

trc

TEACHING
RESOURCES CENTER

A DIVISION OF INSTRUCTIONAL SUPPORT SERVICES

BALLANTINE HALL 132 • 855-2635

HOURS: M-F 7:45 AM-5 PM

(SUMMER: 8:00 AM-5 PM)

AVAILABLE SERVICES

Overhead Transparencies

1. Make overheads from black & white or color hard copy
2. Make overheads from electronic files
3. Pick up blank overheads (instructor use only)
4. Pick up overhead type size guide

Image Scanning and editing

1. Scan hard copy or flat art to make images for PowerPoint presentations, or to make images you wish to edit before outputting to overhead film
2. Edit images in Adobe Photoshop

Computer hardware and software

1. Windows machines running Microsoft Word and PowerPoint, and Adobe Photoshop
2. Apple iMac running Microsoft Office (includes Word and PowerPoint) and Adobe Photoshop
3. CD, floppy disk, zip disk, and flash media supported
4. Computers can access departmental servers and CFS accounts

All TRC services are free of charge for faculty and AIs

The TRC does NOT offer

1. Paper copying and printing
2. Mass scanning and file storage; contact TLTC (Teaching and Learning Technologies Centers)
3. Custom design of maps and charts for overhead transparencies; contact Graphic Services
4. 35mm slide production or scanning; contact Photographic Services

Restrictions

1. Services are for instructional use only
2. Please be aware if another instructor is waiting to use the computers. If you have a significant amount of work to do on one of the computers please do so during non-peak times
3. Avoid negative images (i.e., white text on blue background) for overhead production when you can, to conserve toner
4. Fair use copyright restrictions apply to all materials produced in the TRC