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## HP Mini Note Available for CSU Purchase

By P. Phillips

IS&T and the Dean's IT Council are incorporating another laptop into the suite of HP Laptops available for purchase at CSU. The new HP Mini-Note 2133 is a very small and inexpensive laptop that can be used for mobile computing - email, web browsing and very light computing. The unit is only \$599 and we consider it to be a 2 year lifetime machine. Its configuration is as follows:

- Vista Home Edition
- 1.6 GHz single core processor
- 2 GB RAM
- 120 GB HD
- 9 inch screen
- 3 pounds
- 2 hour battery life
- 1 year manufacturer's warranty

Due to the low price on this unit, we are not making extended warranties and accidental damage insurance available. When the unit physically breaks, the unit is to be retired unless it is covered by the standard one year warranty.

The recommended uses for this laptop are keeping in touch while travelling, web browsing, light note taking, PowerPoint presentations, and other similar low intensity computing applications, Resource intensive programs such as SAS, SPSS, Adobe products, large Excel spreadsheets, and very large PowerPoint and Word documents would not be appropriate.

If you have questions about this new offering, please feel free to contact Peter Phillips at [p.phillips@csuohio.edu](mailto:p.phillips@csuohio.edu) or x 3779.

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## Changes in Wireless Security

By D. Porter

Since the initial implementation of the wireless network, Information Services & Technology has been committed to providing secure wireless access to CSU Students, Faculty, and Staff by using the most up-to-date industry-standard encryption methods while ensuring compatibility with the widest range of client devices and operating systems.

To continue with this commitment, the wireless network has been upgraded to use Wi-Fi Protected Access (WPA). Computers configured to use dynamic WEP must be reconfigured for WPA.

### What is WPA?

WPA is a powerful, standards-based, interoperable security technology for Wi-Fi networks. It provides strong data protection by using encryption as well as strong access controls and user authentication. WPA can be enabled in two versions - WPA-Personal and WPA-Enterprise. Using WPA-Enterprise, the CSU

wireless network authenticates network users through a server. Users will continue to login using their CSU ID and Campus-Pass.

### When will the change take place?

WPA has already been enabled on the wireless network. Users can reconfigure their computers to use WPA immediately. Configuration instructions are available at: <http://www.csuohio.edu/offices/ist/getconnected/wireless.html>.

The wireless network is currently running in "WPA migration mode." This configuration allows for a gradual migration to the new encryption standard by allowing both WPA and dynamic WEP users to connect to the same network. As of December 29, 2008 only users that have configured their laptops for WPA will be able to connect to CSU wireless.

### Will my laptop work with WPA?

Devices that were able to connect using LEAP or 802.1X-PEAP should be able to connect using WPA after simple configuration changes. In some cases, a driver update may be required. WPA is supported on computers running Windows XP Service Pack 2 or higher, Windows Vista, or Mac OS X 10.39 or higher. Network devices listed as Wi-Fi certified for WPA-Enterprise will work on the CSU wireless network. Look for WPA-Enterprise compliant adapters at the Wi-Fi Alliance website: [http://certifications.wi-fi.org/wbcs\\_certified\\_products.php?lang=en](http://certifications.wi-fi.org/wbcs_certified_products.php?lang=en)

Please contact the IS&T Call Center at 216/687-5050 with questions or The PC Repair Shop at 216/802-3350 for configuration assistance for non university owned laptops.

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## Web Tip of the Month

### Searching Techniques

The Web offers us an ocean of information that is free, and a Web search engine like Google or Yahoo lays this information at our fingertips.

First, though, it's important to know how search engines work. Search engines read every Web page on the internet and store each word they find in a database along with the Web site where that word was found. As you can imagine, this requires constant updating and a huge database to store the information. Search engines take your requests, match it against their data base of words and display the results.

Which page is displayed first? The exact formula that search engines use to sort the results is their "secret sauce" and they do not share this information with anyone. But one well-known criterion is how many different Web sites link to a particular page. The more Web sites that link to a page, the higher in the sort order it will end up. Their logic is that a popular Web site has valuable information and should be displayed first.

## Web Searching Techniques (cont.)

While we can get very useful information by typing whatever comes to mind in the Search Box of the search engine, knowing a few tricks will produce better results.

Put in as many words as you can describing what you want to find. This will narrow the search results. For example, if you want to find information about a glass-top patio table set, you might enter, *table chairs patio glass*. If you only entered *table* you would get results that pointed you to dining room tables, conference room tables, the periodic table of elements, and so on. When you only enter broad terms you might have to go through page after page of results to find the items you're looking for.

Compound words offer their own unique challenges. If you search for *army ants* then you'll get all the pages that deal with the *army* and those that deal with *ants*. To get around this problem, enter the search criteria in quotes. "*army ants*" will show those pages that have those exact words in that sequence first on the results page.

Another tip that will help narrow your search results is to use a negative sign in front of a search word to eliminate pages. For example, if you're interested in information about Saturn the planet, you can enter *saturn -car* and it will return all pages that have the word *Saturn* and do not have the word *car*. You can have multiple negative words too, for example *saturn -car -auto -automobile*.

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## Office Tip of the Month

### Templates for Better-Looking Documents

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For those of you that are artistically inclined and technically adept, creating good looking documents is an minor challenge. For those of us that are missing one or both of these two traits, designing a good looking document is always a matter of pure luck.

There is a resource that we (the artistic/technically challenged) can tap into that will make our documents look professional and easy to read. Call up your favorite browser and search for *Office templates* in Google, Yahoo, or some other Web search engine. Templates are formatting shortcuts to a well thought out document.

The first resource that is displayed takes you to the Microsoft Templates web page. This page offers you scores of templates

that you can download and use free. Try it. Here's a listing of a few of the categories of document templates that are available as of this writing.:

Agendas Award certificates Brochures Budgets Business cards Calendars Content slides Contracts Databases Design slides Diagrams Envelopes Expense reports Faxes Flyers Forms Gift certificates Greeting cards Inventories Invitations Invoices Labels Letters Lists Memos Minutes Newsletters Plans Planners Postcards Presentations Purchase orders Receipts Reports Resumes and CVs Schedules Statements Stationery Time sheets

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## 50 Tips and Random Thoughts About Email: Part 14 (continued from past months and to be continued)

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46. You can obfuscate, but you can't hide! Thinking about sending a nasty email from campus using Hotmail, Yahoo, Gmail or some other non-campus email system? Don't do it! We can track down the sender if we get a subpoena -- and we have. A nasty-gram email may come back and cause all kinds of problems.
47. If you are going to be out of the office, even for a single day, it's always a good idea to set up your "Out of Office" agent to let people know that they will not be able to reach you.
48. One of the goals for e-mail usage is to eliminate (or greatly reduce) the shuffling of paper. But what chance does that have if a significant number of people are going to print messages they receive? I'm not saying stop printing messages; I'm saying that too many messages are printed for no reason.

Every time I send an e-mail to a large group, a quarter of the group will print the message before reading it, a quarter will read it and then print it, and the last half will simply delete it after they see who sent it. Unless, of course, they want to send it to their friends with a 'Look at what he wrote THIS time' subject...

Consider not printing emails at all and create a folder structure in your email system instead. Store important emails in those folders for future reference.

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