



## 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.

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### CAROLINA TECHNOLOGY EXPO 2000

Carolina Technology Expo 2000 is taking place next week, Tuesday February 29 and Wednesday, March 1. The expo features over 70 presentations and exhibits. A variety of software and hardware vendors will also be on hand, and you are encouraged to bring your UNC One Card to register for prizes. More information is available at <http://www.unc.edu/expo/> c Michael Dolence, nationally known higher education consultant on managing strategic transformation and technology integration, will deliver the keynote address "Learning Strategies for the New Millennium." The address is scheduled for Tuesday, February 29 at 3:30 p.m. in the Carolina Union Auditorium.

### SECURITY REMINDER FROM ATN

The theft of a brand-new laptop computer from a faculty office last week underscores the need to increase security for portable resources. Remember to keep your office locked when you are not there and to keep backups of your important files. ATN recommends that you lock your laptop down even in your office.

### UNC/IBM GENERAL COLLEGE CURRICULUM TECHNOLOGY ENHANCEMENT GRANTS

Please share this information with faculty and graduate instructors in your departments who might be interested:

The Faculty Information Technology Advisory Committee (FITAC) is pleased to announce the UNC/IBM General College Curriculum Technology Enhancement Grants. Faculty and graduate teaching fellows are eligible to apply.

The program aims to support instructors teaching general college courses that enroll first-year undergraduate students.

This fall's class will be the first to own laptops under the Carolina Computing Initiative.

The Request for Proposals for the program is available on the Web at: <http://www.unc.edu/fitac/grants2000/>

Please note that proposals must be submitted by the end of the day on March 3, 2000. While FITAC regrets the relatively short turnaround time, the applications for the grants are not long or involved. Grant recipients will be announced March 10th.

Questions about this program can be directed to Bob Henshaw ([bhenshaw@email.unc.edu](mailto:bhenshaw@email.unc.edu) / 962-5324) or Rick Peterson ([rick\\_peterson@unc.edu](mailto:rick_peterson@unc.edu) / 962-3972).

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#### COPYRIGHT AND DISTANCE EDUCATION TOWN MEETING

On Tuesday, March 7, 2000, the National Initiative for a Networked Cultural Heritage (NINCH) and the Triangle Research Libraries Network (TRLN) will cosponsor a town meeting on copyright and intellectual property, with particular focus on distance education. Fair use, ownership and access, digital distribution of teaching and learning materials, and current and proposed legislation affecting these areas will be considered.

Building on a successful series of meetings conducted by NINCH with the Council of Learned Societies during 1997/98, this event is intended to open a dialogue among faculty members, administrators, librarians, publishers, information technologists, and others on matters critical to the future of higher education. James Boyle, professor of law at American University, who will join the Duke University law faculty in the coming year, and Peggy Hoon, Scholarly Communication Librarian at North Carolina State University, will facilitate exploration of the issues.

The event, free of charge, will take place at the William and Ida Friday Continuing Education Center in Chapel Hill and will run from 1:00 p.m. to 4:30 p.m. Refreshments will be available before and during the meeting, and a reception for attendees will follow.

We are particularly interested in having faculty, administrators, and staff members from TRLN institutions take part in the event and ask that you make plans to attend and encourage your colleagues to participate. You can register by calling the TRLN office at 919-962-8022. Additional information about the meeting is available at <http://www.unc.edu/~pmpittma/ninchreg.htm>

-- Jordan M. Scepanski, Executive Director, Triangle Research Libraries Network

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#### GEOGRAPHIC INFORMATION TECHNOLOGIES COLLOQUIUM

The Geography Department will present "Geographic Information Technologies and Community Empowerment" with Sarah A. Elwood, University of Minnesota. The colloquium is on Monday, February 28 at 4:00 p.m. in 212 Saunders Hall. Refreshments will be served at 3:30 p.m.

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#### CAROLINA COMPUTING INITIATIVE UPDATE

CCI staff have completed machine deployment for the Music and Latin American Studies departments and for the Center for European Studies. They have begun working with the Chemistry department's deployment.

