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TO: *Layout Lettering & Typeforms students*

cc: *cdyer@highpoint.edu*

Bc: 

Subject: **LAYOUT LETTERING & TYPEFORMS**

Dear *Layout Lettering & Typeforms* students,

Welcome! This will be an exciting term! I am looking forward to seeing the work you create.

Below is information to review before our first class. There are some quests below, look for your group, check out the video I made you, and more. Complete all of these items before class and have questions ready for me during your class meeting time.

__A. QUICK REFERENCE INFORMATION: *[to open links in new tab command +click in Chrome]***

- __1. Start Video / Syllabus Video: <https://youtu.be/E9v99GqAuZE>
- __2. Learning Platform: **BLACKBOARD** [& some Microsoft Teams for remote meetings]
- __3. Course website with Assignment Links: <http://www.carriedyer.com/-t-.html#courses>
- __4. Direct Link to Syllabus: https://carriedyer.com/assets/gds_2140_ilt_f2022__pdf
- __5. Direct Link to Calendar: https://carriedyer.com/assets/gds_2140_ilt_f2022__pdf#calendar
- __6. Meeting Times: *see syllabus.*
- __7. FAQs: https://carriedyer.com/assets/other_course_information.pdf#FAQs
- __8. Live Office Hours: Fridays on Teams, 4:00-5:00pm - [see link below]
- __9. Teams Link: < [LINK](#) >
- __10. Other Course Information: https://carriedyer.com/assets/other_course_information.pdf

__B. Required Textbooks & Hard Drive: [these books have a lot of pictures]

- __1. *Thinking with Type*, ISBN-10: 1568989695
- __2. *Lettering & Type*, ISBN-10: 156898765X
- __3. *Designing Brand Identity*, ISBN-13: 978-1118980828

RECOMMENDED:

- ___a. *Typographic Systems of Design*, ISBN-10: 1568986874
- ___b. *Graphic Design Thinking*, ISBN-10: 1568989792
- __4. An External Hard Drive or Flash Drive is required. I highly recommend the Lacie Rugged external hard drives. They are made for traveling back and forth and I have used them for 14 years. Below is an example of one of the models. They work well with the industry standard Macintosh computers. Lacie Rugged 2T External Hard Drive is Recommended: <https://www.amazon.com/dp/B01N7QFZLQ/ref=cm_sw_em_r_mt_dp_PaTmFb3FG7ZJM>

__C. Review:

- __1. Review Syllabus and watch the course Start Video using link above. Make a list of questions and send them to me via email. I will answer questions about the syllabus the first day of class.
- __2. Review Book list and digital storage recommendations. Purchase books and an external hard drive.
- __3. Review Blackboard course content. [I will be releasing content as we go.]
- __4. Review ADOBE CREATIVE CLOUD information: Download the Adobe Creative Cloud on your computer. There is a version available through OIT. If you need help contact OIT below. <https://www.adobe.com/> If you are having trouble contact OIT with information below and let me know. Do not panic if you are having trouble. We will figure it out. https://carriedyer.com/assets/other_course_information.pdf#AdobeCC

> OIT Contact Information: Office of Information Technology, first floor, Norcross Building.

/ _Online: <http://helpdesk.highpoint.edu> / _Email: helpdesk@highpoint.edu _Phone: 336-841-HELP(4357) /

/ _Support Hours: Mon-Fri: 7:30am to 6:00pm, Sat: 7:30am to 4:00pm /

__D. To Do List for Day One of class:

- WATCH **START VIDEO / SYLLABUS VIDEO**
- COMPLETE **STUDENT INFORMATION FORM**
- COMPLETE **COURSE AGREEMENT FORM**
- COMPLETE **SYLLABUS QUIZ**
- Post to **DISCUSSION BOARD YOUR INTRO POST**
- Contact OIT for **ADOBE CC INFORMATION**
- Acquire **TEXTBOOKS & MATERIALS** for class

--P.S.-- See attached picture of our dog, Luca. He is the best.
Send pictures of your favorite furry friends!

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