

## What is the Faculty Multimedia Lab?

The Faculty Multi-media Lab (FML) provides Reed faculty with a state-of-the-art computer lab and dedicated support staff. The lab staff provide services such as web-page development, training and project support. The FML is the place to come if you want to make a web-page for your class, learn how to use Photoshop or get help researching software or hardware needed for your research.

The lab is equipped with up-to-date Mac and Windows computers and a wide variety of peripherals including scanners, digital still and video cameras, high-end color printers, projection facilities, a video editing suite, an extensive library and a very large collection of software.

The FML can be used for a variety of purposes such as training, exploring new software, practising presentations, scanning or simply escaping the heat, cold and/or students in your office. In addition, the lab employs student workers who can help faculty implement large-scale projects. Much of the equipment in the lab is available for short or long-term loan, including digital cameras, video cameras, iPods and other hardware.

## What does an Instructional Technologist do?

For the last five years, Reed's Instructional Technologist has been Fred Lifton. Fred received his Ph.D. in literature from Duke University in 1995 with a concentration on American popular culture. Since then he has worked as a teacher and in the private sector in various technical roles.

Fred's principal role at Reed is to help faculty find ways to use computer technology to develop their teaching and research. To that end, Fred and his staff provide training, research and implementation for faculty. Fred also directs the faculty multi-media lab (FML) and arranges technology-related talks and presentations.

Fred and his staff are available anytime to train faculty in the use of practically any hardware and software. Faculty can request training any time of year; Fred can come to your office to give you one-on-one training or you can stop by the FML. He also sometimes offers more formal courses. In addition to training, Fred can help you find software and hardware

## Reed College Faculty Multimedia Lab

# Faculty Technology Training Computer College

**August 9 to  
August 13, 2004**

Courses will be held in the Faculty Multimedia Lab (FML), Reed's training and resource center for faculty located in ETC 226. Please look inside for course descriptions and times as well as more information about the FML.

You can reserve a spot in a course by contacting Reed's instructional technologist, Fred Lifton, via email or at 777-7297. Or, just show up. Empty seats will be filled on a first-come, first-served basis. Each class will be limited to 8 students.

*If you can't make any of the classes, or you don't see what you need in terms of training, please contact Fred.*



Reed Biology Professor Frank Gwilliam with an unnamed student, ca. 1974

## Words to the Web: Dreamweaver Basics

Learn the basic tools for getting your words onto the WWW. We'll cover topics like converting Word (and other) documents to web formats and the basics of using Dreamweaver (web page software).

## Guide to Reed Resources

Reed's large array of computing resources can be bewildering. Even long-time Reedies can discover resources they've never heard of. This course will help you find and use Reed's servers, labs and staff. We'll cover topics like accessing servers, getting help, using projection equipment and more.

## Easy Computer Graphics

Remember MacPaint? It was an intuitive, simple program for the earliest Macs. The world is more complicated now and so, sadly, is most software. However, there is a program which comes close to the old days: Macromedia's Fireworks. In this course we'll learn to create graphics with Fireworks for use in web-sites, papers, PowerPoint and just about anywhere else.

## Manipulating Images: Photoshop for Academics

Admittedly scary on its face, Photoshop is an incredibly versatile tool for working with images. Whether you work with images from a digital microscope or slides of fine art, Photoshop can make

your work easier, faster and more portable. It might even take you in an entirely new direction. This course will cover retouching, image management, painting and drawing.

## Shooting Digital: Still & Moving pictures

For better or worse, capturing images has never been easier or cheaper. The combination of digital cameras and easy to use software can put a lot of imaging power into your hands. This course will help you tap some of that power for good. We'll cover hardware and software, and the basics of filming and editing.

## Advanced Web Techniques

This class teaches the techniques needed to bring your web skills to the next level. Learn how to use layout tables, HTML, forms and site management tools and create sites that will become an active part of your classes and research.



Reed Chemistry Professor John Hancock, ca. 1962

**10-11:30** **1-2:30** **2:30-4** **4-5:30**

**Mon**  
**8/9**

*Words to  
the Web*

*Photoshop  
for  
Academics*

*Advanced  
Web  
Technique*

*Easy  
Computer  
Graphics*

**Tue**  
**8/10**

*Reed  
Resources*

*Good  
Powerpoint*

*Words to  
the Web*

*Portfolio  
Basics*

**Wed**  
**8/11**

*Collabora-  
tion Tools*

*Reed  
Resources*

*Shooting  
Digital*

*Photoshop  
for  
Academics*

**Thu**  
**8/12**

*Photoshop  
for  
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*Words to  
the Web*

*Advanced  
Web  
Technique*

*Collabora-  
tion Tools*

**Fri**  
**8/13**

*Easy  
Computer  
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*Portfolio  
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*Good  
Powerpoint*

*Shooting  
Digital*

## Portfolio Image Management Basics

Portfolio is used to organize, access and display collection of photographs, sounds and other data. You can use it on your desktop computer or work with a database on a server. Portfolio can also make image collections web accessible. We'll take a look at Portfolio's capabilities by examining a database used by by Reed's Classic department.

## Sharing Work: Collaboration Tools

Every academic needs to collaborate; it's fundamental to the profession. And much of the literature and theory of pedagogy discusses the benefits of group or cooperative learning. Computer technology offers all sorts of interesting ways for groups to work together. We'll look at collaborating tools in Word, online forums, Blogs, PDF, video-chat, file-sharing and more...

## Making Good Powerpoint

Come learn why "good Powerpoint" need not be an oxymoron. Beyond looking at the software, this course will examine design principles which will help you avoid Power-Point induced coma in your audience. In addition, we'll take a peek at Apple's new presentation program, Keynote.

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