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## Web Help is Here!

By W. Milhoan

As anyone who has ever watched "The Antiques Roadshow" is aware, not everything old is valuable. There are collectors and there are pack rats. I myself fall into the latter category, but without any shame I still claim that it isn't my fault. I just have no idea what to do with the stuff in my house. And you'd think I would have learned my lesson and married someone who knows what to do with the important items and store or get rid of everything else. Nope. We are both pretty much helpless. We really could use a visit from a home makeover specialist since we really don't have an idea what we can do.

If you need help with getting your home organized, I've got nothing for you. But if it's your departmental website that needs work, I'm the guy. If keeping your web page is way too much of a chore, I think I can help you. If you inherited a website full of old pages, a ton of data and aren't sure how to make your work flow more efficient, I may have a few tricks for you. Over the last three and a half years at CSU and during my eight years at another institution, I've been trying to figure out how to make editing web pages easier. I'm not a huge fan of complicated processes and I'm certainly no programming wiz, so I've spent a lot of time searching for techniques that work without a lot of fuss. Luckily for me I have Adobe Dreamweaver to help. It's not that it's the most powerful program in the world but that it makes my work easier in several ways. It helps me organize my web pages so I don't lose track of them or post a page with broken links. It has a built-in method for uploading my edited content to the server. With Dreamweaver, I can clearly see where I'm supposed to be adding content to the web templates. And, if I've got a ton of data to display, I can use Dreamweaver's Spry framework so I don't have to change my layout in order to add new content.

It's not just Dreamweaver that's made it easier on me. There are ways of updating and keeping your web pages fresh without even opening Dreamweaver. I can even give other people the ability to add content.

When I was a classroom teacher, we called this 'empowering,' an impressive word for an impressive feature. I've worked out methods for utilizing Google docs, spreadsheets and forms, and using blogs to populate web page with updated content. There even are ways to create your content so that it can be used on the web and in printed copy as well, without reformatting the information.

During the upcoming Spring Recess, I've doubled up on the course I teach directly dealing with web editing. I'm teaching two classes each of Dreamweaver, Web Editing Techniques, and my CSU Website Clinic. Be sure to check your copy of our course schedule for specific information. If you don't have a copy handy, go to our website:

<http://www.csuohio.edu/offices/ist/services/training/index.html>,

click on "Schedule" and download a .pdf copy.

Next, start asking yourself a few questions. Does my website look like I want it to? Could someone searching for information use it to find what they need quickly? Have I always wanted to place graphics, slide shows or a callout box on the main page but didn't know how? If my web editor left the job today, could I edit it tomorrow? Do I have a table of information that has been growing in size since early 2000 and I wish could be made more manageable. And, most important, do I know what I don't know?

So, if you have questions, you're halfway there. Your old information may indeed be valuable but unlike that antique table, it can be made more valuable after you spruce it up a bit. Email me at [g.milhoan@csuohio.edu](mailto:g.milhoan@csuohio.edu) or call me with your questions at 802-3126.

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## Ten Do-It-Yourself Security Tips

By SANS Org. (with a little input from the editor)

### 05. Regard the Internet as a bad neighborhood at 2:00 AM

In 2008 about 1.5 billion people were using the Internet worldwide, and the number of websites approached 200,000,000. It's been estimated that 15% of computers are compromised. This newsletter is sent to about 2,000 people. Statistically, 300 of those people have compromised machines - are you one of them? No? How can you be so sure, smarty pants! The steady growth of Web commerce attracts not only ordinary scammers, pirates, and thieves, but also national and multi-national organized crime syndicates. Criminal activity for financial gain is the single largest driver of massive increases in Internet threats, and bringing Internet criminals to justice remains a challenging task. Practice online safety. Protect your privacy, your identity, and your money. Tread lightly.

