



## CITations

June 22, 2001

No. 51

*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 TRAINING CENTER CLASS CHANGES

We recently have been notified that major renovations to Hanes Hall will begin July 16. These activities will affect the ATN Computer Training Center classes. The good news is that we're getting new air handling systems and an elevator that will reach the fourth floor. These renovations are expected to be complete by July 2002.

The not-so-good news is that, due to anticipated noise and untidiness, the majority of classes scheduled through the duration of the renovation period will be held in locations other than the fourth floor of Hanes Hall, such as Hanes 02 or Venable 311.

We apologize in advance for the confusion and inconvenience these location changes might cause. While we will make every effort to continue to offer our usual services, we anticipate that the number of classes we are able to offer will be decreased somewhat over this period of time. Please bear with us.

Janet Tysinger, ATN Training, [jtysing@email.unc.edu](mailto:jtysing@email.unc.edu)

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### SUMMER SESSION II 2001 CAROLINA COURSE EVALUATIONS

Each semester, the Center for Instructional Technology facilitates course evaluations through the Carolina Course Evaluations program. For more information about the program, link to <http://www.unc.edu/cit/cce/>

Deadlines for Summer Session II 2001 Carolina Course Evaluations:

July 9 -- Registration began for subject coordinators and the selection of courses for which they need forms

July 18 -- Last day to select courses

July 20 -- Evaluation forms available for pick-up by subject coordinators

August 24 -- Evaluation forms for Summer Session II 2001 scanning is complete. Forms can be picked up, and results will be available.

If you have any further questions, contact Kathy Thomas at 962-6042, or [kathy\\_thomas@unc.edu](mailto:kathy_thomas@unc.edu).

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#### ATN INVITES COMMENTS ON CHANGES TO HELP.UNC.EDU WEBSITE

Academic Technology and Networks (ATN) is in the process of revamping and improving the <http://help.unc.edu/> website. Faculty, staff, and student focus groups have been formed to examine the website's prototype and to provide suggestions to the ATN Web Task Force. Even if you are not in one of the focus groups, your input is still welcome. Contact Lisa Croucher at [lisa\\_croucher@unc.edu](mailto:lisa_croucher@unc.edu) or 962-9435 for more information.

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#### PDA FORUM PRESENTATION AT HEALTH SCIENCES LIBRARY

On July 19th, from 12-1 p.m., Health Sciences Library will offer the first in a regular series of Personal Data Assistant (PDA) Forums. Todd Meath will present "Systematic Integration of Palm Organizers in an Academic Department." Palm software is designed to be installed on a single-user computer. Although this installation works fine for faculty who have dedicated, assigned computers, medical residents do not. The residents rely on public access systems placed throughout the academic and clinical setting. Getting the Palm Sync software to allow all users to sync from numerous systems to a centralized installation of the Palm software is a big step forward. Come learn about this exciting new approach to electronic communication. A question and answer period will follow the presentation. The presentation will take place in the Rare Books Room on the 2nd floor of the Health Sciences Library, located on South Columbia Street.

For more information, contact Julia Shaw-Kokot, Health Sciences Library Education Services Coordinator tel: 966-0952; email: [jsk@med.unc.edu](mailto:jsk@med.unc.edu)

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#### STUDENT TECHNOLOGY JOB FAIR

For the past two semesters, Academic Technology and Networks (ATN) has held a student technology job fair in order to attract students who might be interested in working with us. The fair is co-sponsored by University Career Services, and other organizations, including Student Affairs and the RAM Shop. The fair has been a big success, and most groups involved hired students who applied at the fair.

Being a participant organization involves a minimum of time and effort. Participants attend one or two preparatory meetings, develop an informational handout about job opportunities, review the common application, and attend the fair itself, which lasts about two hours. We expect that our next fair will be held in early September.

We are interested in expanding the fair to other organizations that rely heavily on student help. If you think your organization or department would like to be involved, contact Michael Phillips, ATN ResNet Program Manager; email: [michael\\_phillips@unc.edu](mailto:michael_phillips@unc.edu); tel: 962-8652.

