



# Curry College Tech Center News



March, 2001

Name:  
Department:



## Curry Net

Aziz Darouichi

### Keep Your PC Virus Free

We all know that a virus can wreak havoc on the human body. A virus can have a similar effect on your computer. If a virus gets hold of your computer, it can destroy all the data that is on your hard drive. Some viruses can even destroy your MBR (master boot record) rendering your computer useless. Just as there are a variety of human viruses, there are many different computer viruses as well. With each virus, the damage potential varies. So how can we protect our computer from these destructive nuisances?

If you are working in the Curry network, your network administrator has McAfee virus software running in the servers to protect all data that you store in your network drives. The files that are corrupted or infected get cleaned before they get stored in the servers. The files we download from the Internet and the attachments we get with e-mail are also protected, in that they too get cleaned before they are stored. When we installed McAfee software, we configured it to scan e-mail, downloaded documents, and attachments. With all this protection, however, we cannot protect your machine from the use of infected floppy disks. People who write viruses are continually busy writing new ones. Similarly, this fuels the need for people to write anti-virus programs. That's why we update our virus definitions all the time.

In order to protect your computer from these viruses, please do the following:

- Log in to the network
- Make sure all programs are closed
- Double-click on the My Computer Icon on desktop
- Double-click on the common drive
- Double-click on the McAfee folder
- Double-click on sdat#### (Numbers change with upgrades. File should have a globe icon.)
- The SuperDat Wizard opens. Click Next
- Click Finish
- Close the McAfee Window

We urge you to purchase virus software for your home computer and update it frequently. Updates can be found on the web. The web sites contain instructions on how to update definitions. ([www.mcafee.com](http://www.mcafee.com) and [www.norton.com](http://www.norton.com)) ♣

### Telephone Services

Lee Harrington



On April 2<sup>nd</sup> new area codes will be introduced in each vicinity currently assigned to the 617, 781, 508, and 978 area codes. Adding these new codes will create 2 area codes for each vicinity. (617/857, 781/339, 508/774, 978/351) Because of this, there will be a change in the number of digits you will be required to dial beginning on April 2, 2001. Every telephone you use will require you to dial 10 digits for local calls: 3 digit area code + 7 digit telephone number. Even if you are dialing a second phone in your own home, you will be required to dial 10 digits or the call will not go through. Long distance calls require a 1 before the 10 digit number. Since it may be difficult to remember which numbers do not need to be preceded by a 1, Verizon allows you to make a local call by dialing 11 digits: 1+ 3 digit area code + 7 digit telephone number.

If you are making a local call here at Curry, you will now dial 12 digits: 9+ 1+ 3 digit area code+ 7 digit telephone number. As before, if you are dialing a long distance number, you will have to dial 12 digits and your PAC code: 7 + 1 + 3 digit area code + 7 digit telephone number, wait for the tone and enter your PAC code. Updated dialing instructions will be placed on the Common Drive in the Telephone folder. ♣

Julie Zurowski



### Banner 5.0 is Coming!!!

Wait - before you ask what this means - let me quote SCT....

"The user interface for Banner 5.0 has not changed in look and feel from the Banner 4.0 release. Additional functionality has been added for the 5.0 release."

We are looking at moving to the 5.0 release some time this summer. SCT has stated that it will only support the 4.0 release until the end of 2001 so we must upgrade in order to maintain our support with SCT.

The vast majority of the changes are with the internal mechanisms and support systems. The desktop's software will have to be replaced on all PCs throughout the community and the underlying database - Oracle - will need to be upgraded. These are things that will keep the folks in the Tech Center busy! Meanwhile the end user departments will have to test to ensure that everything works as expected with the new version. We will keep you posted on all the details as we devise a plan for getting all this done before the students arrive in the fall! ♣

## Tech Tips

### Things to check if you can not login:

Mohammed Zia

1. First check your login:
  - The Login Window has 3 fill in blanks:
    - User Name
    - Password
    - Domain Name
  - Make sure that your user name is spelled correctly.
  - Make sure that you are entering your correct password.
  - Make sure that the Domain Name reads COLLEGE.
2. Check the Ethernet cable.
  - The Ethernet Cable is little thicker than common telephone cable and has connectors on both ends just like the phone cable. One end is hooked up in the back of your PC and the other in the Data Port in the wall. It connects your PC to the Campus Network and to the Internet. Please make sure that both ends of the Ethernet Cable are firmly plugged in.
  - If the Ethernet Cable is firmly plugged in and the Data Port is alive, there should be 2 tiny green lights in the back of your PC next to the Ethernet Cable connection.

