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## CITations

January 25, 2002

No. 65

*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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### EXPANDED MULTIMEDIA RESOURCES

The CIT announces new, expanded, and updated documentation for those who are interested in exploring digital multimedia. The documents were written in collaboration with multimedia support professionals from a range of departments at UNC-Chapel Hill.

Recommended Resources -- bibliography of print- and web-based resources for multimedia.

<http://www.unc.edu/cit/guides/irg-12.html>

Software Applications -- a survey of commonly used multimedia software applications (such as Macromedia Flash and Adobe Premiere) together with examples of how they might be used in an instructional setting.

<http://help.unc.edu/?id=6062>

Glossary of Terms

<http://its.unc.edu/tl/guides/irg-14.php>

The software survey is designed especially to help newer users distinguish among some of the common multimedia software applications currently available; the glossary and bibliography are geared for users with all levels of expertise.

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### "THINKING THROUGH OPTIONS FOR INSTRUCTION" WORKSHOPS

These workshops, conducted by the Center for Instructional Technology and the Center for Teaching and Learning, offer participants the opportunity to examine the intersections of instructional practices and teaching technologies.

Part I: Building a Teaching Framework

As you consider an ever greater array of teaching processes and tools, a pedagogical framework for organizing your selections is especially important. This workshop will offer you the opportunity to examine the connection between specific frameworks and instructional strategies.

Thursday, February 7; 3:30 p.m. - 5:00 p.m.; Greenlaw 316

or

Wednesday, March 6; 3:30 p.m. - 5:00 p.m.; Greenlaw 316

## Part II: Considering Options for Course Web Sites

Have you considered creating a course website but don't know where to start? Are you thinking about making significant changes to your current course site and want to consider new options? This demonstration workshop will acquaint you with current resources available for creating course sites so that you can make an informed decision about what will work best for your teaching goals. Newcomers to teaching with technology welcome.

Thursday, February 21, 3:30 p.m. - 5:00 p.m.; Greenlaw 316

or

Wednesday, March 27, 3:30 p.m. - 5:00 p.m.; Greenlaw 316

To register for a workshop, link to <http://www.unc.edu/depts/ctl/register.html>, call 966-1289, or go to Wilson Library 316.

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## NEW WEBSITE FOR WEB ACCESSIBILITY RESOURCES

The Center for Instructional Technology has launched a new website to provide a central place for campus web developers to locate web accessibility resources. The site includes accessibility guidelines, tools for making your web pages accessible, and links to readings and tutorials. The site is at <http://www.unc.edu/webaccess/>

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## ATN COMPUTER TRAINING CENTER CLASSES FOR FEBRUARY 2002

The February 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 classes offered:

### Excel XP/2000 Introduction I

Prerequisite: Windows Getting Started or equivalent experience.

Tuesday, February 19; 5:30 p.m. - 7:30p.m.; Course #XL33-001

### Excel XP/2000 Introduction II

Prerequisite: Excel Introduction I or equivalent experience.

How to use workbooks, autofill, advanced editing, formatting, printing options, custom toolbars, and more.

Tuesday, February 26; 5:30 p.m. - 7:30 p.m.; Course #XL34-001

### PowerPoint XP Introduction

Prerequisite: Windows Getting Started or equivalent experience.

Monday, February 11; 10:00 a.m. - 12:00 p.m.; Course #PT15-002

### PowerPoint XP Formatting & Design

Prerequisite: PowerPoint Introduction or equivalent experience.

Learn how to work with slide masters, slide color schemes, and backgrounds; create graphics; and work with objects.

Monday, February 25; 10:00 a.m. - 12:00 p.m.; Course #PT16-001

### Word XP/2000 Basic Formatting

Prerequisite: Word Introduction or equivalent experience.

This class covers tabs, indents, bullets, headers/footers, and borders.

Wednesday, February 13; 11:00 a.m. - 1:00 p.m.; Course #WD45-001

Revised class:

### Unix: Getting Started

Thursday, February 28; 3:00 p.m. - 5:00 p.m.; Course #UX02-183

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## CTC UPDATE ON PDAS

The next Carolina Technology Consultants (CTC) update will be on PDAs (Personal Digital Assistants): The Next Step ... Moving the Data. Todd Meath, Network Administrator of the Department of Family Medicine, will give the presentation. Family Medicine has been pioneering cutting edge technology that builds a bridge between PDAs and data on a network. This update will explore second generation methods of pushing and pulling data onto PDAs. It will cover using web-based applications to create Palm applications, manage users and groups, distribute the applications, and retrieve the data.

Date: Thursday, January 31

Time: 3:30 p.m.

Location: Gardner 08

The CTC is a voluntary, cooperative effort aimed at professional computer support providers at UNC-Chapel Hill and is backed by the resources of the office of Academic Technology and Networks (ATN). Any permanent EPA/SPA member who provides computer support to a University school, department, or center is eligible to become a full member of the CTC program. For more information about the CTC, go to the CTC website at <http://www.unc.edu/ctc/>, or contact: Elaine Tola, CTC Services Coordinator, Academic Technology & Networks; tel: 962-9434; email: [elaine\\_tola@unc.edu](mailto:elaine_tola@unc.edu).

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#### ITRC TIP: MAKING TASK MANAGER MENU BAR AND TABS VISIBLE IN WINDOWS 2000

The Task Manager can be a very useful tool: it gives you a basic overview of how your system is using its memory resources. To get to the Task Manager, hold down the Ctrl-Alt-Del keys. Click on the Task Manager button.

The first two tabs in Task Manager show you what applications and processes are running in the background, and the amount of memory and CPU they are currently using. This is a good place to look to see what programs are using up all your valuable resources.

Some people have found that when they open Task Manager, the tabs and taskbar have suddenly disappeared. This behavior can occur if Task Manager is running in "tiny footprint" mode. If you accidentally double-click the empty space in the border around the tabs, Task Manager switches to this mode. To switch Task Manager back to its normal display mode, just double-click the top border of the window.

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#### ITRC TIP: NETSCAPE NAVIGATOR TOOLBAR

To access your favorite bookmarked site with one click on your Netscape toolbar:

1. Open Netscape Navigator and select the bookmarks icon that is located on the personal toolbar. (It is usually located to the left of the Location window.)
2. Select edit bookmarks.
3. Left-click on the personal toolbar folder.
4. From the file menu, choose new bookmark.
5. In the name box, choose a name that is easily recognizable.
6. In the location (URL), type in the complete address of the website that you want to display.
7. Then select OK.

You will now have an icon on your toolbar that when selected will automatically take you to your favorite website.

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

February 8 & 22

March 8 & 22

April 12 & 26  
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 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>

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