.tomcappelletti.com/330. Please consult a campus map if you are not familiar with the location - it's a newly remodeled building on the corner of Freeport Blvd. & 12th Avenue. I will also be available in my office during office hours to meet with you face-to-face, visitation is on a first come, first serve basis.

I also have a mailbox in the Division Office, located in the Technology Office in Rm. 106. Feel free to leave notes and late assignments in my mailbox, but do not trust that I have actually received your message/project- it's an open office and things have disappeared before.

Ps Photoshop CS5 workspace