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#### JUNE 2001 ISSUE OF CIT INFOBITS

*CIT Infobits* is an electronic service of ATN/CIT. Each month the CIT's Information Resources Consultant monitors and selects from a number of information technology and instructional technology sources that come to her attention and provides brief notes for electronic dissemination to educators. To subscribe link to <http://mail.unc.edu/lists/read/subscribe?name=infobits>

The latest issue is available on the Web at <http://www.unc.edu/cit/infobits/bitjun01.html>

Articles in this issue include:

Confessions of a Guerilla Technologist  
National Governors Association E-Learning Reports  
Online Scholarship Newsletter  
Future of the Book in the Digital World  
Results of EDUCAUSE 2001 Current Issues Survey Available  
Help with Web Design Legal Issues  
New Additions to ERIC Digests Database  
Report on Networked Digital Reference Services Workshop

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#### THE TECHNOLOGY SOURCE JULY/AUGUST 2001 ISSUE

The July/August 2001 issue of *The Technology Source*, a free refereed Web periodical published by UNC-Chapel Hill, is now available online. The purpose of The Technology Source is to provide thoughtful, illuminating articles that will assist educators as they face the challenge of integrating information technology tools into teaching and into managing educational organizations. Issues include commentaries, case studies, reports on faculty and staff development, articles on the virtual university, and links to higher-education websites. You can read The Technology Source at <http://horizon.unc.edu/TS/>

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#### ITRC TIP: MICROSOFT WORD "WORD COUNT" TOOL

Have you ever had to write a paragraph that could only be 25 words or less? Counting words manually is a chore. Use Microsoft Office's Word Count feature to do the work for you. Word Count also provides other information such as the number of pages and the number of lines or paragraphs in your document. This handy tool will save you time and effort. The Word Count feature is found under Tools menu.

Thanks to Pat Lunday, ATN ITRC Analyst, for the tip.

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#### ITRC TIP: SAVING PDF FILES

Most of us use Adobe's Acrobat Reader only to view PDF files and occasionally to print them. Sometimes we just want to save a copy of the document. Unfortunately, Acrobat Reader 4.0 doesn't give us that option.

If you need to save copies of PDF documents, upgrade to Adobe Acrobat 5.0. Its File menu contains the option to "Save a Copy." You can download the new version from UNC-Chapel Hill's Shareware page at <http://shareware.unc.edu/win.html> (Windows version) or <http://shareware.unc.edu/mac.html> (Macintosh version). Installation is not difficult, and it can be installed over an existing copy of Acrobat Reader 4.0.

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#### ITRC TIP: MICROSOFT WINDOWS QUICK LAUNCH TOOLBAR

Is your Windows desktop so cluttered that it's hard to find the shortcut for your favorite email client? Have you ever had to minimize a bunch of application windows just to start another one from the desktop? Try using Microsoft Windows Quick Launch toolbar. This toolbar resides in the Task Bar of Windows 98 and 2000. You can easily add shortcuts for your favorite applications to the bar. The best part is that the Quick Launch toolbar is ALWAYS visible and it takes only ONE click to launch your favorite application.

To see if your Quick Launch toolbar is displayed, right-click on an empty area of the Task Bar and point to "Toolbars" in the shortcut menu. If there is a checkmark next to "Quick Launch," you're ready to go; otherwise click on "Quick Launch" to display this toolbar.

Now drag the shortcut for your favorite email client or application from the desktop to the new Quick Launch toolbar (the blank section of the Task Bar.) The shortcut will then appear on the Quick Launch toolbar located in the lower right-hand corner of the screen.

Thanks to Jim Storey, ATN ITRC Analyst, for this and the previous tip.

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](mailto:help@unc.edu)

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#### CLASSROOM HOTLINE TECH TIP: THE HELP PAGES

No matter which Multimedia Classroom you use, you can always refresh your familiarity with the equipment and control panel operations. Simply browse to <http://hotline.unc.edu/> and select the link for "Training Tools." From this page, you can interact with a web-based simulation of any control panel in any Multimedia Classroom. You can also view, download, and print the User Training Manual (in PDF format) for any Multimedia Classroom.

To request one-on-one orientation in any of our 60 Multimedia Classrooms, contact the Classroom Hotline at 962-6702 or [hotline@unc.edu](mailto:hotline@unc.edu).

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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

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/>

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## 2001 CITATIONS PUBLICATION SCHEDULE

July 27

August 10 & 24

September 7 & 21

October 5 & 19

November 2 & 16

December 7 & 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](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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