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#### MARCH 2000 ATN COMPUTER TRAINING CLASS SCHEDULE

The March 2000 ATN Computer Training Class Schedule is now available. ATN's computer classes are open to 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/>

New classes offered:

Lyris Overview for List Administrators

Prerequisite: Must own a list that is currently on listserv.unc.edu. This workshop will familiarize list administrators with the basic Lyris configuration options. Advanced options and specific problems will be addressed in the question and answer part of the session.

Thursday, March 16; 3:00 p.m. - 4:30 p.m.; Course #GE16-001

Publisher 2000: Introduction

Prerequisite: Windows Getting Started or equivalent experience.

Tuesday, March 21; 9:00 a.m. - 11:00 a.m.; Course #PU03-004

Web Authoring with HTML: Advanced Topics

Prerequisite: Web Authoring with HTML. This class covers some of the latest technologies available to the Web designer, such as cascading style sheets, Javascript, and newer HTML tags.

Friday, March 31; 9:00 a.m. - 11:00 a.m.; Course #ML07-003

#### FrontPage 2000: Borders, Tables, & Frames

Prerequisite: FrontPage 98 Creating a Web Site or equivalent experience. Learn how to work with shared borders, tables, and frames.

Thursday, March 30; 12:00 noon - 2:00 p.m.; Course #FP08-001

#### Guide to Theses and Dissertations

Prerequisite: Word Increasing Efficiency or equivalent experience and Word Tables and Styles experience helpful. Learn how to make formatting your UNC-Chapel Hill thesis or dissertation as painless as possible.

Tuesday, March 28; 5:30 p.m. - 7:30 p.m.; Course #WD43-003

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### RESEARCH APPLICATIONS WORKSHOPS

ATN's Applications Support Group will offer hands-on training classes in the following research applications software in March. See <http://help.unc.edu/training/schedule/schedule.html#STATA> for dates, times, locations, and course numbers. Call the ATN Training Center at 962-1160 to register for a course.

#### Introduction to STATA

STATA is a fast and user-friendly statistical package which offers comprehensive data management and analysis capabilities.

Prerequisite: none

You will learn:

- How to run STATA in different modes
- Methods for bringing data into STATA
- STATA syntax and a set of basic commands
- Simple econometric procedures
- How to construct simple graphs
- How to use .do and .ado files.

#### Introduction to ArcView

Prerequisite: none

The purpose of this course is to introduce the new GIS user to the ArcView package. Focus will be placed on understanding how the package is set up and what it can be used for. Discussions will be based on the ArcView Project environment and data management. Hands-on exercises will be oriented around accessing and interacting with each of the ArcView interfaces (views, tables, charts, layouts, scripts). This workshop is a prerequisite for the following workshops.

#### ArcView: Views

This course will build on the foundation set in the Intro to ArcView short-course. It will be a more intense examination of the tools available from the View interface. Class time will be split among navigation, display, and query tools.

#### ArcView: Tables

This course will build on the foundation set in the Intro to ArcView short-course. It will be a more intense examination of the tools available from the Table interface. Class time will be split among a discussion on table structure, performing queries on tables, linking and joining tables, and summarizing tabular data.

#### ArcView: Layouts

This course will build on the foundation set in the Intro to ArcView short-course. It will be a more intense examination of the tools available from the Layout interface. Class time will be split among setting up basic layouts using templates, customizing layouts, understanding the relationship between Layouts and other interfaces, and exporting the final product.

