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CITations

October 22, 1999
No. 11

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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COURSE INFO HANDS-ON DISCOVERY SESSIONS

Course Info is a new program on campus that allows instructors to combine Web-ready content with online assessments and a powerful communications package, including email, chat, and discussion forums. All wrapped in an intuitive interface. To find out more, you are invited to attend these Hands-On Discovery Sessions:

Monday, October 25, 3:00-5:00, Hanes 405 (Course No. 6U101)
Thursday, October 28, 9:00-11:00, Hanes 404 (Course No. 6U102)
Tuesday, November 2, 3:00-5:00, Hanes 405 (Course No. 6U103)
Friday, November 5, 9:00-11:00, Hanes 405 (Course No. 6U104)

Note: the same material will be covered in each of the Discovery Sessions. Sign up for the Discovery Sessions by calling 962-1160.

The Discovery Sessions will encourage faculty, TAs, and staff to explore the basic elements of Course Info. For more information, please call Lori Mathis at 962-8256.

ATN TRAINING CENTER CLASSES FOR NOVEMBER/DECEMBER

The November-December 1999 ATN Computer Training Class Schedule is now available at
http://help.unc.edu/training/schedule/

ATN's computer classes are open to UNC-Chapel Hill faculty, staff, undergraduates, and graduate students.

New classes offered:

PowerPoint 2000: Introduction
Monday, December 6, 1999

FrontPage 2000: Creating a Web Site
Tuesday, December 7, 1999

FrontPage 98: Introduction to Image Composer
Tuesday, November 30, 1999

Publisher 2000: Introduction
Thursday, December 9, 1999

Guide to Theses & Dissertations
Learn how to make formatting your UNC-Chapel Hill thesis or dissertation as painless as possible.
Thursday, December 16, 1999

NOTE: Can't make it to a class, but still need to learn the skills? Check out this web page: http://help.unc.edu/cbt/
You can take computer-based training (CBT) courses in the comfort of your office and at your own pace.

ANCIENT WORLD ATLAS PROJECTS LECTURE

The UNC-Chapel Hill Scholarly Communication Working Group invites you to attend a public talk on Ancient World Atlas Projects by Dr. Richard Talbert, Director, Classical Atlas Project, on Wednesday, November 3, 1999, 2:00 p.m. - 4:00 p.m. in the Pleasants Family Assembly Room in Wilson Library. Dr. Talbert is establishing an Ancient World Mapping Center at UNC-Chapel Hill which will be the first of its kind worldwide. Its purpose is to improve and enlarge, on a permanent basis, the new vision of antiquity created by his *Barrington Atlas of the Greek and Roman World* (to be published by Princeton University Press in September 2000). Dr. Talbert will discuss the exciting potential for both projects. For more information, see: http://www.classics.unc.edu/web/

The UNC-Chapel Hill Scholarly Communication Working Group is a multidisciplinary problem-centered group with a broad concern for all dimensions of contemporary scholarly communication. For more information see their Website at http://ils.unc.edu/schol-com/index.html

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DIGITAL LIBRARY SURVEY

The UNC-Chapel Hill Faculty Information Technology Advisory Committee (FITAC) has set up a task force to make recommendations for facilitating the management of digital materials at UNC-Chapel Hill. The objective is to identify common solutions for sharing digital materials across disciplines and for providing basic storage and retrieval options. This group's recommendations will be part of a larger effort to improve support for digital materials on campus.

The first task is to learn more about the needs of the users and owners of both current and prospective multimedia collections. FITAC would like to hear from all faculty, staff, and graduate teaching and research assistants with an interest in this area. It does not matter whether you manage a large collection or are merely interested in putting a dozen or so personal slides online.
You can participate by filling out a brief online survey. It takes no more than an average of 3-10 minutes to complete. The survey is available at http://survey.classics.unc.edu/
The survey will remain accessible through Friday, October 29, 1999.

Additional information on the UNC Digital Library Project is available at http://www.unc.edu/campus/its/projects/diglib/

Requests for print versions of the survey and other questions should be directed to Hugh Cayless at 962-7631 or diglib@unc.edu

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WORKS IN PROGRESS SEMINAR: IMAGE DATABASE DESIGN FOR ACADEMIC APPLICATIONS

The Works in Progress Seminar is a follow-up to the "pictureThis!" conference held in July 1999 (http://www.lib.ncsu.edu/picturethis/). This seminar will provide an in-depth discussion of the technical issues involved with digital image databases. Focusing on functional criteria and database design, this follow-up discussion will feature three speakers from the TRLN "pictureThis!" conference who represent projects at UNC-Chapel Hill (Classics and History), NCSU (School of Design), and Duke (Art and Art History). These projects were chosen for their conceptual extension of the traditional digital collection into a viable teaching and learning tool. Each speaker will present institutional projects that are works in progress. Half of the seminar time will be allocated for the opportunity for attendees to share and discuss their project questions, experiences, design ideas, functional requirements, database architecture, and off-the-shelf products or homegrown solutions.

