New Lab Hours for Finals

The academic computing labs in Search Hall will have extended hours during the final exam/study period. Starting on 4/19/97, through 5/8/97, the labs will be open until 9:00pm on Saturdays and 12:00 midnight on Sundays.

Lab hours are:
- Monday-Thursday: 8:00am-midnight
- Friday: 8:00am-5:00pm
- Saturday: noon-9:00pm
- Sunday: noon-midnight

Safeguarding Your Work

Back up your data! Few disasters in the computing world are as common, distressing, and preventable as the loss of one’s data files. By data files, we mean any files that you’ve put your hard work into creating: word processing documents, spreadsheets, presentations, databases, etc. Any files that you would be upset to lose should absolutely be backed up regularly. Backing files up onto floppy disks is inconvenient, but well worth your peace of mind. Make two back-ups of extra important files and keep one set of disks off site.

There’s a better back-up option if you’re currently connected to the Philacol network. You can back up data to your network “home directory,” which is a subdirectory on our NT server “Ivy.” You can make your home directory look like just another storage space on your computer’s desktop so you can drag copies of files to that space any time you want to back it up.

To access your home directory from a Win95 machine:

1. Double-click on your Network Neighborhood icon.
2. Locate and double-click on the Ivy icon
3. Look for the HOME folder and double-click on that.
4. Locate your folder (labeled with your NT account name).
5. To create a shortcut to this folder for future use, right-click on the folder and drag it to your desktop. When you release the mouse button, select “Create Shortcut Here.”
6. To store back-ups of your documents, drag them from your hard drive to your home directory. Make sure you keep a current copy of all documents on your hard drive as well—remember that you could temporarily lose access to your home directory if the network were down.
7. You can copy whole folders to your home directory, or create new folders yourself. (Open your home directory and from the File menu, choose “New,” then “Folder.”)

If you need help accessing your home directory, or if you’d like access from a Macintosh computer, please call Information Technology’s front desk at x2645.

Infrastructure Update

All the “I’s” have been dotted and the “T’s” have been crossed—the Infrastructure Project is now underway! After an agreement was met and contract signed with Nortel in March, the first leg of the project began April 14th and is slated to be completed over the next 18-24 months. At the conclusion of the project, the College will have voice, data, and video image capability in an advanced infrastructure that will put us at the forefront of educational institutions across the country. President Jim Gallagher and Executive Director of Information Technology Neal Van Eck participated in a ceremonial groundbreaking on April 21. Photos forthcoming!
Faculty/Staff Inventory

Recently, Information Technology completed a preliminary inventory of all College-owned faculty and staff desktop computers. On this first rough cut, we have analyzed computing potential by five broad “computer level” values. Based on the processor chip, computers were assigned values as follows: good: Intel Pentium or Apple PPC; fair: Intel 486 or Apple 68040; poor: lower than fair; none: dumb terminal or no machine; no need: assigned only to certain staff categories without computer-related duties. “Good” and “fair” computers should work on the new network, although they may require additions of Network Interface Cards (NICs) and/or additional memory (RAM).

<table>
<thead>
<tr>
<th></th>
<th>total</th>
<th>good</th>
<th>fair</th>
<th>poor</th>
<th>none</th>
<th>no need</th>
</tr>
</thead>
<tbody>
<tr>
<td>full-time faculty</td>
<td>84</td>
<td>27</td>
<td>12</td>
<td>17</td>
<td>28</td>
<td>0</td>
</tr>
<tr>
<td>full-time staff</td>
<td>220</td>
<td>72</td>
<td>30</td>
<td>26</td>
<td>42</td>
<td>43</td>
</tr>
<tr>
<td>totals</td>
<td>304</td>
<td>99</td>
<td>48</td>
<td>43</td>
<td>70</td>
<td>43</td>
</tr>
</tbody>
</table>

The good news is that 46% of full-time faculty and 46% of full-time staff have potentially network-compatible desktop computers. The bad news is that 54% do not.

As the College invests in both our networking infrastructure and technology training for students, we recognize the need to equip faculty and staff adequately. Full-time faculty need desktop computers that will allow them to take full advantage of the pedagogical and research potentials of our new network, as well as to keep pace with the technological achievements and needs of their students. Staff need access to the most efficient tools available in their fields. The entire community needs to be on the network for effective communication and sharing of resources. Although funds are not currently available to purchase the desktop equipment necessary, we are working to develop a plan by which these goals can be achieved.

Virus Hoaxes

Any of us have seen warnings about a supposed computer virus being spread via e-mail, entitled “AOLAFREE.” In fact, this scare is just one of several widespread Internet virus hoaxes, started as mischief and propagated by well-meaning e-mail users. Simply reading e-mail cannot spread a virus to your machine, although opening programs sent as e-mail attachments does have that potential. As always, be aware of the source of any software you use. For more information on the history of this and other Internet virus hoaxes, see: http://ciac.llnl.gov/ciac/CIACHoaxes.html

In the future, you can check that website or with us to evaluate “virus warnings” you might receive.

Software Tip of the Month

PowerPoint is the graphics component of Microsoft Office that lets you create and save presentations. A presentation is a collection of “slides” with text and graphics to help summarize data and emphasize report highlights. From the presentation slides you can prepare handouts for your audience, speaker notes for your own use during the presentation, or outlines to provide an overview of the presentation.

For a very quick start with PowerPoint, use an automated “wizard” to create your first presentation.

1. On the File menu, click New.
2. On the Presentations tab, click AutoContent Wizard.

The wizard will prompt you for information, then create a fully-formatted model of your presentation. Follow the on-screen directions, then scroll through the slides to add content information. Use the Help menu for more information, or try new looks from the Format menu, experimenting with “Apply Design Template” and “Slide Layout.” The View menu allows five different ways to view your presentation. [Note: If you get stuck in “Slide Show” view, press the <escape> key.]

Experiment with PowerPoint and you will find that you can create vivid, creative, professional presentations with a minimal investment of time.

Training

At the April 15th faculty meeting, Information Technology unveiled an ambitious plan for providing computer training to the College community. Courses will include word processing, spreadsheets, database, e-mail, world-wide web, and others.

Faculty. Special training sessions for full-time faculty and deans only will be held May 13, 14, and 15 and again August 26, 27, and 28. If you turned in a Course Interest sheet at the faculty meeting, we will be in touch with you shortly. If not, please request a sheet from x2645.

Staff. Open training sessions for staff and any interested faculty will be held twice weekly throughout June and July. Please see our May newsletter for details on signing up.

Students. Ongoing training sessions for students and interested staff and faculty will begin in September, with the possibility of some evening or weekend sessions. Stay tuned for scheduling information.