If you still can not log in, please call 2911 and we will be glad to help you. ♣

### E-mail Server Approaches 3/4 Million Messages

The server that presently holds the e-mails for staff and faculty is approaching maximum capacity. The number of messages presently stored in our e-mail server is fast approaching ¾ million. Because of the large number of messages, service in e-mail is slower for everyone than it would be if there were fewer messages. We need your help to lower the number of messages on the server. Below you will find several ways you can do this.

#### First: Set your Deleted Items to Delete on Closing

- Open Outlook and click on the Tools menu
- Click on Options
- Click on the Other Tab
- Make sure there is a check in the "Empty the Deleted Items folder upon exiting" box
- If there is not, please click in the box to check it
- Click Apply and then Close

Now when you shut down, you will get a message that asks you if you want to delete the items in the Deleted items folder. Select YES.

These items are now really deleted!  
(continued next column)

## E-Mail continued

Presently, some people are not emptying their deleted items folder. They are using it as a holding place. This is not the purpose of the Deleted Items folder. It is a place where you put e-mails that should be deleted. (Would you store important papers in your wastebasket?)

### Second: Delete Sent Messages

Outlook saves every message that you send out in the Sent Items folder. This area should be cleaned out frequently.

To delete sent mail:

- Open the Sent mail folder in the folder list
- Click on the e-mails you wish to delete and hit the Delete key on your keyboard
- Empty the Deleted Items folder when you exit Outlook

### Third: Messages with Attachments are Space Hoggers

It is best to delete messages with attachments. If you need the attachment, open it up and save it on your own F drive.

### Fourth: Deleting your E-mail Helps Everyone

It is really important for all of us to be conscious of the fact that we share a server for mail. The space used for e-mail has been growing at a rate of 1gb (gigabyte) every 6 months. The rate of growth is increasing. Curry rate of growth and average per person storage is over industry norms. If the college is unable to reduce the storage demands by voluntary action, we may be forced to use alternative methods, such as mandatory limits and maximum e-mail aging. With your help, we won't need to implement such methods. ♣

## Word Tips:

### Change Your Bullets

To change a bullet symbol:

- ✳ Highlight the bulleted list and Right-click
- ✳ Click Bullets And Numbering
- ✳ Click the Customize button: "Customize Bullet List" window opens
- ✳ Click Bullet button: "Symbol" window opens
- ✳ Click the down arrow at the right side of the font box
- ✳ Select Wingdings
- ✳ Click on a symbol (If you do not find one you like, you can browse through the symbols found in Webdings and Monotype until you find one.)
- ✳ Click OK twice to get back to your document ♣



## Excel Tips:



### Enter Something into More Than One Cell

1. Hold down the Ctrl key
2. Select the cells into which you want to enter the information
3. Type your entry
4. Press Ctrl + Enter ♣

### Group Sheets

A workbook can contain many worksheets. And in some cases, your multiple worksheets may include some similar data entries or formatting. Why do that again and again? Excel lets you enter data or formatting to all of the sheets in a group at the same time.

1. Select the group by clicking on the worksheet tabs (for adjacent sheets you can press Shift as you click, but for non-adjacent sheets you'll want to hold Ctrl as you click)
2. Enter your data or formatting on the top sheet of the group
3. Excel will immediately copy your work to the other sheets of the group
4. When you're done, right-click any of the tabs
5. Choose Ungroup Sheets ♣

## Outlook Tips:



### Move or Backup your Address Book

Occasionally I have been asked if the Contacts list in Curry Outlook can be copied for backup or to move to a personal computer or to a Palm Pilot (or facsimile). The answer is yes. All you have to do is export the information to a \*.csv file. From there, you can import it back into Outlook.

- Open the Outlook 98 Address Book and select File, Export, Address Book
- In the Address Book Export Tool dialog box, select Text File (Comma Separated Values) and click Export
- Click Browse, navigate your way to the destination of the \*.csv file you're about to create; for example, a floppy drive
- Type a name for the file, and click Save
- Click Next, select the fields you'd like to export
- Click Finish
- When you see a message stating that the Address Book export has completed successfully, click OK, then Close
- Put that \*.csv file in a safe place ♣

## Outlook Tips: continued Open Embedded File Attachments

Sometimes you see an attachment as an embedded file. To open an embedded file, right click on top of the embedded file and click Open.

