

DIGITAL_FLUENCY

ual:

This booklet is designed to provide quick tips and easy ideas to improve your digital fluency. It will help you to be more effective in your day-to-day working, teaching and learning.

ASK US A QUESTION

If you don't find your digital answers in this booklet, send your questions to The Technology Enhanced Learning Team here: tinyurl.com/y988s6aa

We will post the answers to your questions on this blog:
digitalfluency.myblog.arts.ac.uk

Nothing is too simple or complex for us to help!

This booklet has been prepared by the Technology Enhanced Co-ordinators at UAL:

Jennifer Williams-Baffoe
(Central St. Martins)

Caroline Rogers
(London College of Fashion)

Bing Choong and Vija Skangale
(Camberwell, Chelsea & Wimbledon)

QUICK GUIDE INDEX

	Keyboard Shortcuts	06		UAL Resources And Platforms	20
	File Organisation	08		Common Software Tools	22
	File Naming Do's And Don'ts	10			
	Manage Your Files And Folders	11		Office 365	23
	Screenshots	12		Create Email Signature	24
	Understanding Images	14		Create Auto-Replies	25
	Free Image Websites	15		Useful Apps	26
	Resize An Image	16		Useful Websites	27
	Crop An Image	18			

For Mac

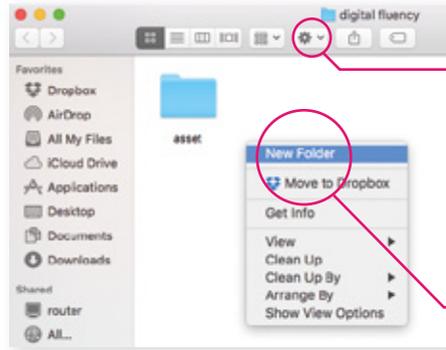
COPY	cmd + C
PASTE	cmd + V
CUT	cmd + X
UNDO	cmd + Z
FIND	cmd + F
SELECT ALL	cmd + A
BOLD	cmd + B
ITALICS	cmd + I
UNDERLINE	cmd + U
SAVE	cmd + S
SWITCH BETWEEN OPEN APPS	cmd + tab
OPEN	cmd + O
PRINT	cmd + P
NEW	cmd + N
ZOOM IN	cmd +
ZOOM OUT	cmd -

For PC

COPY	ctrl + C
PASTE	ctrl + V
CUT	ctrl + X
UNDO	ctrl + Z
FIND	ctrl + F
SELECT ALL	ctrl + A
BOLD	ctrl + B
ITALICS	ctrl + I
UNDERLINE	ctrl + U
SAVE	ctrl + S
SWITCH BETWEEN OPEN APPS	ctrl + tab
OPEN	ctrl + O
PRINT	ctrl + P
NEW	ctrl + N
ZOOM IN	ctrl +
ZOOM OUT	ctrl -

For Mac

CREATE NEW FOLDER



OPTION 1

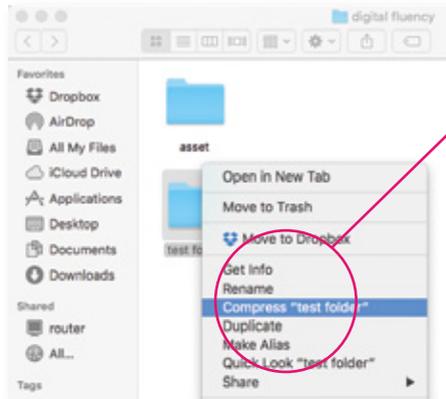
1. Click on icon
2. Select **New Folder**

OPTION 2

1. Right click on mouse button or use **ctrl+click**
2. Select **New Folder**
3. Give folder a meaningful name in place of **"Untitled Folder"**
4. Click away from folder to confirm new name

