

## Technology Fair

By R. Garcia

CSU Faculty and Staff members are invited to attend a Technology Fair on September 12 and 13 from 10 a.m. until 4:00 p.m. to be held at Rhodes Tower 502 (Inside the Library). The purpose of the event is for Faculty and Staff to learn about the latest technologies available to them through university partners and service providers. University vendor partners as well as service providers will be on hand to discuss technologies, applications and services:

Gateway (Computer)  
AT&T  
HP (Printer)  
TurningTechnologies (TurningPoint Audience Response System)  
IS&T Duplicating and Printing Department

Here are some of the Featured Presentations:

Podcasting (Getting Started and Advanced Features)  
Clickers in the classroom  
Blackboard (Getting Started and Advanced Features)  
MediaSite  
CampusDrive  
Funding Sources for Academic Projects

Check our website at <http://www.csuohio.edu/ist/techfair2007.shtml>

for an updated list of vendors and presentations. A schedule of presentation tracks will be posted soon!

This event is sponsored by Information Services and Technology (IS&T), Instructional Media Services (IMS), University Library, Center for eLearning, Center for Teaching Excellence (CTE) and the Division of Continuing Education.

For more information contact Rowen Garcia, Director of Academic Development and Services, at 216/875.9993 or [r.d.garcia31@csuohio.edu](mailto:r.d.garcia31@csuohio.edu).

## Excel Tip of the Month: Quickly Clear All Spreadsheet Formatting

Here's an easy way to quickly clear contents, formatting, and comments in your Excel spreadsheet.

In Excel version 2002:

1. Click any cell in the spreadsheet and then press CTRL+A to select all cells in the worksheet.
2. On the **Edit** menu, point to **Clear**, and then click **Formats**.

In Excel version 2007:

1. Select the cells, rows, or columns that you want to clear.
2. On the **Home** tab, in the **Editing** group, click the arrow

next to the **Clear** button , and then do one of the following:

- To clear all contents, formats, and comments that are contained in the selected cells, click **Clear All**.
- To clear only the formats that are applied to the selected cells, click **Clear Formats**.
- To clear only the contents in the selected cells, leaving any formats and comments in place, click **Clear Contents**.
- To clear any comments that are attached to the selected cells, click **Clear**

## Purchasing a New Computer?

If you're considering purchasing a new computer, the University has an agreement with Gateway to give students, faculty, and staff a discount on their equipment. Information about how to purchase a personal Gateway computer can be viewed at

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

Rowen Garcia, IS&T's Director of Academic Development and Services recommends you look at the newest Gateway Convertible Notebook—E 155 C.

"The notebook is light weight at 4.5 pounds and features a 12.1-inch, wide-screen display. It is powered by an Intel Core 2 Duo Ultra-Low Voltage Processor and is packaged in a durable magnesium alloy case. Mobile note taking is simplified with a long battery life and digital pen. In addition, collaborative teaching and learning are improved because the screen rotates 180-degrees in both directions," enthuses Rowen.

Please contact Rowen at [r.d.garcia31@csuohio.edu](mailto:r.d.garcia31@csuohio.edu) or 216/875.9993 for a demo or to test drive this new convertible notebook.

## So, What do you Think? Is This Newsletter Any Good?

Are the articles helpful? Is the information provided too technical? Not technical enough? Is the paper on which this newsletter is printed too thin to make good fish wrap or birdcage lining? Do you have a recommendation for an article? Want to see a topic covered more in depth? Want to write an article yourself? Do you want to compliment the editor on his fine choice of font styles and expert craftsmanship of horizontal lines? Hmmmm, well do you?

The editor wants your input so he can make this newsletter meet the demanding needs of the reading public, keeping them

### What Do You Think (cont.)

informed and entertained. He just read this phrase in a glossy brochure and, as he did during most of his academic career, simply plagiarized it. Other than this one blemish on his character (well, actually there are a few more but that's between him, his parole officer, and his bookie) and referring to himself in the third person, he's not too bad of a guy... but I digress. So, please forward your comments, constructive criticism, rants, and raves to [info@csuohio.edu](mailto:info@csuohio.edu) (and, yes, that's also the name of the newsletter).

