

A Message from the Vice Chancellor for Information Technology

By William Yost

The university has reached another level of significance in the area of technology with essentially all IU Kokomo classrooms having the use of technology. Steps to upgrade the campus' instructional technology have been taking place for a few years and are essentially complete with the opening of fall 2006 semester.

Projects done this past summer completed the work on all Main Building classrooms scheduled for updates, except for two. We decided that these two rooms were not large enough that upgrading would provide a benefit to students and faculty.

An upgrade was completed in the IU Kokomo Library over the

summer, improving the former CARS (Computer Assisted Reference Services) Room. That room will now be called the Information Literacy Classroom 2, or IL-2.

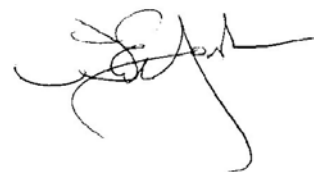
Another computer lab has been added that faculty may schedule for occasional use to support instruction. Former library instruction classroom is now called Information Literacy Classroom 1 (IL-1).

Room 103, a large classroom on the first floor of the East Building, will have some instructional technology installed this fall. It is scheduled for a full upgrade in summer 2007.

IU Kokomo's only other large lecture space that would benefit from technology is in

the Observatory. It too has been identified for upgrade in the summer 2007.

The next level of instructional technology support will be to provide permanent installation of a projector and computer in the conference rooms that are frequently scheduled. These would include the Kelley Student Center meeting rooms, such as those near the Commons, the Cole Room, and Room 221 near the Office of Student Activities. These improvements over the course of the next fiscal year should provide full technology services to the faculty and students in instructional and meeting settings.



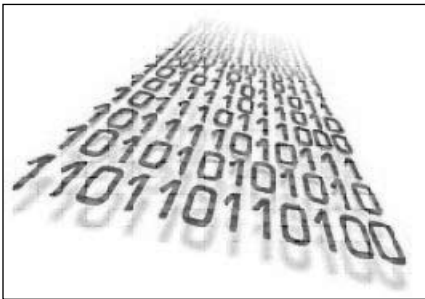
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track—<storage> The part of a disk which passes under one read/write head while the head is stationary. The number of tracks on a disk surface therefore corresponds to the number of different radial positions of the head(s). The collection of all tracks on all surfaces at a given radial position is known a cylinder and each track is divided into sectors.

Special Points of Interest

- Meet our new Web Manager
- Important Dates



Helpful Technology Resource Links

Indiana University Kokomo Department of Information Technology (IT)
www.iuk.edu

IU Kokomo Student Web mail
<http://webmail.iuk.edu>

Lab Software Request Form
<http://www.iuk.edu/~kocser/pdf/softreq.pdf>

IU Knowledge Base
www.kb.iu.edu

IU Computer Buying Guide
<http://computerguide.iu.edu>

OneStart®
www.onestart.iu.edu

Oncourse
<http://oncourse.iu.edu>

IUware Online—Web-based software distribution for faculty, staff, and students
<http://iuware.iu.edu>

Faculty/Staff E-mail
www.exchange.iu.edu

IU Account Management Services
<https://itaccounts.iu.edu>

IU Passphrase Maintenance
<https://passphrase.iu.edu>

IU Information Technology Policy Office
www.itpo.iu.edu

IU Information Technology Security Office
www.itso.iu.edu

Rudy Kizer joins IU Kokomo as Web Manager

By Chris Rivers



Rudy Kizer

Please welcome new Web manager Rudy Kizer to campus. Rudy lives in Kokomo, with his wife, their daughter, and three dogs.

Rudy is a Purdue University alumnus, who earned his B.S. in Materials Science Engineering in 1992. He also earned his M.S. in Metallurgical Engineering from Purdue in 1996.

Kizer brings a wide range of skills and experiences from previous positions. Rudy has performed Web

development work (from the dot-com days), worked for an Internet service provider, handled independent Web contracting, and was an administrator for a local Internet café and a network security analyst in a banking environment. In addition to these experiences, he's also a producer for radio station WRZX.

Rudy has an office in the lower level of the Main Building (Room 051). You may contact him via phone through the Computer Services Helpdesk, ext. 315, or e-mail him at rhkizer@iuk.edu.

Passphrases now allowed on IU network

By Carl Pennington

Indiana University is moving from the use of passwords to the use of passphrases. Passphrases are longer than passwords and can be easily remembered words and phrases. As such they offer both greater flexibility and enhanced security for network users.

On July 27, University Information Technology Services began allowing the use of passphrases. Between now and October, the use of a passphrase is optional. You may change your password to a passphrase or another password if you wish. Although new users can still set up their accounts using passwords during this period of time, we are asking them to set up their accounts with passphrases.

Beginning in October, new users will be required to use a passphrase when they set up their account for the first time. If existing users choose to change their passwords, they will

be required to use passphrases. If you wish to continue using your existing password, don't attempt to change it. However, with the greater security and flexibility afforded by passphrases, you are strongly encouraged to begin using one as soon as possible.