For Mac

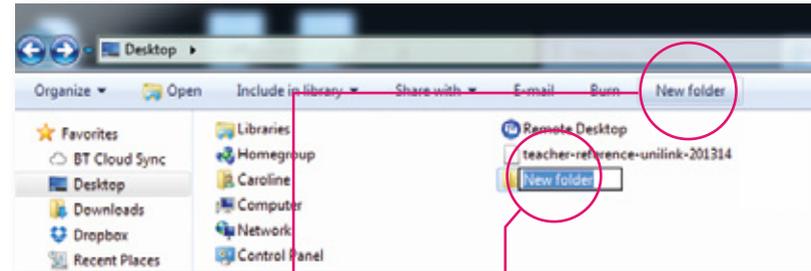
CREATE A ZIP FOLDER



1. Locate the folder to be zipped in the Mac Finder (file system)
2. Right-click on the folder and select **Compress folder**
3. Find the newly created .zip folder in the same directory

For PC

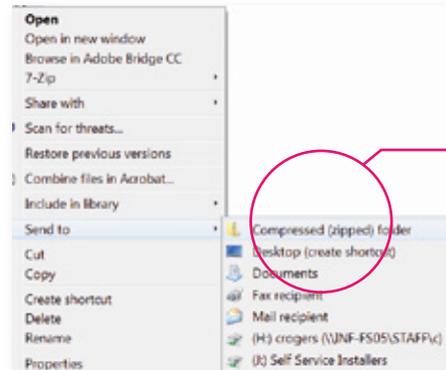
CREATE NEW FOLDER



1. Go to the drive where you want to add a folder
2. Click on **New Folder** button
3. Give folder a meaningful name in place of **"New Folder"** title
4. Click away from folder to confirm new name

For PC

CREATE A ZIP FOLDER



1. Select the folder you want to zip
2. Right-click on the folder
3. Select **Send to** option and select **Compressed (zipped) folder**
4. The new zip folder will be identified by a 'Zip' symbol

DO'S

Having a well organised, consistent and descriptive file naming system will make it much easier to track and find files.

Use unique names.

Name the file so that it is indicative of the content.

Use a naming system that enables files to be stored in chronological order.

e.g. starting with **YY-MM-DD** or **SURNAME_INITIALS**

Use **underscore** to separate elements of the file name and use **hyphen** or capitalisation to delimit words within an element.

e.g. **BusinessPlan_2017-02-15.docx**
Blogg-Joe-ESSAY_2017-02-15.pdf

Use appropriate abbreviations.

e.g. **V** for *version*

DON'TS

Do not make the file name too long: long file names do not work well on some types of software.

Do not use spaces: especially with files destined for the internet. It seems like almost everything ends up online nowadays, so save yourself some time by naming things web-ready.

Do not use punctuation or special characters such as **! # \$ % & ' @ ^ ` ~ + , . ; =)**
For some operating systems, these special characters actually function as commands so having them in your file name confuses the computer.

SIMPLE RULES

Getting your files and folders organised will save you time locating them when they are needed. Let's start with some simple rules for managing your files and folders.

Don't save files on the desktop.

Limit folder creation.

Get used to thinking in hierarchies when organising files and folders.

Use archive folders to store files you no longer need access to regularly.

It is very important to do regular back-ups to prevent loss of data. There are various causes for data loss: machine breakdown, virus, power outage, software upgrades, natural disaster and human error.

BACKUP

Good practice is to backup your files and folders on a regular basis.

Learn to backup your files and folders onto an external hard drive or cloud based drive.

e.g. **One Drive** on Office365

For Mac

FULL SCREENSHOT

1. Press **cmd + shift + 3** on your keyboard at the same time
2. A screenshot will automatically be saved on your desktop



For Mac

SELECT A PORTION OF SCREEN

1. Press **cmd + shift + 4** on your keyboard at the same time
2. Click and drag to select a portion of your screen
3. A screenshot will automatically be saved on your desktop



