

Our Labs Are Greener!

By P. Phillips

In fall semester, IS&T implemented a new system to limit the number of pages each student could print at no charge. Each student can print up to 2000 pages per semester after which they must purchase additional pages at 2 cents per page. This print limit only affected about 100 of the 9500 students who used the labs. Only 20 of these students chose to purchase additional pages.

The results of this new program are dramatic. We saved about 800,000 pages or paper during fall semester. That's about 160 cases of paper, 1.5 tons of paper, 10 trees, \$5000 in paper and \$2000 in printer consumables. Overall, a little greener!

Blocked E-Mail Attachments

By P. Phillips

As a security precaution, CSU blocks certain attachment file types from being delivered to CSU from outside email systems. These file types include .exe, .zip, .bat, .com, etc. (see the complete list below) as these files may include viruses and other malware embedded within them, that a virus scanner may miss. This has been the rule for 3+ years now. If you need to receive a file with one of these file types, you just need to ask the sender to change the file type to .csu and then change the file type back to the original again when you receive it.

This blocking of files is one of the ways we protect the university from malware. This practice is also in use by most businesses.

We do not prevent the internal mailing of these documents, just those from email systems outside of CSU.

Here's the list of potentially dangerous extensions that CSU blocks at the border:

.ade	.b64	.cmd	.hlp	.isp	.mdb	.mim
.adp	.bas	.com	.hqx	.js	.mde	.msc
.ani	.bat	.cpl	.hta	.jse	.mdt	.msi
.arj	.bhx	.crt	.inf	.lnk	.mdw	.msp
.asx	.chm	.exe	.ins	.mda	.mdz	.mst
.ops	.reg	.shs	.vbe	.wsh		
.pcd	.scf	.url	.vbs	.zip		
.pif	.scr	.uu	.wmf			
.prg	.sct	.uue	.wsc			
.rar	.shb	.vb	.wsf			

Your Dog Ate the What!?

By P. Phillips

In the last two weeks, we have received two calls from people who have taken their university laptops home. Both of them said "My dog used my power adapter as a chew toy". Though we don't promote this for your dog's health, don't worry, all of our laptops are covered by Accidental Damage Insurance for either 3

(for older laptops) or 4 (for newer laptops) years.

Contact x5050 and open a problem ticket indicating that your power adapter has been damaged and that you need a new one. Make sure you provide your serial number and a technician will order you a new power adapter. This same is true if you have any other accidents with your university owned laptop. All new HP laptop purchases will also be covered by a 4 year Accidental Damage warranty.

What Email Client Should I Use?

By P. Phillips

The University provides e-mail accounts to all students, faculty and staff. This email is accessible in a variety of ways and, of course, there are advantages and disadvantages to each one.

1) Webmail or Deskmail: These are the base tools provided with our email system. Advantages to using these tools are that you have a nightly backup of your mail automatically performed. If something happens to your computer, your loss of mail is negligible. You also can use the shared calendaring features and delegate email management to others in your department. The disadvantages are a lack of comfort with these tools or a preference to use other tools.

2) Outlook, Eudora, Netscape, etc: These tools connect to the University email system and either DOWNLOAD your email to your PC (POPmail) or leave it on the server (IMAP). IS&T will be turning off the download option in the near future (discontinuing POPmail and moving people to IMAP).

There are many advantages to these tools; you can customize them to your needs, consolidate multiple email accounts on one client; and some work well with other desktop software you may run (MS Office, for instance). The disadvantages for those that download are that you are now responsible for backing up and recovering your email in the event that the email database becomes corrupt (your hard drive goes bad). You also will not have the ability to use shared calendaring and email delegation and are now responsible for the security of any private and privileged University communications.

3) External email: You can elect to forward your email to a third party email account such as Yahoo mail and Gmail. Again, this option allows you to use a tool that can be customized to your needs, can consolidate other email accounts into one location, and also will be backed up nightly by the third party. The disadvantage is that your email is no longer under the umbrella of CSU and any state protections. You are taking on the responsibility for the security of private and privileged University communications. You also lose the ability to use shared calendaring and email delegation.

IS&T encourages people to use Webmail or Deskmail as your email client.

For a comparison of your options, visit:

<http://www.csuohio.edu/ist/comparisonoffeatures.shtml>

Apple Tip of the Month

Assigning Applications to Spaces

By The Unofficial Apple Weblog (TUAW)

Spaces, the cool new feature in Mac OS 10.5 "Leopard" that provides a virtual desktop system, is excellent for expanding your desktop by up to 16 workspaces. Using Spaces, you can assign specific applications to always open in the same virtual desktop.

Here's what you need to do:

- 1) Open the Spaces preference pane (Apple Menu > System Preferences > Exposé and Spaces > Spaces tab).
- 2) Drag the application you would like to add to the specific space in the overview pane.

You can also add applications by using the list below the spaces overview. This is also how you remove the application assignments. Just click the application in the list and then click the minus button.

For more info on Spaces, read the "About Spaces" section in the Mac Help section of your Menu Bar.

Word/PowerPoint Tip of the Month

Screen Shots Into a Document

If you want to include a screenshot in a Word or PowerPoint document, use this method for a quick and easy way to accomplish this useful task:

- 1) With the screen you want to copy up on your monitor, hold down the Alt key and press PrtSc (Note: if you're running PrintKey2000, click the Copy button when that screen appears)
- 2) Call up Word or PowerPoint
- 3) Issue the Paste command (Edit > Paste, or Ctrl + V)
- 4) Crop the screen, resize it, and/or move it around your document as needed

Quote of the Month

Few people are capable of expressing with equanimity opinions which differ from the prejudices of their social environment. Most people are not even capable of forming such opinions.

-Albert Einstein

50 Tips and Random Thoughts About Email: Part 12 (continued from past months and to be continued)

41. All email clients have a 'TO:', a 'CC:', and a 'BCC:' line. Use them appropriately. If you're sending a message to Joe and want to send copies to Mary and LaShawnda, don't put their names in the 'TO:' line. The addresses in the 'BCC:' are like 'CC:' except that the addresses in 'TO:' and 'CC:' do not know that the addresses in the 'BCC:' are included in the conversation. The 'TO:' and 'CC:' addresses are blind to the 'BCC:' addresses (which is the reason 'BCC:' is called a Blind Carbon Copy). As you can imagine, use of 'BCC:' can be somewhat unethical and therefore its use is discouraged.
42. One instance where the 'BCC:' field comes in handy is when you have to send a message to a large group of people but you don't want all the addresses to show up in the 'TO:' field. Place your own address in the 'TO:' field and put the group's email IDs into the 'BCC:' field. That way, you protect the privacy of the group members.
43. The 'Reply to All' is a button that can generate unnecessary e-mails. For example, if I send a dozen people an e-mail asking if they are available at a certain time for a meeting I should get a dozen replies and that's it. However, if each person hits the 'Reply to All' button not only do I get a dozen replies, but so does everyone else! Use the 'Reply to All' button with care.

Excel Tip of the Month

Turning Off AutoFill

The AutoFill feature of Excel is a great timesaver when you need to fill in a series of cells based on the content in other cells. It is also a feature that you can turn off, if you prefer. To turn off AutoFill, follow these steps:

- 1) Click the Office button, and then click Excel Options. Excel displays the Excel Options dialog box.
- 2) Click the Advanced option at the left of the dialog box.
- 3) In the Editing Options area, clear the Enable Fill Handle and Cell Drag-and-Drop check box.
- 4) Click on OK

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