



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.

[Tips for Conserving Paper in ATN Computer Labs](#)

[CIT Can Help You Make Web Pages Accessible](#)

[CCI Models to Change](#)

[Oracle Database Administration Course](#)

[ATN Staffer Wins Ketner Award for Excellence](#)

[November/December 2000 ATN Computer Training Class Schedule](#)

[ITRC Tip: Recovering Word Documents](#)

[CITations Tips Archive](#)

[Conference Announcements](#)

[2000 CITations Publication Schedule](#)

[How to Subscribe or Unsubscribe to CITations](#)

TIPS FOR CONSERVING PAPER IN ATN COMPUTER LABS

As many of you may know, students can print free of charge in all ATN labs -- a service provided through student fees. With class web pages, electronic course reserves, and other online materials becoming more popular and accessible, printing in the labs has increased enormously. Though student fees cover the cost of this printing, ATN is always seeking ways to conserve paper and printing costs and would like to encourage students to do the same. Here are some tips that you can share with your students and you can use in designing online materials:

When researching on the web, students often print out each web site they hope to use for their projects. To facilitate effective analysis of the sites and to help conserve paper, you might encourage your students to copy, paste, and annotate materials from the web in a word-processed note file -- reserving printing for lengthy web articles that may not be easily read online.

In this note file, students can also keep citations of each web site they visit, including the date of the visit, which is crucial to a web citation.

When you are designing course materials for the web, consider dividing information into shorter, logical parts located on separate HTML pages. This design strategy will prevent students from quickly clicking on the Print button and accidentally printing five pages from your course site when they really only needed page two.

For example, you could separate four writing assignments for your class onto separate web pages indexed on the home page. For students who want to print all four at once, you could offer a hyperlink to a Word document including all assignments.

CIT CAN HELP YOU MAKE WEB PAGES ACCESSIBLE

Under the Americans with Disabilities Act (ADA) "state, local governments [subject to Title II or Title III of the ADA] and the business sector must provide effective communication whenever they communicate through the Internet" (United States Department of Justice Policy Ruling, 9/9/96: ADA Accessibility Requirements Apply to Internet Web Pages 10 NDLR 240; see: <http://www.rit.edu/~easi/law/weblaw1.htm>). University web pages that are publicly available are affected by this ruling. Some university course web pages may also be affected.

The Center for Instructional Technology can help faculty and staff in making their web pages accessible by providing:

- individual consultations to evaluate web pages,
- resources for assessing their web page's accessibility, and
- help with making changes to their web pages.

If you are interested in getting assistance with making your web pages accessible to all users, contact the CIT at 962-6042.

CCI MODELS TO CHANGE

Effective Monday, November 13, 2000, the four Carolina Computing Initiative (CCI) models will be upgraded. We expect machines for delivery by December 4, 2000. All models will come loaded with Windows 2000 and the standard CCI software load. Here are the specifications for the new models:

A21: Standard Laptop
Processor: 700 Mhz Intel PIII
Memory: 128 MB RAM
Storage: 10 GB disk drive

T20: Multimedia Laptop
Processor: 700 Mhz Intel PIII
Storage: 12 GB disk drive
Display: 14.1 TFT screen

Netvista A40: Standard Desktop
Processor: 800 Mhz Intel PIII
Memory: 10 MB of graphics memory
Storage: 20 GB disk drive

Netvista A40 Mini Tower: Tower Unit
Processor: 866 Mhz Intel PIII
Memory: 256 MB memory on a single DIMM
and 10 MB of graphics memory
Storage: 30 GB disk drive

If you have questions, contact Linwood Futrelle, Director, ATN Distributed Support; tel: 962-5265; email: linwood_futrelle@unc.edu

ORACLE DATABASE ADMINISTRATION COURSE

Carolina Technology Consultants (CTC) is pleased to announce sponsorship of a 5-day course, "Oracle Database Administration," conducted by DB Basics, a certified Oracle training facility. The course will take place November 13-17, 2000, at DB Basics' facility in Raleigh. The cost for the course is between \$1,100 and \$1,300, depending on the number of people registered. The more people registered, the lower the over-all cost. The registration deadline is Friday, October 27 at noon.

