



## CITations

October 10, 2003

No. 105

*CITations* is a report featuring information technology-related news of interest to UNC-Chapel Hill faculty members, graduate instructors and the staff who support them. *CITations*, published twice a month, is an electronic service of the ITS Center for Instructional Technology.

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### UNC-CH STAFF CONTRIBUTE TO ENHANCING TEACHING WITH TECHNOLOGY BOOK

Several UNC-Chapel Hill staff members contributed essays for *Developing Faculty to Use Technology: Programs and Strategies to Enhance Teaching*, edited by David G. Brown (Bolton, MA: Anker Publishing Co., 2003; ISBN: 1-882982-62-2). ITS Center for Instructional Technology contributors include Kathy Thomas, CIT Manager; Suzanne Cadwell, Course Website Specialist; Bob Henshaw, Instructional Applications Consultant; and Lori Mathis, Instructional Applications Manager. Other campus contributors include Rick Peterson, Director of Information Technology for the College of Arts and Sciences; Elizabeth Evans, Information Technology Services Project Manager; and Dave Potenziani, Director of Instructional and Information Systems for the School of Public Health.

"With over 70 brief chapters divided into seven part -- philosophy, communication, staffing and support strategies, teaching environments, model programs, assessment of student programs, assessing the effect of technology on learning -- this book presents practical advice on how to integrate technology into teaching and learning activities. Readers interested in implementing or improving their own faculty development program will be guided by such information as detailed descriptions of successful faculty development programs, the programs' effectiveness, lessons learned, and possible variations of the programs that may be useful in other settings." For more information, see <http://www.ankerpub.com/books/brown-dev-fac.html>.

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### E-RESERVES SURVEY

The UNC-Chapel Hill E-Reserves system is used by 986 courses this year, and its use is expected to grow. Using electronic course reserves is already often a necessity in course planning for instructors. Total items on reserve have more than doubled in the past year. Because of increase in use, there is a huge need to increase service quality among a growing user population. The R.B. House Undergraduate Library E-Reserves Unit is conducting a survey on the UNC-Chapel Hill E-Reserves System to find out about the needs of faculty, staff, and student users. We invite faculty, staff, and students who currently use, or who have used, E-Reserves to give us feedback by taking the survey. The E-Reserves Satisfaction Survey is accessible at <http://www.lib.unc.edu/survey/>.

In the future, the E-Reserves Unit anticipates using survey results to find a fair solution to another problem: the increasing costs of electronic reserves due to copyright permission fees in a time of state budget cuts. The Undergraduate Library must devote a larger portion of its budget to paying copyright fees this year, more than double the amount paid in the previous year.

For more information about e-reserves on campus, see <http://eres.lib.unc.edu/>.

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R.B. House Undergraduate Library  
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## ENDNOTE WORKSHOPS

EndNote is a bibliographic management and formatting program that can be used to:

- Create and maintain your own searchable database of references.
- Centralize and organize your research information.
- Insert citations into word processing documents.
- Format references and bibliographies in a variety of styles.

The University Libraries offer introductory EndNote workshops throughout the semester. The introductory workshops show you how to:

- Create an EndNote Library.
- Modify the EndNote software to suit your personal preferences.
- Search for citations using EndNote.
- Import citations from library databases.
- Format a word document using the EndNote software.

October Schedule of Workshops:

Wednesday, October 15; 9:00 a.m. - 11:00 a.m.  
House Undergraduate Library, Room 124

Friday, October 24; 1:00 p.m. - 3:00 p.m.  
House Undergraduate Library, Room 124

To register for a session, go to <http://www.lib.unc.edu/instruct/endnote.html> and fill out the e-request form.

If you have already attended an introductory workshop or you already use EndNote and would like a more advanced workshop or individual consultation, contact the Libraries' instructional services at [library\\_instruction@unc.edu](mailto:library_instruction@unc.edu) or 843-2310.

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## SAS DAY AT ECU

SAS Innovation for Higher Education: Eastern Regional SAS Day for UNC Campuses

SAS and the UNC Office of the President are hosting an informative, interactive SAS Day that will provide ideas and inspiration about how to promote greater effectiveness throughout the UNC Constituent Campuses.

Who should attend:

UNC constituent campus faculty, staff, and students. This event also will be of interest to Deans and all individuals involved in teaching and research.

When:

Wednesday, October 22  
8:00 a.m. - 4:00 p.m.

Where:

Mendenhall Student Center, Great Room #3  
East Carolina University  
Greenville, NC

Agenda and Registration:

For more information about the agenda and to register, visit <http://www.ecu.edu/facdev/sasday/>.  
If you have questions, contact Dr. Dorothy Clayton at 252-328-6470 or [claytond@mail.ecu.edu](mailto:claytond@mail.ecu.edu).

There are no fees to attend the event or for materials.