For PC

FULL OR SELECTED PORTION SCREENSHOT

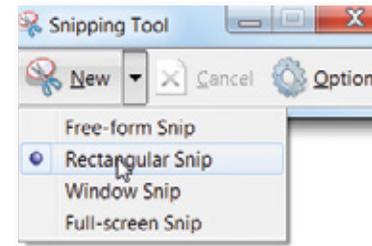
1. Press **Print** or **PrtSc** button
2. Open **Paint** software
3. Press **ctrl + V** to paste the screenshot into Paint
4. Press **ctrl + S** to save the screenshot.
5. You can then use the Paint tool's **crop** function to edit the screen you want to save



For PC

USING THE SNIPPING TOOL

This tool is available on Windows 7 and 10.



1. Open **Snipping Tool** (you should be able to find it under **Accessories** folder or search for it under **Start** menu)
2. Click **New**
3. Select **Free-Form Snip** or **Rectangle Snip** to capture the screen you want
4. Click and drag to select a portion of your screen
5. Click **Save** icon to save your new screenshot

What is Image Size?

Image size refers to the pixel dimension of an image (often referred to as resolution), not its size in kilobytes (KB). For example an image can have image size of **1024px X 768px**.

What is Image Resolution?

Resolution refers to the number of dots in an image. The more dots per inch, the higher the quality of the image. Resolution is sometimes referred to by the width and height of the image as well as the total number of pixels in the image.

What is DPI (Dot Per Inch)?

When you're printing an image you may encounter the term dpi or dot per inch. Most printing services, and indeed your own printer, will require a certain density of pixels in the image (dpi). Typical printing dpi values range from **150 to 300 dpi**, although some high-end magazines may require images which are **1200 dpi**.

What is the ideal image resolution?

Ask yourself: "What is the image for?" If you are using the image for web / screen purpose, then set image resolution to **72dpi** to reduce file size. If it is for printing purpose then best to set your image to at least **300dpi** on your image editing software.

Example of how dot per inch affect images on screen:



72dpi

50dpi

20dpi

Image made up
of square pixel

There are several places on the internet where you can find and utilise free quality images:

unsplash.com

superfamous.com

picjumbo.com

pixabay.com

gratisography.com

imcreator.com/free

morguefile.com

nos.twinsnd.co

littlevisuals.co

freeimages.com

jaymantri.com

picography.co

getrefe.tumblr.com

publicdomainarchive.com

If you're looking for photos to use for a design and want to keep yourself out of copyright trouble, you need to locate websites that explicitly define the copyright license of each image. For all the sites listed here, the license is generally pretty easy to find.

NOTE:

Always read Terms and Conditions.

COPYRIGHT

Here are two license types you are likely to find on these free sites:

creativecommons.org

Creative Commons zero:

You can use the photos in any way you'd like, without asking permission.

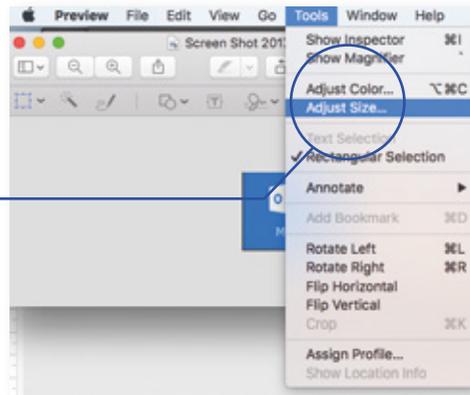
Creative Commons with attribution:

You can use the photo in any way you like, as long as you credit the creator of the photo.

For Mac

USING PREVIEW

1. Double click to open your image - it should automatically open up in **Preview**
2. Click on **Tools** > **Adjust Size...**
3. You can change the **image dimension** to resize the image
4. Click **cmd + S** to save your image

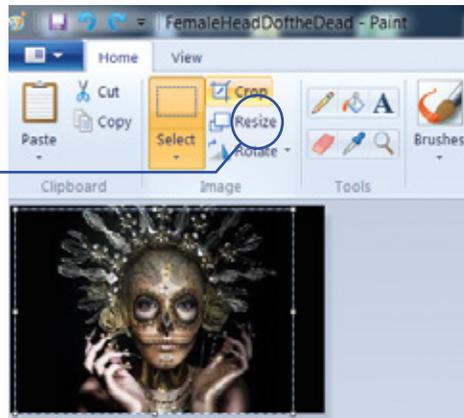


TIP: Set Resolution to 72 for screen quality to reduce file size or use 300 for print quality.

