



CITations

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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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CCI DISTRIBUTIONS AT FIRST CTOPS SESSION

According to Tim CoyneSmith, CCI (Carolina Computing Initiative) Project Manager, almost 380 computers were distributed over the first two days of CTOPS (Carolina Testing and Orientation Program Sessions), more than twice the number at any CTOPS session last year. The ratio of ThinkPad 600X's (high-end) to ThinkPad A20m's is 2:1, which is the same as it was last year. There were only a few minor glitches in this first session; for the most part these were either fixed by the second day or have been fixed for the second CTOPS distributions. Many thanks to all of the people across the University who pitched in to help. For more information about the CCI, go to <http://www.unc.edu/cci/>

CCI DESKTOP COMPUTERS UPGRADE

On July 10 IBM will upgrade the CCI desktop computers. This is a processor speed upgrade. The standard desktop computer will increase from 600 MHz to 667 MHz and the Tower computer will increase from 667 MHz to 733 MHz. We expect delivery of the upgraded machines to begin the week of July 24, 2000.

JULY ATN GIS SHORT COURSES

Several GIS (Geographic Information Systems) short-courses are planned for the month of July. Courses offered include: Introduction to ArcView, ArcView: Views, ArcView: Tables, and ArcView: Layouts. Contact the ATN training center to register for any of the courses at <http://help.unc.edu/training/>

For more information about GIS, see the GIS Support Web page at <http://help.unc.edu/gis/>

NEW WINDOWS 2000 CBT COURSES AVAILABLE

You can learn more about Windows 2000 without leaving your office by using Computer Based Training (CBT). Fifteen

new Windows 2000 courses have recently been added to the campus CBT curriculum. Topics range from Windows 2000 fundamentals to administration basics. You can access the courses on the Web at <http://cbt.unc.edu/cbt/curricula/custom.htm#MicrosoftWindows2000SYSTEM>

Find out about all the other CBT courses available at UNC-Chapel Hill by visiting <http://help.unc.edu/cbt/>

INTRODUCTORY LYRIS WORKSHOP

Are you planning to set up a mailing list for the first time? If you are interested in attending a workshop for new users of the Lyris listserver system, send email to listmaster@unc.edu by Monday, July 10. If there is enough interest, we will offer a Lyris workshop in August.

ITRC TIP: CS&T CORPORATE TIME: REMOVING OFFLINE AGENDA DATA

Imagine that you test the CS&T Corporate Time calendar client in offline mode to see how it fits your workflow. You then decide to ask your departmental administrator to create an online account for you on the Calendar server. With your own account on the Calendar server, you won't need the offline agenda data anymore. So, how do you delete it?

All you need to do is delete a few personal data files on your local computer. Your personal settings for the calendar are saved in four data files:

XTMLOCAL.DAT
XTMLOCAL.NDX
XTMPARAM.INI
XTMTZONE.INI

On Windows 9x machines, the files are saved by default in the C:\WINDOWS directory. On a Windows NT machine, they will be in your ...\\LoginID\\Application Data\\CST directory.

ITRC TIP: CS&T CORPORATE TIME: RESTORING CORRUPTED OFFLINE AGENDA DATA FILES

If, while using the CS&T Corporate Time calendar program in offline mode, one of the Offline Agenda files becomes corrupted, you won't be able to view your agenda offline. Deleting the four data files -- XTMLOCAL.DAT, XTMLOCAL.NDX, XTMPARAM.INI, XTMTZONE.INI -- will resolve the problem. When you restart the calendar program, these generic files will be recreated without errors.

ITRC TIP: AUTOSUMMARIZE DOCUMENTS IN WORD 2000

The AutoSummarize utility in Word 2000 selects key points and sentences and then produces a custom summary based on the analysis. With a couple of clicks, Word 2000 will extract some text from the document and make it available.

To use the AutoSummarize utility, follow these steps:

1. Open a document in Word 2000
2. Go to Tools/AutoSummarize
3. Select one of the four summary options (e.g., highlight, create summary, etc.)

As with any automated document analysis, it works best with well-structured documents: reports, articles, and scientific papers. How does AutoSummarize determine what the key points are? AutoSummarize analyzes the document and assigns a score to each sentence. (For example, it gives a higher score to sentences that contain words used frequently in the document.) You then choose a percentage of the highest-scoring sentences to display in the summary.

Thanks to Bryan Ayers in the Information Technology Response Center for making ITRC Tips available to *CITations* readers.

For more computing assistance, contact the Information Technology Response Center, Wilson Library, Suite 300
Walk-in Hrs: 7:30 a.m. to 5 p.m.
Phone: 962-HELP - 24 hours
Email: help@unc.edu

JULY COMPUTER TRAINING SCHEDULE

The July 2000 ATN Computer Training Class Schedule is now available. ATN's computer classes are open to UNC-

Chapel Hill faculty, staff, undergraduates, and graduate students. To register, call 962-1160. Complete schedules and registration information are available at <http://help.unc.edu/training/schedule/>

JOURNALS AT THE CIT

The Center for Instructional Technology subscribes to several journals that are not available in our campus libraries. Although we do not circulate these publications outside our offices, faculty and staff are welcome to use these materials at the CIT.

American Journal of Distance Education
AV Video and Multimedia Producer
DV; Digital Video Magazine
Inside the Internet
Journal of Computing in Higher Education
Journal of Distance Education
Journal of Instruction Delivery Systems
Journal of Interactive Instruction Development
The Lakewood Report on Technology for Learning
Technos; Quarterly for Education & Technology
Videomaker

IAT WEB SERVER SHUT DOWN

Although the UNC-Chapel Hill Institute for Academic Technology closed in 1998, the IAT's Web server remained active. All significant files were migrated to the Center for Instructional Technology Website last year. With the migration completed, the link to www.iat.unc.edu was shut down this month, closing off this access to the server. If you have any questions about old IAT documents, contact Carolyn Kotlas at 962-9287 or kotlas@email.unc.edu

CITATIONS TIPS ARCHIVE

The ITRC, CBT, and Lyris 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>

CONFERENCE ANNOUNCEMENTS

Keep 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 on the Web at <http://confcal.unc.edu:8086/>

2000 CITATIONS PUBLICATION SCHEDULE

June 23
July 7
July 21

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, call 962-9287, or fill out a [news submission form](#). The deadline for submissions is noon the day before the publication date.

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.

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