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### ON THE HORIZON

The January-February 2000 issue of *On the Horizon* is now available online at <http://horizon.unc.edu/horizon/online/html/8/1/>

*On the Horizon* On-Line is a strategic planning publication published in print form by Jossey-Bass publications and published under contract in online form by UNC-Chapel Hill. James Morrison, professor in the UNC-Chapel Hill School of Education, edits the journal. Links to back issues are on the Web at <http://horizon.unc.edu/horizon/online/>

In the January-February 2000 issue:

"An End to Student Segregation: No More Separation Between Distance Learning and Regular Courses," by Murray Turoff, Professor of Computer and Information Science, New Jersey Institute of Technology

"Linking the Community and the University," by Frances Lynn, Director, Environmental Resource Program, University of North Carolina at Chapel Hill

"Student Outcomes and State Policy in Public Higher Education," by Michael Bastedo, Stanford University School of

## Education

"A Comment on the Interview with UNC President Molly Broad," by William W. Van Alstyne, William R. and Thomas C. Perkins Professor, Duke University School of Law

"To Get to the Future, You Have to Start in the Present," by Jonathan Fife, Virginia Tech

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## JANUARY 2000 CIT INFOBITS

*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. The latest issue is available on the Web at <http://www.unc.edu/cit/infobits/bitjan00.html>

Articles in this issue include:

The Future of Peer-Reviewed Journals  
Humanities and Computing Articles  
ERIC/HE Critical Issues Bibliographies  
Avoiding the Pitfalls of Electronic Publishing  
Books that Shaped Science  
Directory of U.S. Educational Resources  
The Internet and Higher Education Journal  
The Decade in Computing

To subscribe to *Infobits*, contact Carolyn Kotlas, [kotlas@email.unc.edu](mailto:kotlas@email.unc.edu)

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## ITRC TIP: MORE WORD 2000 SHORTCUTS

In the last issue of *CITations*, we introduced some Windows 98/NT shortcuts. [Note: Ron Knight in The Laboratories for Reproductive Biology reports that the Windows shortcuts work for Windows 95 as well.] Continuing that theme, Word 2000 also has many keystroke shortcuts. The shortcuts are loosely categorized: time savers, font manipulation, navigating a document, text selection, etc.

CTRL+C -- Copy  
CTRL+X -- Cut  
CTRL+V -- Paste  
CTRL+Z -- Undo  
CTRL+BACKSPACE -- Delete a word  
F4 or CTRL+Y -- Repeat your last action

CTRL+B -- Bold  
CTRL+I -- Italicize  
SHIFT+F3 -- Change case

CTRL+G -- Go to page, section, line, etc.  
CTRL+HOME -- Go to the beginning of the document  
CTRL+END -- Go to the end of the document

CTRL+A -- Select all  
CTRL+SHIFT+HOME -- Select to the beginning of the document  
CTRL+SHIFT+END -- Select to the end of the document

CTRL+O -- Open  
CTRL+S -- Save  
CTRL+P -- Print

CTRL+F -- Find and replace  
CTRL+K -- Insert a hyperlink  
SHIFT+F7 -- Open the thesaurus

Take a look at the 'Word for Power Users' CBT for more helpful time-savers:  
<http://cbit.unc.edu/cbit/curricula/courses/msof24e/msof24e.htm>

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## ITRC TIP: RE-ENABLING STAND-BY MODE

In Windows 98, if a machine stops responding twice while in Stand-by (or sleep) mode, then a user will be notified and given the option to remove Stand-by as a Shutdown option. If you remove Stand-by as an option at this point, later you

may want to re-enable it. The IT Response Center has helped quite a few users to re-enable Stand-by after it has been manually disabled. Here is the most common procedure for re-enabling Stand-by:

1. Click on the START button
2. Select Settings, then Control Panel
3. Double click on System
4. Click on the Device Manager tab
5. Expand the System Devices list
6. Highlight and remove "Advanced Power Management"
7. Restart your computer
8. Click on the START button
9. Select Settings, then Control Panel
10. Double click on Add New Hardware
11. Let Windows auto-recognize Advanced Power Management
12. Restart your computer

This procedure will re-enable Stand-by if the user has manually disabled it. BIOS misconfigurations or hardware problems can also disable Stand-by. In these cases, however, greater care is required. These situations are best examined case by case.