For PC

USING PAINT

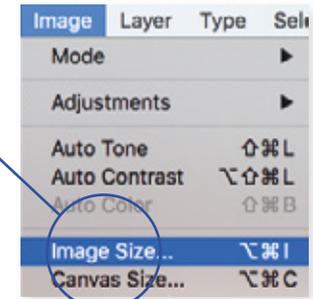
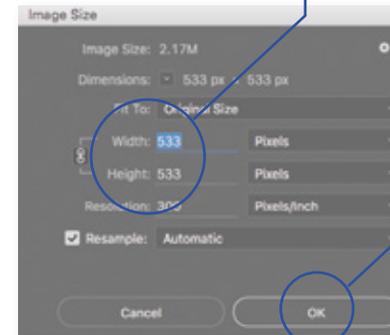
1. Open your image in **Paint Tool** (found under **Accessories** folder in **Start**)
2. Click on **Resize** option on main menu bar
3. You can adjust the image by using percentage or pixel
4. Click **ctrl + S** to save your image



For Mac and PC

USING PHOTOSHOP

1. Open image in **Photoshop**
2. Click **Image > Image Size...**
3. Adjust **Width** and **Height** to resize your image



4. Click **OK** and **save**

TIP: Set Resolution to 72 for screen quality to reduce file size or use 300 for print quality.

On the web

USING PICRESIZE.COM

1. Click **Browse** to select picture from Computer and click **Continue**



2. Scroll to Section 2 to **Resize Your Picture**
3. Under **Save As:** choose which format you want

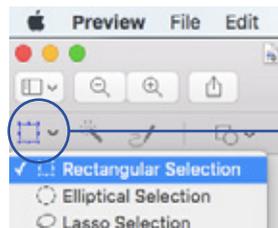
your picture to be saved (**PNG** or **JPG** recommended)

4. Click **I'm done** **Resize my picture**

5. Choose whether to: **View image**, **Resume edit**, **Save to web** or **Save to disk** (recommended)

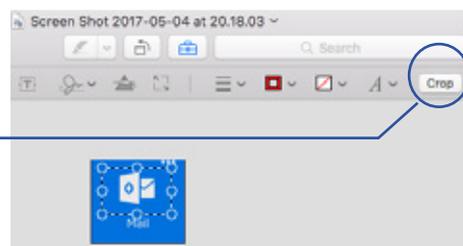
For Mac

USING PREVIEW



1. Double click and open your image (it should automatically open in Preview)
2. Click on the **Selection** tool icon

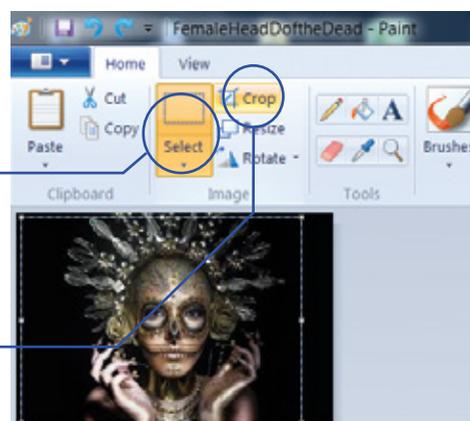
3. Select the area on your image you want to crop
4. Click the **Crop** button



