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CITations

May 26, 2000

No. 25

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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INTELLECTUAL CLIMATE DISCUSSION ON COMPUTERS

The topic for the May Intellectual Climate Discussion Lunch is "Computers Enhance the Intellectual Climate? Not a Chance!" The discussion will be held at 12 noon on Friday, May 26, 2000, in Room 210 of the Frank Porter Graham Student Union. Celia Hooper, Division of Speech and Hearing Sciences, Department of Allied Health Sciences, will be the speaker. The event is sponsored by the Intellectual Climate Implementation Committee and the Office of the Director of Distinguished Scholarships and Intellectual Life. For more information, contact Elizabeth Evans, ICIC Co-Chair; tel: 962-6344 or email: evans@unc.edu

ATN TIPS ARCHIVE

For several months, we have been printing ITRC, CBT, and Lyris tips in *CITations*. Links to all these tips have been collected and organized into an archive on the Web. Now you can locate tips without having to search through all the back issues of *CITations*. The tips archive is at <http://www.unc.edu/cit/citations/tips.html>

GARTNER GROUP INTRAWEB UPDATED

UNC-Chapel Hill's Gartner Group IntraWeb pages have been updated through May 12. The Gartner Group is one of the world's leading independent advisors to academic and business professionals making IT decisions. Categories include Application Development, Higher Education Technology Strategies, Knowledge Management, and much more. You can browse information by date, service type, analyst, or just simply search for a topic area. Check out the pages at <http://help.unc.edu/gartner/>

TRAINING AVAILABLE ON CAMPUS FOR WEB AUTHORS

In conjunction with a series of faculty development workshops, the CIT has prepared a table listing campus hands-on and computer-based training for beginning and advanced Web page authoring. The table includes links to course descriptions and documentation. You can access the table at <http://www.unc.edu/cit/workshops/i-dev/html-edit/training.html>

ITRC TIP: WEB PUBLISHING TOOLS AND RESOURCES

Here are some tools and resources that Web publishers at UNC-Chapel Hill find helpful:

- Web Walkers
<http://www.unc.edu/campus/aboutweb/walkers/>
Web Walkers is a community of campus Web publishers, with diverse experiences and an active listserv at web-walkers@listserv.unc.edu
 - Change Group Membership Requests
<http://bes.isis.unc.edu/changegroup/>
An online Web form that allows Web publishers to add and delete members from their Web publishing group. Members in a Web publishing group have permission to add/change/delete the group's Web pages.
 - "protect" script
<http://help.unc.edu/?id=110#RTFToC19A>
Running the "protect" script at the UNIX command prompt on the campus Web server (Isis) allows users to password protect Web pages.
[Note: password protecting copyrighted materials is not a substitute for getting reprint permission from the copyright owner.]
 - Gform
<http://help.unc.edu/cgi-bin/getdocs?docnumber=iid08>
Gform allows Web publishers to create interactive online forms. With Gform, users can fill out the online form and submit the contents to the Site Manager. Gform can be customized to submit form data (a) to an email account or (b) to write form data to a text file.
 - Counters
<http://help.unc.edu/cgi-bin/getdocs?docnumber=iid08#RTFToC16>
A counter tallies how many times a page has been visited.
-

ITRC TIP: OFFICE 2000 "SAVE MY SETTINGS" WIZARD

Your Office 2000 settings, or profile, define your Office 2000 program preferences and options, including custom dictionaries and custom templates as well as AutoCorrect and AutoFormat lists. The Office 2000 "Save My Settings Wizard" allows you to save your Office settings, store them in a secure location on the Internet, and then retrieve and use them on another computer. This is particularly helpful for users who customize their system at work and then would like to have the same settings on a home computer.

The "Save My Settings Wizard" utility can be downloaded free of charge from the Microsoft Website. To get a copy, go to <http://officeupdate.microsoft.com/2000/downloadDetails/o2ksmsdd.htm> and follow the downloading and installation instructions. Although the settings are kept on a Microsoft server, Microsoft does not open the files or examine the contents in any way while they are saved to the server.

ITRC TIP: INHERITING AN ACCESS 97/2000 DATABASE

Perhaps you have inherited an existing Microsoft Access database that has little accompanying documentation. Access has a utility to help new owners quickly become familiar with the contents of the database. The "Access Documenter" analyzes all components of a database (tables, queries, reports, and macros) and generates a detailed report of all analyzed database components. The generated report details all the fields' properties in the specified table, query, report, etc.

For example, suppose you have inherited the database orders.mdb and need to learn about the table, named FY99, that is storing orders for fiscal year 1999. Follow these steps:

1. Start Access and open the orders.mdb database
2. Go to TOOLS --> Analyze --> Documenter
3. The Documenter Window will open
4. Click on the Table tab and select FY99
5. Click on OK

Now you have a detailed, formatted report about the FY99 table. You can print out the report directly in Access or export it to Microsoft Word or Excel by clicking on TOOLS --> Office Links.

Thanks to Bryan Ayers in the Information Technology Response Center for making ITRC Tips available to *CITations* readers.

If you have any questions about this tip or need other 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

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

June 9
June 23
July 7
July 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, 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

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