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## Macintosh Users: Do You Need to Open One of the New Microsoft Word 2007 Documents?

by W. Milhoan

In Word 2007 Microsoft introduced a new file format called the Microsoft Open Office XML Format (.docx). This format is not compatible with older versions of Microsoft Word or with alternative operating systems like Linux or Mac OS X. Nor is it compatible with other word processing applications like OpenOffice or NeoOffice.

Until the new MS Office 2008 for Mac is available there is help. Microsoft has just released a new Microsoft Office Open XML File Format Converter for Mac which can be found at <http://www.microsoft.com/mac/>. (Look under "Quick Downloads.") According to Microsoft, using the converter will allow you to change the new .docx files into a format that is compatible with Microsoft Office 2004 for Mac and Microsoft Office v. X for Mac.

[docx-converter.com](http://www.docx-converter.com/) (<http://www.docx-converter.com/>) offers a portable solution for your compatibility needs. It will convert a Microsoft Word .docx file into a simple html file. It strips out some of the formatting, but supports bold, italic, and underlined text, left, right, center, and justified alignment, Unicode characters, tables, and more!

Also you may download a free dashboard widget from the site that does the job for you and places an .html file on your desktop.

Got questions? Want to know more about the widget? Call Bill Milhoan at x3126 or email him at [g.milhoan@csuohio.edu](mailto:g.milhoan@csuohio.edu) and he'll help you sort it out.

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## 50 Tips and Random Thoughts About Email: Part 6 (continued from past months and to be continued)

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17. When you reply to an email, you should include the original mail in your reply. How many emails do you send and receive a day? Do you remember every line of every email? Including the original email saves you and your recipients the time of hunting for the original to recover the context of the original message.

18. Email is not private so do not assume privacy. Do not use email to discuss confidential or sensitive information. Sending an email is like sending your message on a postcard. Unless you are Donald Trump, praise in public, and criticize in private. Don't send anything over e-mail that you wouldn't want posted -- with your name attached -- in the break room.

19. Don't reply to spam. By replying to spam or by unsubscribing, you are confirming that your email address is 'live'. Confirming this will only generate even more spam. Forward a copy to [missed-spam@antispam2.csuohio.edu](mailto:missed-spam@antispam2.csuohio.edu) then hit the delete button or use email software to remove spam automatically.

20. Tone can't be heard in e-mail. Have you ever attempted sarcasm in an e-mail, and the recipient took it the wrong way? E-mail communication can't convey the verbal nuances that add to meaning. Make your emotional tone as obvious and explicit as you can. In an attempt to infer tone of voice, some people use smilies ☺, but use them sparingly so that you don't appear unprofessional. ☹ Also, don't assume that using a smiley will diffuse a difficult message. For example, here's an email I received recently: "Fabian, The department is running short on funds and everyone was worried that we'd lose a valuable asset. So we unanimously decided to keep the coffee maker and get rid of you. You're fired.☺ Have a nice day. ☺ -The Boss"

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### Office 2007 Tip of the Month:

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If you need to distribute documents in PDF format, you don't need to purchase Adobe Acrobat. Microsoft Office 2007 can save documents in this format but you'll need to download a free add-in from Microsoft to do this. You can only create PDF documents, not edit them once they're created.

Go to the Microsoft web site ([www.microsoft.com](http://www.microsoft.com)) and search for 'Save as PDF', and download and install the software. When you save, select the new PDF option as your file type.

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Editor: F. L. Ferreri, [f.ferreri@csuohio.edu](mailto:f.ferreri@csuohio.edu) or 216-687-2160.

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2121 Euclid Avenue  
RT 1104