For PC

USING PAINT

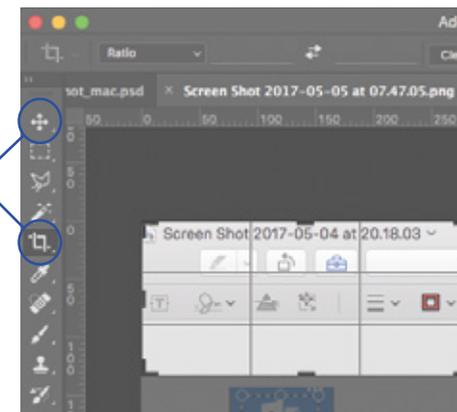
1. Open your image in **Paint Tool** (found under **Accessories** folder in **Start**)
2. Click on **Select** tool
3. Select **Rectangle Section**
4. Select the area you want to crop on the image
5. Click **Crop** tool
6. Click **ctrl + S** to save your image



For Mac and PC

USING PHOTOSHOP

1. Open your image in **Photoshop**
2. Click on the **Crop** tool
3. Select the area you want to crop
4. Click on the **Move** tool
5. When prompted by pop-up box, click **Crop** to confirm cropping of image
6. Click **cmd + S** to save your image



On the web

USING PICRESIZE.COM

1. Click **Browse** to select picture from Computer and click **Continue**
2. Choose the **Crop** tool in section 1
3. Under Save As: choose which format
4. Click **I'm done Resize my picture**



you want your picture to be saved (recommended PNG or JPG)

5. Choose whether to: **View image, Resume edit, Save to web** or **Save to disk** (recommended)

The following are useful resources and platforms available to both UAL staff and students. These platforms and online resources are here to enhance your teaching and learning skills.

Canvas (staff)

<https://canvas.arts.ac.uk>

The staff Intranet portal. Contains useful internal links; latest UAL news and announcements; department information and staff support.

Arts.ac.uk (students)

<http://www.arts.ac.uk/students>

The essential information hub for new and current students.

Commonplace

<http://commonplace.arts.ac.uk>

A survival guide to UAL and London curated by students for students.

Moodle

<http://moodle.arts.ac.uk>

An online learning environment used by UAL to support staff with their delivery and students with their learning. Moodle is more than an online repository. It can be designed to provide curated materials like videos, weblinks, self-assessment and learning activities to encourage personalised learning and better improve student engagement.

Workflow

<http://workflow.arts.ac.uk>

An e-Portfolio platform which enables students to collect and curate images, videos and written materials. Students have full control of what they share and with whom. Groups can be setup for collaboration and online submission.

Portfolio

<https://portfolio.arts.ac.uk>

A digital portfolio that allows you to connect, show and share your work.

Assessment Feedback

<https://oat.arts.ac.uk>

An online feedback tool for tutors to provide summative and formative assessment feedback to students online.

MyTimetable (CELCAT)

<https://mytimetable.arts.ac.uk>

Online UAL timetable for students to look up their daily, weekly and termly schedule for their courses.

MyBlog

<http://myblog.arts.ac.uk>

Similar to a digital platform but a place where you can update and share your thoughts and passion. Powered by Wordpress, it can be setup for collaboration.

Lynda.com

<https://lynda.com>

An online learning platform with thousands of video tutorials for software and coding taught by industry experts. **NOTE:** As a UAL staff member or student you are entitled to use this online resource for free.

MyUAL App

<https://myual.ombiel.co.uk/get>

Free mobile app to access UAL services without having to sign on to multiple platforms e.g. print credit and top-up, college maps, Moodle, Timetable, Library.

WORD PROCESSING

For typing letters, documenting work, writing essays, CVs, etc. You can add and edit tables, images and shapes into your document. Not suitable for numerical calculations.

Word



Pages



PRESENTATIONS

For creating visual presentations. There are effective ways to use Powerpoint and Keynote and create visually capturing slideshows to enhance your presentation.

Powerpoint



Keynote



SPREADSHEET

For organising, storing and manipulating data. You can use formulas to perform basic numerical calculations and create charts or graphs to represent your data.