For more detailed information see:

Microsoft Product Support Services article

<http://support.microsoft.com/support/kb/articles/Q188/1/34.ASP>

or

Windows-Help.net instructions

<http://www.windows-help.net/windows98/troub-26.shtml>

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

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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#### CBT TIP: MICROSOFT OFFICE 2000: WORD FOR POWER USERS

The tip below can be found in the online "Word for Power Users" computer-based training course. To access the CBT course on Word 2000 link to: <http://cbt.unc.edu/cbt/curricula/courses/msof24e/msof24e.htm>

Tip: You can have Word track and display modifications to your document, allowing you or your co-workers to accept or reject those revisions. Here's how to track changes:

1. Select Tools, Track Changes, then Highlight Changes.
2. Click in the "Track changes while editing" box.
3. Click OK.

When you're ready to review your revisions:

1. Select Tools, Track Changes, then Accept or Reject Changes.
2. Click the appropriate Find button to locate the next change in the document.
3. Click Accept or Reject for each revision in turn.

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#### FEATURED CBT COURSE: MICROSOFT VISUAL BASIC 5.0 FUNDAMENTALS: BASIC CONCEPTS

Maybe you want to learn to program, but always thought learning a programming language would be too difficult. Microsoft's Visual Basic makes programming as painless as possible, and now you can learn via free tutorials on your favorite Web browser. The CBT course "Microsoft Visual Basic 5.0 Fundamentals: Basic Concepts" familiarizes you with the Visual Basic development environment. After this course, you'll have the necessary skills to create basic applications in the Visual Basic 5.0 development environment. You'll be able to:

- work with objects and events
- describe the Object Browser
- manipulate forms and basic controls

The course can either be downloaded to your hard drive, or simply taken online from within your favorite Web browser. The course URL is <http://cbt.unc.edu/cbt/curricula/courses/vb5001e/vb5001e.htm>

To get the most out of this course, you should be familiar with the Microsoft Windows interface, as well as word-processing and spreadsheet applications. Knowledge of a procedural programming language (like Basic or COBOL) is helpful but not necessary.

Find out all about CBT courses at UNC-Chapel Hill by visiting <http://help.unc.edu/cbt/>

Thanks to Patrick Murphy, ATN Computer Training Center, for making this CBT course information available to *CITations* readers.

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#### GARTNER GROUP INTRAWEB UPDATED

UNC's Gartner Group IntraWeb pages, which provide up-to-date analyses on technology trends and developments, have been updated through February 11, 2000. The site consists of thousands of analysis and research reports from 25 Gartner Group service areas. Faculty, staff, and students can access the site from computers located on campus. You can browse by date, topic, or analyst; or you can search for a specific term. Browse the site at <http://help.unc.edu/gartner/>

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#### BUSINESS SCHOOL OFFERS WINDOWS 2000 AND OFFICE 2000 TRAINING

The Kenan-Flager Business School will be hosting the following Windows 2000 courses the week of Spring Break. Classes are open to UNC-Chapel Hill employees on a first come, first serve basis.

Microsoft Course 1567: Preinstalling and Deploying Microsoft Windows 2000 Professional

Monday, March 13, 2000

Cost: \$99 per person

Course Outline: [http://www.microsoft.com/train\\_cert/courses/1567bfinal.htm](http://www.microsoft.com/train_cert/courses/1567bfinal.htm)

Microsoft Course 1594: Installing and Configuring Microsoft Windows 2000 as a File and Print Server

Tuesday, March 14, 2000

Cost: \$99 per person

Course Outline: [http://www.microsoft.com/train\\_cert/courses/1594bfinal.htm](http://www.microsoft.com/train_cert/courses/1594bfinal.htm)

Office 2000 New Features

(This class teaches only the new features of Office 2000 and assumes a strong working knowledge of Office 97.)

Wednesday, March 15, 2000

Class Price: \$112.50 per person

Course Outline: <http://www.executrain.com/docs/S0099logo.doc>

To enroll contact Rich Larsen at [rich\\_larsen@unc.edu](mailto:rich_larsen@unc.edu) or 962-8407.