To change the embedded file to an icon, click Tools, Options, click "Field Codes" box to uncheck it, and close. ♣

## Tech Center Training Schedule:

### March

Mon	Tues	Wed	Thurs	Fri
19	20 Outlook 9:30-11:30 Banner Navigation 1:30-3:30	21 Outlook: Tasks, Notes and Journal 10:30- 11:30	22 Creating Documentation with Screen Prints 2:30-3:30	23
26	27 Create a Template in Excel 9:30-11:30	28 PowerPoint 9:30-11:30	29 Word: How to Place a Watermark on a document. 9:30-10:30	30

### April

Mon	Tues	Wed	Thurs	Fri
2	3	4 Banner Navigation 9:30-11:30 Outlook 1:30- 3:30	5 Excel 1 9:30- 11:30	6
9 Create an Excel Template 1:30-3:30	10 Excel Formatting 9:30-11 Excel Formulas 2-3	11 Calendars 9:30-10:30 Contacts 10:45-11:45	12 Advisor Banner 4-5	13
16 Offices closed	17	18 Creating Documentation w/ Screen Prints 2:30-4:30	19 Outlook 9:30- 11:30 Banner Navigation 1:30-3:30	20
23	24 Word: Templates 1:30-3	25 Faculty Banner 10:30-11:30	26	27
30				

Class Descriptions and Calendars are on the web:  
Go to <http://mail.curry.edu> and click on "Technology  
Center Training Programs. ♣



## Tech Center Training

Trainer : Valerie Devine

**Training news:** I have added 3 classes (listed below) to the schedule.

**Just a reminder:** I am here to offer training that is valuable to you, so any input you can give me is helpful. If you have thought of something you would like training in, please let me know. I am also available to answer software questions for you. Individual training for new employees is available to acclimate them to the network. If you know of someone who is new who might benefit from some training please contact me by e-mail or phone. Valerie

### New classes:

#### How to Create an Excel Template

Learn how to:

- Create a template and save it as an Autotemplate
- Format a template
- Use Word Art for Headings
- Open a template
- Modify multiple worksheets in a workbook
- Drill an entry through multiple worksheets
- Create a formula with a 3D range
- Insert comments

#### Using Tables and Graphics to Create a Word Template

Learn how to:

- Create a template and save it in the Autotemplate
- Format template styles
- Insert a table
- Format a table
- Add graphics to a template

#### How to Add a Watermark to a Document

Practice adding clipart, picture files and graphics as watermarks on a document.

Class Descriptions and Calendars are on the web: Go to <http://mail.curry.edu> and click on "Technology Center Training Programs."



## Web News:



### Take a Cruise and Cruise the Web

I just returned from a cruise. I enjoyed it thoroughly: the water, the sun, the floating hotel, the food and the islands. I had expected all that. What I hadn't expected was that I would be able to get on the internet while I was on board ship.

Before we left on the cruise, the cruise line sent us a network log-on for the ship's computers and an e-mail address for people to get in touch with us.

During the cruise I decided to check it out. The ship had 8 computers for their patrons in the coffee bar and I was able to log on, check my e-mail (my sister had sent me one) and check my curry e-mail (<http://mail.curry.edu>). I was charged \$.75 / minute. Expensive, but cheaper than a telephone call on the high seas. I did not use the ship's e-mail service to reply to my sister because every e-mail sent cost \$3.50. It could add up! Instead I logged on to Curry and replied to my sister for free.

In most cases, I think that people go on a cruise to get away from everything and relax (and eat), but if you are in need of a web fix, you can even get it on a cruise ship today.

#### Websites to check out during lunch:

**Search Engines:** [www.google.com](http://www.google.com)

Since our last edition I have compared several search engines and I have come to the conclusion that you have a better shot at getting the best web site on your first try at Google.com. Try it out!

**News:** [www.cnn.com](http://www.cnn.com) This is a great site for world, national and local news.

**Library of Congress:** [www.loc.gov](http://www.loc.gov) Need to locate a "hard to find" publication? This site is well done. It has help for educators, pages for kids, exhibitions, copyright information as well as legislation and research areas.

**Boston Public Library:** [www.bpl.org](http://www.bpl.org) This is an interesting site. You can do research and even check out an e book. I was surfing through it and checked out their internet links and found a link to findagrave.com. History buffs may want to use this site to verify when someone was born or when they died. There are some great links for all kinds of things.

**Weather:** [www.weather.com](http://www.weather.com) Want to figure out what the weather is doing or going to do here or somewhere else?

**Movies:** [www.moviefone.com](http://www.moviefone.com) Going to the movies and need to check where your movie is playing and what time it starts? Try this site. It also gives you reviews on the movies. ♠