Excel



Numbers



BROWSER

Software that allows you to retrieve, search and explore information on the Internet. Some websites work better with certain browsers. If a website is not displaying properly try switching to a different browser.

Note: We recommend you open Moodle in Chrome.

Chrome



Firefox



IE



Safari



OFFICE 365



Access your work anywhere, anytime and on any device with Office 365. With a generous storage allowance, it's now easier than ever to collaborate and work flexibly in a way that suits you.

Mail (Outlook)

All UAL staff now have an increased mailbox quota and can send messages up to 25MB in size. Access the Outlook Web App on: <http://outlook.com/owa/arts.ac.uk>

Skype for Business

An instant messaging service that makes it easy to connect with staff across UAL at anytime. It gives users access to audio, video calling and extensive web conferencing capabilities. You are no longer restricted by physical space and time to hold meetings.

Teams

Microsoft Teams is a platform where staff and students can

collaborate online, and can be used for group chats and conversations. The Teams functionality includes a OneNote notebook; file sharing and document editing.

OneNote

OneNote is a new organisational and collaborative tool that can be used across multiple platforms. Keep all your notes in the cloud so you can access them anytime and on any device.

OneDrive

OneDrive provides you with 1TB personal online storage, so you can easily share files with staff and students. You can access your files from anywhere and on any device.

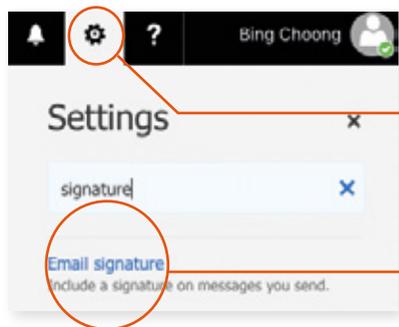
Office365 Group

A shared workspace for email, files, events and conversations where group members can use groups to collaborate with people across UAL.

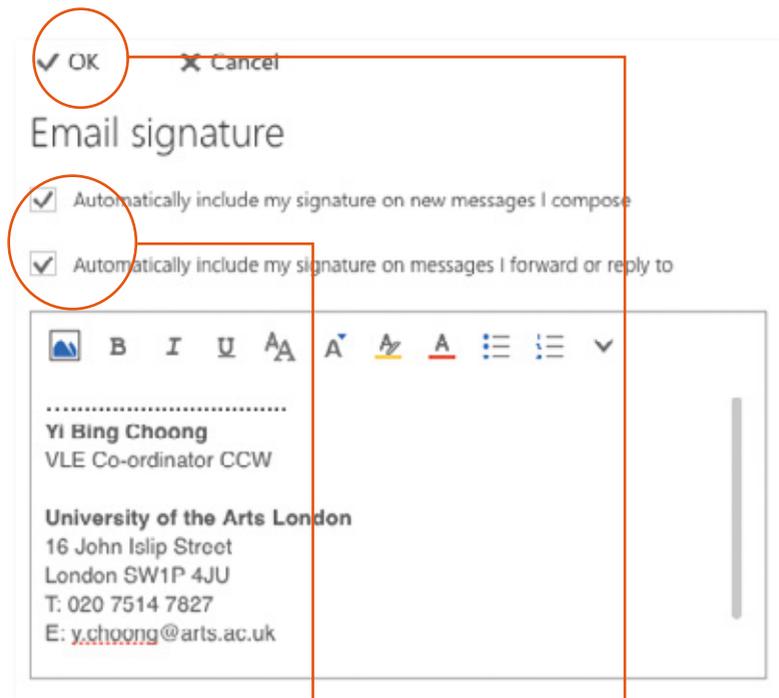
Stream

Easily upload, view, and share videos right inside the UAL's other collaboration apps like Microsoft Teams and OneNote - all using single sign-on.