The following information is needed to complete the class registration: name of student, department, billing address, credit card number, email address, telephone number, and the classes you want to attend.

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#### TROJAN HORSE PROGRAMS REPORT

The IT Response Center has received calls about the following "trojan horse" programs. [According to the Jargon Dictionary, a trojan horse is a "malicious, security-breaking program that is disguised as something benign, such as a directory lister, archiver, game..."]

##### PW Steal

PWSteal is a password stealing trojan that infects AOL users. Symptoms users may see include:

- When you log on to AOL, you have to enter your password twice;
- The logon process takes much longer than expected;
- If your speakers are turned on, you hear the announcement "Download Succeeded";
- Email is sent to everyone in your Address book when you log off AOL. The email contains a .zip file attachment that may be named HeyYou.zip, Muttxx.zip, or Miffxx.zip (where xx represents a number);
- You can no longer run Sysedit or Notepad to view your system configuration files; and/or
- Windows will not shut down, or appears to stop responding during shut down.

For instructions on removing this trojan, refer to

<http://service1.symantec.com/SUPPORT/nav.nsf/df0a595864594c86852567ac0063608c/276ca3cf995b49178525686f007e3478?OpenDocument&src=tr>

##### Backdoor-G.ldr

Backdoor-G.ldr is a backdoor trojan that gives full access to users (with appropriate software) via the Internet. Symptoms

users may see include:

- Existence of three files (backdoor-g.srv, watching.dll, and lmdrk\_33.dll)and/or
- Strange or unexplained dialog boxes.

For instructions on removing this trojan, refer to

<http://service1.symantec.com/SUPPORT/nav.nsf/df0a595864594c86852567ac0063608c/7812d0aafca86c628825685400528eea?OpenDocument&src=tr>

If you have any questions regarding viruses, please call the IT Response Center at 962-HELP.

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## "DIGITAL DIVIDE" CONFERENCE

"Bridging the Triangle's Digital/Human Divide: What's Working; What Must Be Done" is a conference for people interested in closing the "Digital Divide." The conference will be held on Saturday, April 15, 2000, at The William and Ida Friday Center for Continuing Education in Chapel Hill.

Some people are benefiting from new technology and some are not. The conference "Bridging the Triangle's Digital/Human Divide: What's Working; What Must Be Done" addresses the growing gap in the Triangle between those who have access to technology and the development of information skills and those who do not. Participants will include organizations that provide computer access and training, corporations that provide funding, and individuals, such as educators, librarians, and computer specialists, who want to learn how they can contribute.

The conference will be held on Saturday, April 15, 2000, at The William and Ida Friday Center for Continuing Education in Chapel Hill. The conference fee, which includes lunch and materials, is \$35 on or before April 12 and \$45 after April 12. Registration is limited. Scholarships are available.

For more information, including the agenda and registration form, see <http://www.rtpnet.org/rtpconf/> or send email to [info@rtpnet.org](mailto:info@rtpnet.org)

The conference is sponsored by RTPnet, a community network for Research Triangle Park area communities (including Raleigh, Durham, Cary, and Chapel Hill). For more information about RTPnet, link to at <http://www.rtpnet.org/> or contact Judy Hallman, Executive Director, at [hallman@rtpnet.org](mailto:hallman@rtpnet.org)

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## CONFERENCE ANNOUNCEMENTS

Keep informed about technology conferences in 2000 with the CIT's "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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## 2000 CITATIONS PUBLICATION SCHEDULE

March 10  
March 24  
April 7  
April 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 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 on the Web link to <http://mail.unc.edu/lists/read/subscribe?name=citations>

To subscribe by email to *CITations*, send email to [listserv@unc.edu](mailto:listserv@unc.edu) with the following message:

subscribe citations firstname lastname  
substituting your own first and last names.

Example:

subscribe citations Nick Park

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