The seminar will be held in the DH Hill Library at North Carolina State University on Thursday, November 18 from 1 p.m. until 5 p.m. There is no charge for the seminar but space is limited in order to encourage discussion. All interested

parties should RSVP as soon as possible. To register, send email to debbie_dangerfield@ncsu.edu

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GARTNER GROUP INTRAWEB UPDATED

UNC's Gartner Group IntraWeb, which provides up-to-date analyses on technology trends and developments, was updated in September. The site consists of thousands of analysis and research reports from 25 Gartner Group service areas. Faculty, staff, and students can access the site from computers located on campus; there is no connectivity from off-campus. You can browse by date, topic, or analyst; or you can search for a specific term. Browse the site at http://help.unc.edu/gartner/

NETSCAPE CALENDAR SERVER INFO

A number of departments are using the Netscape Calendar when scheduling meetings across campus. For those interested in the Netscape Calendar Server for UNC-Chapel Hill, there is helpful information at http://www.ais.unc.edu/calendar.html

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GAZETTE'S "TECHNOLOGY AND YOU" ARCHIVE

Links to the University Gazette's current "Technology and You" article and an archive are now available on the Technology in Context Consortium's homepage: http://www.unc.edu/faculty/tic/

ITRC TIP: USE HYPERLINKS TO NAVIGATE EXCEL WORKBOOKS

If you have a Microsoft Excel 97 workbook that contains a large number of worksheets, chances are you can't see all of the worksheet tabs at once on the worksheet area. This is especially true if your worksheet tabs have long titles. To make navigation easier, consider creating a worksheet that acts as a table of contents -- one that uses hyperlinks to link to the desired worksheet.

To create a "table of contents" sheet:

1. Create a blank worksheet in your workbook.
2. In the cell that will contain your hyperlink, enter a description of the sheet you want to jump to.
3. Go to the Insert menu and select Hyperlink (Ctrl+K).
4. If prompted to save your file, do so.
5. Next, click the Browse button next to the "Named location in file (optional)" text box.
6. Select the sheet you're linking to and click OK.
7. Click OK to complete the linking.

There you have it! Your first hyperlink in an Excel 97 workbook. It is time consuming the first time, but it can be a great time saver. Collaborative workbooks read much easier with this "table of contents."

ITRC TIP: ENABLING PRIOR VERSIONS OF AN ACCESS DATABASE

In a multi-user environment not all users can upgrade to Microsoft Access 2000. There may be cases when a database must be used by both Access 97 and Access 2000 users. If an Access 97 database is converted to Access 2000 format, then it cannot be read by the Access 97 program. Rather than convert the database to the Access 2000 format when you open it, you can enable a copy that maintains the original formatting of the database. The data stored in the tables can be modified, but the design of the database cannot be altered. (If you do want to modify the design of the database, you must open the database with the version of Microsoft Access used to create it, or you must convert it).

To open a prior-version Access database in Access 2000 without converting it, follow these steps:

1. Make a backup copy of your database
2. On the File menu, click Open.
3. Click the previous-version Access database that you want to enable and click Open.
4. In the Convert/Open Database dialog box, click Open Database.

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

COPYRIGHT UPDATE TALK

The topic for the November Scholarly Communication Working Group's brown bag lunch meeting will be on copyright. Peggy Hoon, Scholarly Communication Librarian at NCSU, brings us up to date on copyright legislation and how it affects university faculty and staff. The meeting is on Tuesday, November 9, noon-1:00 p.m. in the Davis Library Conference Rooms, 2nd Floor, Davis Library. Bring your lunch; soft drinks and cookies are provided.

For more information on NCSU's Scholarly Communication Center, see their Website at http://www.lib.ncsu.edu/libraries/SCC/

ECU TECHNOLOGY EXPO

East Carolina University is hosting its eighth annual Technology Exposition on October 28th from 10:00 a.m. to 3:00 p.m. ECU faculty will demonstrate how they are using technology in their instruction. Support staff will demonstrate technology that will be useful to faculty, staff, and students, including Blackboard's Course Info (which was recently introduced on our campus). For more details, link to http://www.ecu.edu/itc/techfair/

CONFERENCE ANNOUNCEMENTS

Keep informed about technology conferences with the CIT's "Calendar of World-Wide Educational Technology-Related Conferences, Seminars, and Other Events." The calendar is on the Web at http://confcal.unc.edu:8086/

1999 CITATIONS PUBLICATION SCHEDULE

November 5
November 19
December 3
December 17

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, or call 962-9287. The deadline for submissions is 11:00 a.m. 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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