CREATE EMAIL SIGNATURE

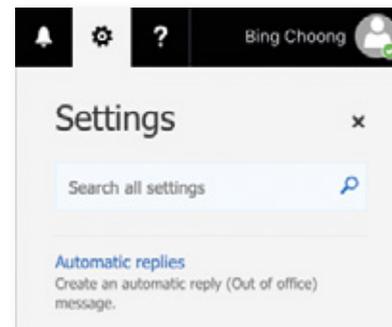


1. Login to **Office 365**: outlook.com/owa/arts.ac.uk
2. Click on the **Settings** icon on top right
3. Type in "Signature" in blue **Search box** and hit **Enter**
4. Click on **Email signature**

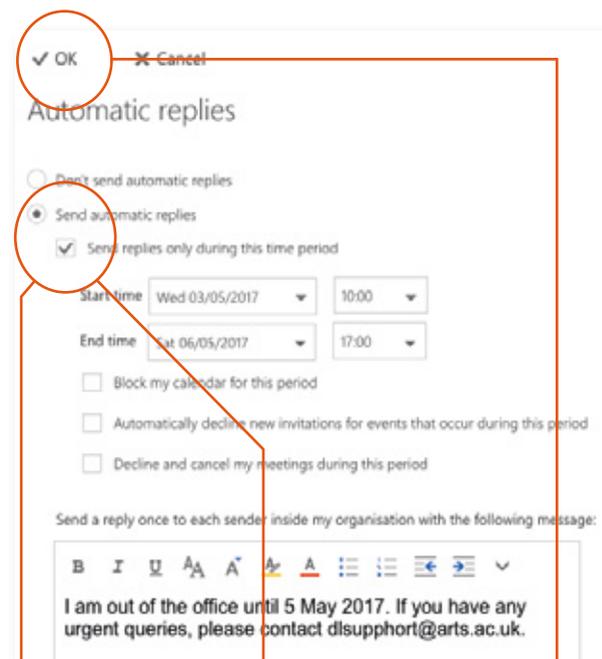


5. Type your **name and details** in the box area
6. **Check both boxes** to include your email signature in all messages you compose, forward or reply to
7. Click **OK** when you are done

CREATE AUTO REPLIES



1. Login to **Office 365**: outlook.com/owa/arts.ac.uk
2. Click on the **Settings** icon on top right
3. Click on "**Automatic replies**" but if you do not see it type in "Automatic Replies" in blue **Search box**
4. Click **Automatic replies**



5. Select the option "**Send automatic replies**"
6. Check "**Send replies only during this time period**" and choose "**Start Time**" and "**End Time**"
7. Type your **auto-reply message** in the box
8. Click **OK** when you are done

SKITCH

Take screenshot and make annotation

EVERNOTE

Make quick notes and sync to all your devices

QUICKTIME

Make short screen capture video
(Only for iOS)

1PASSWORD

Store all your passwords safely in one place

GOOGLE PHOTOS

Backup photos and free up space on your phone or computer

ASANA

Task management for groups or project teams

PADLET

Create and share an online virtual "bulletin" board

MAGISTO

Quick easy video editing on your phone

HERE

Download maps for all over the world and use it without wifi or data

PENULTIMATE

A visual note taking app
(Only for iOS)

PAPER

Capture notes, sketches and photos in one place
(Only for iOS)

WIKIART

Encyclopedia of art
(Only for iOS)

ARTSY

Bring art to your pocket
(Only for iOS)

SMALLPDF

smallpdf.com

Convert your files to PDF and reduce PDF file sizes

LYNDA.COM

lynda.com

Learn to use software packages with online video tutorials created by industry experts

WETRANSFER

wetransfer.com

Share and send large file(s) up to 2GB for free

TOCKIFY

tockify.com

Customisable web calendars that you can embed into your website or Moodle

HANDBRAKE

handbrake.fr

Video and audio converter and compressor with widely supported codecs

PICRESIZE

www.picresize.com

Resize and crop images

AWESOME SCREENSHOT

awesomescreenshot.com

Google based screen capture and picture editing app

ual:

DIGITAL_FLUENCY