

OFFICE OF INSTRUCTIONAL RESOURCES  
**FACULTY MULTIMEDIA CENTER**

Classroom Building 1 Room 202

(407) 823-0519

[www.oir.ucf.edu](http://www.oir.ucf.edu)



**Hours:** Monday - Thursday: 8:00 a.m. - 6:00 p.m.  
Friday: 8:00 a.m. - 5:00 p.m.

The Faculty Multimedia Center is the computer lab on-campus dedicated to serving the UCF faculty's need to be on the cutting edge of teaching and learning. Offering a variety of services to UCF faculty who want to incorporate technology into their classroom.

UCF faculty, adjunct, and visiting professor are encouraged to stop by the **FMC** use our equipment:

- ❖ 30 PC Pentium III
- ❖ 4 Macintosh G4s
- ❖ 3 Macintosh G3s
- ❖ Film/Slide Scanners
- ❖ Flatbed Scanners (documents/photos)
- ❖ CD Writers
- ❖ Digital Cameras
- ❖ Color or B&W Printers (paper & transparencies)
- ❖ Real Media Audio and Video Streaming
- ❖ Software: Authorware, Director, Excel, Flash, Freehand, Illustrator, Page maker, Photoshop, PowerPoint and more.

***"We are here to help you."***

FMC has a wide range of services to facilitate you. These include:

- ❖ One-on-one production help, tutoring, and training
- ❖ Continuous software training sessions in our multimedia classroom lab (see opposite side for our workshop schedule)
- ❖ Developing graphics for brochures, poster and multimedia presentations
- ❖ Producing CD-ROM materials
- ❖ High quality audio and video tapes, disks and streams
- ❖ Produce multimedia instructional materials

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The **FMC** offers the following weekly workshops to all UCF faculty and staff to help you utilize the multimedia in your classroom:

- **Introduction to Adobe Photoshop:** This workshop teaches you the basic tools and procedures to do basic image manipulation.
- **Intermediate and Advanced Adobe Photoshop:** become skilled at advanced techniques in a hands on training environment.
- **Scanning Techniques that Maximize Results:** Get the best image for use on-line, in presentations or press. Bring your original slides, photographs, and other print sources to be scanned.
- **Introduction to PowerPoint XP:** Learn basic PowerPoint production techniques.
- **Intermediate and Advanced PowerPoint XP:** Learn tips and tricks for more dynamic presentations. Learn how to make your own backgrounds, add animations and much more.
- **Basic PC Software Techniques:** Learn basic routines, software, tips and tricks to keep your PC running up to speed.
- **Basic MAC Software Techniques:** Have questions about MAC platform or just want to test drive one?

Checkout our website for more information about these sessions and other faculty & staff development workshops at <http://www.oir.ucf.edu/training> or call the **FMC** at **(407) 823-0519**.

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:30 – 9:30 a.m.	<b>Intro to Photoshop</b>			<b>Intermediate &amp; Advanced Photoshop</b>	
10 – 11 a.m.		<b>Basic PC Software Techniques</b>	<b>Intermediate PowerPoint XP</b>	<b>Creating your Graphics</b>	<b>Intro to PowerPoint XP</b>
11 – 12 p.m.			<b>Basic MAC Software Techniques</b>		
2 – 3 p.m.			<b>Creating Effective Video for Multimedia Classrooms</b>		
4 – 5 p.m.	<b>Scanning Techniques</b>				
5 – 6 p.m.				<b>Advanced PowerPoint XP</b>	

\*\*If these times do not fit your schedule, please give us a call and we will be happy to make an appointment at your most convenient time. No need to register out doors are open and waiting for you.