### 06. Ratchet up your browser's security

Malicious hackers and virus writers can infect your computer by taking advantage of low security settings in your browser software and enticing you to visit a malicious website. You can help limit your chances of being attacked by increasing your security settings and conducting business or entering sensitive information only on secure websites. Look for addresses that begin with **https://** and check for the yellow security lock icon at the bottom of your browser window. Remember, just because you're paranoid doesn't mean they're not out to get you!

### 07. Back up your data

Here is a simple backup plan. Get space on a network server and save all your data there. Use your C-drive to store programs only. As you work on your latest project and it comes time

**Ten Security Tips (cont.)**

to take a break, save your work. The more important your project is and the closer you get to the deadline, the more often you should pause to save your files. The more often you back up, the less you stand to lose in case there's a computer problem. If you use a server maintained by IS&T, we back up the data every night and take it off site in case of a disaster. If you use a departmental server to store your data, make sure your files are backed up regularly and the backups are stored in a safe place. In a drawer next to the file server is not one of those places.

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## Lotus Notes Tip of the Month

### Finding Lost Documents

We've all done it. You click on a Notes doclink or a hotlink to a Web site in an e-mail, read the content and then close the note thinking *what complete and utter drive!* A couple of days later, you hear from your boss or worse, your significant other, asking what you thought of their foray into Web design and interpretation of Mongolian five-beat folk songs. Well, now you wish you had that document for one more browse, but you've deleted the e-mail that has the link. You might think you'll never find that document again, but Lotus Notes has you covered.

On the far left of your screen in the Lotus Notes bookmark bar you'll find a "History" bookmark folder that keeps a chronological listing of bookmarks for all documents, views, databases, and Web pages you visit during the course of a day. You can sort those links by site, by title or by date in order to find any document you've opened in the last seven days.

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## Excel Tip of the Month

### The same Data in Multiple Worksheets

Let's say that you want to enter the same data into multiple worksheets of one Excel spreadsheet. You can enter the data once and then copy and paste it into the same location in each worksheet. But there's an easier way.

- Next time you need to do this, try this simple solution;
- Hold down the Ctrl key
- Select the worksheets (the tabs on the bottom will turn white)
- Type your text on the first worksheet
- It will appear on all worksheets that you selected

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## Word Tip of the Month

### Quick Access to the Most Recently Opened Document

To create a desktop shortcut to the most recently opened Word document: Locate the *winword.exe* file using Windows Explorer, right-click on the file icon, select Create Shortcuts, and drag the newly-created shortcut to your desktop. Right-click on the new shortcut icon, and select Properties. Select the Shortcut tab and in the Target field, after the existing file path, add a space and then `/mFile1`. Left click the Apply icon, and then select Okay.

This tip is designed for Windows Vista with Office 2007.

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## Mac Tip of the Month

### Using Quick Look

Using Quick Look in Leopard (Mac OS 10.5), you can view the contents of many types of files without even opening them. For example, you can flip through multipage Word or .pdf documents, watch full-screen videos, listen to sound files, and see entire PowerPoint or Keynote presentations.

Quick Look works with nearly every file on your system, including images, text files, PDF documents, movies, Keynote presentations, mail attachments, and Microsoft Word, PowerPoint and Excel files. Just tap the Space bar to see a file in Quick Look. Then click the arrow icon to see the same file full screen — even video as it plays.

If you use Apple's hard drive backup solution, Time Machine, you can even use Quick Look to look through files you've backed up.

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## -Quote of the Month

Myth: we have to save the earth. Frankly, the earth doesn't need to be saved. Nature doesn't give a hoot if human beings are here or not. The planet has survived cataclysmic and catastrophic changes for millions upon millions of years. Over that time, it is widely believed, 99 percent of all species have come and gone while the planet has remained. Saving the environment is really about saving *our* environment - making it safe for ourselves, our children, and the world as we know it. If more people saw the issue as one of saving themselves, we would probably see increased motivation and commitment to actually do so.

-Robert M. Lilienfeld and William L. Rathje

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