For more information about the course content and to register online, go to <http://www.unc.edu/ctc/oracle8idba.html>

If you have any questions, contact: Elaine Tola, CTC Services Coordinator; tel: 962-9434; email: elaine_tola@unc.edu

ATN STAFFER WINS KETNER AWARD FOR EXCELLENCE

At the State Employees Incentive Program award ceremony in Raleigh last week, Joe Schuch, ATN Multimedia Classrooms Manager, received the Ketner Award for Excellence for his proposed revisions to the NC State Purchase Contract for Portable Computer Projection Devices (LCD Projectors) adopted in 1997. The Ralph W. Ketner Awards are presented to state employees whose suggestions represent substantial state savings (more than \$1 million), labor savings, and quality improvements that provide value to the state, businesses, and the general public. The Ketner award was commissioned by Ralph W. Ketner of Food Lion, Inc., and is administered by the North Carolina Association of County Commissioners.

NOVEMBER/DECEMBER 2000 ATN COMPUTER TRAINING CLASS SCHEDULE

The November/December 2000 ATN Computer Training Class Schedule is now available. ATN's computer classes are open to all 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/schedule.html>

Several new classes are being offered:

PowerPoint 2000: Advanced

Prerequisite: PowerPoint 97/2000 Formatting and Design.

Learn advanced design techniques to create custom, flexible presentations and custom shows; agenda and summary slides; and hyperlinks to presentation slides and to web pages. Discuss custom animation techniques in greater detail.

Tuesday, November 21; 12 noon - 2 p.m.; Course #PT13-001

Wednesday, November 29; 9 a.m. - 11 a.m.; Course #PT13-002

Thursday, December 7; 3 p.m. - 5 p.m.; Course #PT13-003

Tuesday, December 12; 3 p.m. - 5 p.m.; Course #PT13-004

PowerPoint 2000: Web Presentations

Prerequisite: Established web authoring privileges.

Bring your presentation to class on diskette. This class will step you through the procedures of converting a presentation into HTML and publishing it to your web space using WS-FTP.

Thursday, November 16; 3 p.m. - 5 p.m.; Course #PT14-001

Introduction to Matlab

Friday, November 17; 11 a.m. - 1 p.m.; Course #MT01-001

Graphing Techniques in SAS

Thursday, November 16; 9 a.m. - 11 a.m.; Course #SA25-001

Thursday, December 14; 3 p.m. - 5 p.m.; Course #SA25-002

ITRC TIP: RECOVERING WORD DOCUMENTS

In Microsoft Word 97 and 2000, documents are almost always recovered automatically by the application after an unexpected lock-up. By default, Microsoft Word creates an AutoRecover file after 10 minutes of working on a file. Word deletes the AutoRecover file after you save or close the document. Generally, when the application locks-up, the user closes Word and restarts the program. A message appears informing the user that the application had locked up. Usually, Word then automatically reopens a recovered version of the file that was in use at the time of the lock-up.

However, there are times when Word does not automatically open the AutoRecover file. For example, if Word crashed with multiple open documents, then it may fail to automatically open the AutoRecover file. In those instances, before giving up hope, it is helpful to search your system for all *.ASD documents. Word 97 and Word 2000 save the AutoRecover file as "AutoRecovery Save of <Filename>.asd" in a default location specified in TOOLS --> OPTIONS --> FILE LOCATIONS.

Helpful articles on recovering Word files:

"Why You Are Unable to Recover a Lost Document"

<http://support.microsoft.com/support/kb/articles/Q156/5/77.asp>

"Setting the AutoSave-Path in Word"

<http://support.microsoft.com/support/kb/articles/Q77/5/35.ASP>

"Troubleshooting Damaged Documents in Word for Windows"

<http://support.microsoft.com/support/kb/articles/Q87/8/56.ASP>

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

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

November 3 & 17
December 1 & 15

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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