At this point in time, there is no information about when, or if, everyone will eventually be required to change their password to a passphrase. Future communications will be developed as more details are provided.

Additional information about passphrases, including the rules for constructing them, can be found at <http://kb.iu.edu/data/acpu.html>. Questions can be directed to the Helpdesk by e-mailing kohelp@iuk.edu or calling ext. 315.

Student Computing Services Seeks Technology Presentations

By Craig Swoverland

Student Computing Services invites faculty members to encourage their students to showcase their information technology projects at the annual Making IT Happen (MITH) technology fair Wed., March 28, 2007. Student showcases can span the arts, sciences, business, or other subjects. The main requirement is that the student or a student team relied on information technology resources to complete the project.

This is a great opportunity to gain recognition from peers and the campus community, and to gain valuable resume-building experience.

To submit a proposal for a student showcase, fill out the online form at www.iu.edu/~mith/showform.html. Types of projects can include, but are not limited to

- Databases
- Graphic design
- Multimedia
- Statistics
- Web design
- Specialized software
- Interior/stage design

- Digital music
- Textual analysis
- Music theory
- Fine arts
- Demographics
- Statistics
- Interior design
- Molecular rendering
- Simulations
- Multimedia
- Modeling
- Advanced visualization
- Virtual reality
- Massive data storage
- Mapping
- Any other project using information technology

IU Kokomo's MITH fair is scheduled 10 a.m.–2 p.m. in Alumni Hall.

The IT Department will provide signage with the student's showcase title, project members, and a description, as well as a table and wireless Internet connection. Students will be responsible for bringing any computer equipment, and any other signage needed to accompany and illustrate their projects.

Information Technology Staff

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Bits & Bytes is produced in cooperation with the Office of Communication and Marketing.

Important Dates

October 5, 2006—Software requests for lab/classrooms in spring semester 2007 are due.

<http://www.iuk.edu/~kocser/pdf/softreq.pdf>

From time to time, people I consult with tell me some of their pet peeves working with computer applications. If you share any of these pet peeves, here are some solutions.

Peeve #1: Changing document view

‘When I open a Word® document attachment to an e-mail, it opens in Reading Layout with the text showing across two pages. I always have to change views.’

Solution: First, please think about when this is handy, and when it’s not. Then decide if you really want to change your setting.

Reading Layout improves onscreen readability, so it is helpful if you are going to read a document on your computer, rather than print it. Reading Layout shortens the lines of text, which helps you keep your place as you read the document.

If you open those attachments in order to edit them, and not to read them, then you might want to have Word® open your document in a more typical view.

In Word®, go to the Tools menu and select Options. Under the General tab, uncheck the box near the top right, Allow starting in Reading Layout. Click OK.

Peeve #2: Blank lines in Frontpage®

‘When working on Web pages, FrontPage® puts a blank line between lines of text when I use the Enter key. Sometimes, I just want to enter my text on the next line.’

Solution: Shift-Enter, instead of Enter, moves your cursor down a single line in FrontPage®.

Shift-Enter is useful in other situations, too. Take Word®, for instance. Enter moves you down a line but begins a new paragraph in Word®, possibly with new paragraph characteristics.

Shift-Enter moves you down a line and keeps you in the same paragraph so you have the same margins, style—all the elements that the paragraph holds. This is handy if you want to keep the same characteristics as the line immediately above. I find it useful if I am making a bulleted list. I might want to move down to the next line, line up the text with the bullet indentation, but not create another bullet symbol.

Here is how I’d achieve this move with Shift-Enter, to add some information under my second bullet.

My favorite things include

- *Baseball* [First bullet, press Enter after this line]

- *Hot dogs* [Second bullet, press Shift-Enter after this line]

Note: With mustard and relish.

[Added information, press Enter after this line]

- *Apple pie* [Third bullet, press Enter, and so on . . .]

Peeve #3: Quick view of desktop

‘I’d like an easy way to view my PC desktop without having to minimize all my open windows manually.’

Solution: See if your keyboard has the Windows logo key, the one with the wavy Windows® symbol on it, found between your Ctrl and Alt keys on either side of your keyboard. Hold down the Windows key and press D to show your desktop. Here are some other Windows® key options that are helpful:

- **Windows+F** lets you search to find your files.
- **Windows+E** opens My Computer to quickly access your drives, folders, or files.
- **Windows key** by itself displays or hides your Start menu.

Dell™ Laptop Battery Recall

Dell™ has identified a potential issue associated with certain batteries sold with some models of their notebook computers. Under rare conditions, it is possible for these batteries to overheat, which could pose a risk of fire. Dell™ is voluntarily recalling certain Dell™-branded batteries with cells manufactured by Sony® and offering free replacements for these batteries.

Our Purchasing Department has confirmed with Dell™ that IU Kokomo has no campus-owned notebook computers that are subject to this recall. You can check to see if your personal notebook computer is included in the recall by going to <https://www.dellbatteryprogram.com/Default.aspx>.