

## How to Connect to the Art Folder

There is an Art Folder for each of the Digital Labs at Tyler and the Critique Room as well. They are named Art Folder S, Art Folder T and Art Folder R. This enables the exchange of files between locations and the handing in of files to your teacher easily. Following is the steps needed to not only open any one of these Art Folders, but to create an alias that can just be double-clicked to access this folder in the future.

Go to the **FINDER**

Connect to Server      **GO> CONNECT TO SERVER**                      **[CMD] K**

a dialog box will open asking for the name of the server

type in:              smb://129.32.103.204/ Art Folder S

a window should open

log in with the following information:

user: student  
password: maclab

finally the Art Folder window will appear on the Desktop

select that folder with a **[SINGLE CLICK]**

hold down the **[CMD] + [OPT]** keys and drag a copy of the Art Folder onto the Desktop

this will create an 'alias' to the Art Folder S. Any time you wish to connect to this folder after this first time, just double-click on this icon. There will be no need to go through all those steps above.