



## CITations

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No. 71

*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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### ATN'S NEW COURSE WEB SPACE TOOL

ATN's old tool for creating and managing course web space (at <http://www.unc.edu/courses/>) has now been completely phased out and replaced by ATN's new course space request tool. The new tool allows you to create your course web space from home, create the space automatically through the tool's web interface, and copy course materials from semester to semester. The tool is available at <http://www.unc.edu/courseid/>

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### PLANS UNDERWAY FOR IMPROVED LISTSERV SOFTWARE

ATN began using Lyris over two years ago to provide electronic mailing list services. At that time, Lyris was the most sensible solution to meet the demands of the growing number of mailing lists on campus, but in a rapidly changing environment and marketplace, it is no longer providing superior service to the campus. Therefore, ATN is preparing to adopt a different software solution after the end of Spring semester.

We know how important it is to make this change as transparent as possible, to save all messages and settings associated with current and past lists, and to maintain the current levels of service. Plans are underway to meet these needs, and we hope to hear from you about the specific concerns you have.

First, we invite you to email your concerns to us at [list-comment@unc.edu](mailto:list-comment@unc.edu)

Then, to preview the new system and address your concerns, we are holding an open meeting on Thursday, May 9. at 10:00 a.m. in 08 Gardner.

For more information on the adoption of this new software, see the March 22 issue of CITations: <http://www.unc.edu/cit/citations/citations69.html#1>

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### CONGRATULATIONS 2002 IT AWARD WINNERS

The 2002 IT Awards Committee would like to congratulate the winners of this year's awards. These awards honor people who have given outstanding information technology support on campus.

Individual winners were:

Scott Adams - School of Information & Library Science  
Ben Aycock - Office of Information Systems - Medical School  
Jamie Bishop - Johnston Center for Undergraduate Excellence  
Keith Cochran - Physical Medicine & Rehabilitation  
David Eckert - ATN  
Susan Gerard - AIS  
Greg Jansen - ATN  
Andrew Lang - Arts & Sciences Information Services  
Leslie Quattlebaum - Counseling & Psychological Service  
Dick Schmitz - Center for Developmental Science

Team winners were:

The Carolina Mammography Registry Support Team: Melinda Boyd and Maria Paschall  
Carolina Population Center Systems: Dan Blanchette, Tim Rath, Tim Van Acker, Joe Waddell, and Loren Watterson

Congratulations to all the winners and nominees!

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#### ATN TRAINING CENTER CLASSES FOR MAY 2002

The May 2002 ATN Computer Training Class Schedule is now available at

<http://www.unc.edu/atn/training/schedule/schedule.html>

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

New class offered:

Word 97/2000: Papers & Reports

Prerequisite: Word Increasing Efficiency XP/2000 or equivalent experience. Work with long documents? Learn how to create a table of contents, index, footnotes/endnotes, and more.

Wednesday, May-22; 11:00 a.m. - 1:00 p.m.; Course #WD47-001

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#### APRIL ISSUE OF UNC LINKS NEWSLETTER

*UNC Links*, published by The University of North Carolina's Division of Information Resources, offers a monthly update on IT initiatives from the sixteen constituent institutions of The University of North Carolina campuses. The publication serves as a vehicle for information technology dialogue among IT colleagues, chancellors, and others. The April 2002 *UNC Links* is available at <http://www.northcarolina.edu/ir/newsletter/newsletter.cfm>

Headlines from this month's newsletter include:

- \* SAS, UNC expand grant partnership
  - \* UNCC, NC A&T State help protect cyber space
  - \* UNCG runs first pilot program on new software
  - \* NCSU launches privacy web site
  - \* UNC-CH creates 3-D digital library
  - \* Consortium helps K-20 schools connect to Abilene
  - \* Shared Services Alliance launches two projects
  - \* Education Sector CIOs host data warehousing summit
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#### ITRC TIP: ENTER URLS AS TEXT IN EXCEL 2000

When you type an Internet address in a cell, such as [www.example.microsoft.com](http://www.example.microsoft.com), Excel automatically turns the address into a hyperlink. To store the address as regular text instead, type an apostrophe (') before the address. For instance, if you type 'www.microsoft.com, you'll see the address text in the cell, without the apostrophe, and the text won't be a hyperlink. If Excel has already turned an address into a hyperlink, you can deactivate it: Right-click the cell, point to Hyperlink on the shortcut menu, and then click Remove Hyperlink.

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#### ITRC TIP: OPENING MULTIPLE START MENU ITEMS IN WINDOWS 2000

When you click on the Start Menu and click on one of the programs, the program opens and the Start Menu disappears. There may come a time that you would like to open up several items on the Start Menu without having to repeat the entire process. Here is how:

1. Hold down the SHIFT key as you click on a program. The object launches normally, but the Start Menu does NOT

close.

2. Continue to hold down the SHIFT key as you open more programs.

This shortcut keeps the Start Menu open without having to traverse the Start Menu again.

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/7 days a week

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

Web: <http://www.unc.edu/atn/itrc/>

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#### 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>

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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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#### 2002 CITATIONS PUBLICATION SCHEDULE

May 10 & 24

June 7 & 21

July 12 & 26

August 9 & 23

September 13 & 27

October 11 & 25

November 8 & 22

December 6 & 20

*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 noon 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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