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IBIBLIO CELEBRATES NORTH CAROLINA IN NOVEMBER

ibiblio, the public's library and digital archive, reserves the month of November to celebrate its home state and the extensive resources ibiblio hosts dedicated to North Carolina's people and history.

One of ibiblio's most significant objectives is to support the teaching, research, and public service missions of the University of North Carolina-Chapel Hill. To that end, ibiblio has amassed a substantial collection of resources relating to North Carolina. From the coastal regions to Black Mountain (<http://www.ibiblio.org/bmc/>), and from the Haw River (<http://www.ibiblio.org/hawriver/>) to Hayti (<http://www.ibiblio.org/hayti/>), ibiblio's North Carolina resources are instructional and entertaining, useful for educators, students, and anyone curious about the history and people of the Tar Heel State.

The centerpiece of ibiblio's North Carolina resources and one of the most popular historical sites on the web is the award-winning Documenting the American South (<http://docsouth.unc.edu/>), a collection of sources on Southern history, literature, and culture from the colonial period through the first decades of the 20th century. Additionally, ibiblio hosts numerous other multimedia exhibits which explore the historical and cultural activities of North Carolina.

ibiblio also celebrates the fun side of North Carolina culture with sites dedicated to the unofficial state food of barbeque (<http://www.ibiblio.org/lineback/lex.htm>), the Hollerin' contest held each year in Spivey's Corner (<http://www.ibiblio.org/hollerin/>), and many others.

ibiblio.org is a nonprofit Internet collaborative at the University of North Carolina - Chapel Hill. For more information and links to all ibiblio collections, see <http://ibiblio.org/>.

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#### ITRC TIP: USE THE FLOATING TASK PANE

The new task pane in Microsoft Office XP frees you from those repeated trips to the menu bar and having to scroll through lists of actions. The task pane gives you one location for the actions you use most often when doing your work in Office XP. Now, opening a file, creating a new document, doing a search for a worksheet, or applying a style are only a mouse click away. The task pane is located on the right side of your screen and is present when you first start an Office XP program.

The task pane can be resized and repositioned to fit the way you work. Here's how:

1. To adjust the width of a docked task pane, move the pointer over the left edge until the pointer changes to a double-headed arrow. Then click the edge and drag to the desired width.
2. To make the task pane float, double-click its title bar. You can then move it to any position on the page. To return the task pane to its docked position, simply double-click the title bar again.
3. To adjust the size of a floating task pane, move the pointer over any edge until the pointer changes to a double-headed arrow. Then click the edge and drag to the desired size.

For more computing assistance, contact the Information Technology Response Center, Undergraduate Library.  
Walk-in Hrs: 7:30 a.m. to 5 p.m.

Submit a help request on the Web: <https://www.unc.edu/ar-bin/websub/index.pl>

Tel: 962-HELP -- 24 hours/7 days a week

Email: [help@unc.edu](mailto:help@unc.edu)

ITRC website: <http://www.unc.edu/atn/itrc/>

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#### CITations Tips Archive

The ITRC, CBT, and Listserv tips published in *CITations* are archived on the Web, so you can locate tips without having to search through all the back issues. The tips archive is at <http://www.unc.edu/cit/citations/tips.html>.

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#### CONFERENCE ANNOUNCEMENTS

Stay informed about technology conferences with the CIT's "Education Technology and Computer-Related Conferences" at <http://www.unc.edu/cit/guides/irg-37.html> and "Calendar of World-Wide Educational Technology-Related Conferences, Seminars, and Other Events." The calendar is at <http://confcal.unc.edu:8086/>.

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#### 2003 CITATIONS PUBLICATION SCHEDULE

January 10 & 24

February 7 & 21

March 14 & 28

April 11 & 25

May 9 & 23

June 6 & 20

July 11 & 25

August 8 & 22

September 12 & 26

October 10 & 24

November 7 & 21

December 5 & 19

*CITations* welcomes announcements from all UNC-Chapel Hill campus organizations involved in instructional and research technology. To have an announcement considered for publication in *CITations*, send email to Carolyn Kotlas, [kotlas@email.unc.edu](mailto:kotlas@email.unc.edu), or call 962-9287. The deadline for submissions is 11:00 a.m. the day before the publication date.

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#### HOW TO SUBSCRIBE OR UNSUBSCRIBE TO CITATIONS

*CITations* is published twice a month by the Center for Instructional Technology. Back issues are available on the CIT website at <http://www.unc.edu/cit/citations/>.

For more information about the CIT, see our Website at <http://www.unc.edu/cit/> or contact our office at 962-6042.

To subscribe to *CITations*, link to <http://mail.unc.edu/lists/read/subscribe?name=citations>.

To unsubscribe to *CITations*, send email to [listserv@unc.edu](mailto:listserv@unc.edu) with the following message:  
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