JAG Wire

Note to Faculty and Staff: Please remember to log off your computer daily so your files can be backed up.

"Before man reaches the moon, mail will be delivered within hours from New York to California, to Britain, to India or Australia."
Arthur Summerfield, 1959, United States Post

LIFE BEFORE THE COMPUTER

• Memory was something that you lost with age
• An application was for employment
• A program was a TV show
• A cursor used profanity

  • A keyboard was a piano!
  • A web was a spider's home
  • A virus was the flu!
  • A CD was a bank account

  • A hard drive was a long trip on the road
  • A mouse pad was where a mouse lived
  • And if you had a 3 1/2 inch floppy
  ... you just hoped nobody found out!

Password Security

By Gabe Marshall, Information Security Analyst

Passwords are a common frustration shared by many people in the world today. These days usernames and passwords are required to accomplish most of our daily tasks; whether it be paying bills, going shopping, or getting through a day at the office. A common misconception with passwords is that there is little reason to spend time worrying about protecting the passwords for each online account we use. The truth however, is that passwords are frequently stolen then sold and traded across the internet. What can be done to protect our passwords? There are a couple easy steps that you can take to ensure your safety.

First and foremost, remember to always create strong passwords. A strong password should be at minimum eight characters long, and should include a combination of upper and lower case letters, numbers, and at least one special character or symbol. Keep in mind that an obscure password will make it exponentially harder for a hacker to obtain access to your information.

Ways to Speed up Your PC

You can maintain your computer and keep it running smoothly by following a few simple guidelines.

Free up disk space
By freeing disk space, you can improve the performance of your computer. The Disk Cleanup tool helps you free up space on your hard disk. The utility identifies files that you can safely delete, and then enables you to choose whether you want to delete some or all of the identified files.
Use Disk Cleanup to:
• Remove temporary Internet files.
• Remove downloaded program files (such as Microsoft ActiveX controls and Java applets).
• Empty the Recycle Bin.
• Remove Windows temporary files.
• Remove optional Windows components that you don't use.

Ways Speed up Your PC from page 1

• Remove installed programs that you no longer use.

Typically, temporary Internet files take the most amount of space because the browser caches each page you visit for faster access later.

To use Disk Cleanup

1. Click **Start☞All Programs☞Accessories☞System Tools ☞Disk Cleanup**. If several drives are available, you might be prompted to specify which drive you want to clean.

2. In the **Disk Cleanup for** dialog box, scroll through the content of the **Files to delete** list.
    Choose the files that you want to delete.

3. Clear the check boxes for files that you don't want to delete, and then click **OK**.

4. When prompted to confirm that you want to delete the specified files, click **Yes**.

After a few minutes, the process completes and the Disk Cleanup dialog box closes, leaving your computer cleaner and performing better.

Speed up access to data

Disk fragmentation slows the overall performance of your system. When files are fragmented, the computer must search the hard disk when the file is opened to piece it back together. The response time can be significantly longer.

Disk Defragmenter is a Windows utility that consolidates fragmented files and folders on your computer's hard disk so that each occupies a single space on the disk. With your files stored neatly end-to-end, without fragmentation, reading and writing to the disk speeds up.

To use Disk Defragmenter:

1. Click **Start☞All Programs☞Accessories☞System Tools ☞Disk Defragmenter**.
    Click Analyze to start the Disk Defragmenter.

2. In the **Disk Defragmenter** dialog box, click the drives that you want to defragment, and then click the **Analyze** button. After the disk is analyzed, a dialog box appears, letting you know whether you should defragment the analyzed drives.
    Tip: You should analyze a volume before defragmenting it to get an estimate of how long the defragmentation process will take.

3. To defragment the selected drive or drives, click the **Defragment** button. Note: In Windows Vista, there is no graphical user interface to demonstrate the progress—but your hard drive is still being defragmented.

4. To display detailed information about the defragmented disk or partition, click **View Report**.

5. To close the **View Report** dialog box, click **Close**.

6. To close the Disk Defragmenter utility, click the **Close** button on the title bar of the window.

Detect and repair disk errors

In addition to running Disk Cleanup and Disk Defragmenter to optimize the performance of your computer, you can check the integrity of the files stored on your hard disk by running the Error Checking utility.

As you use your hard drive, it can develop bad sectors. Bad sectors slow down hard disk performance and sometimes make data writing (such as file saving) difficult, or even impossible. The Error Checking utility scans the hard drive for bad sectors, and scans for file system errors to see whether certain files or folders are misplaced.

If you use your computer daily, you should run this utility once a week to help prevent data loss.

To run the Error Checking utility:

1. Close all open files.

2. Click **Start**, and then click **My Computer**.

3. In the My Computer window, right-click the hard disk you want to search for bad sectors, and then click **Properties**.

4. In the **Properties** dialog box, click the **Tools** tab.

5. Click the **Check Now** button.

6. In the **Check Disk** dialog box, select the **Scan for and attempt recovery of bad sectors** check box, and then click **Start**.

7. If bad sectors are found, choose to fix them.

Tip: Only select the "Automatically fix file system errors" check box if you think that your disk contains bad sectors.

Make Change Not Loss

When working with email attachments, be sure to save the attachment to an external device or in your my documents folder before you open the attachment. When you open and make changes to an attachment then click save, the document is saved in a temporary location that may not be accessible to you. Therefore, you take the risk of losing the changes you made to the document. So save first then open.

Microsoft Office 2007 Ribbon Overview

Microsoft Office 2007 introduces a feature called **"Live Preview"**, which temporarily applies formatting on the focused text or object, when any formatting button is hovered over with the cursor. The temporary formatting is removed when the cursor is moved from the button. This allows users to have a preview of how the option would affect the appearance of the object, without actually applying it. An example of this is shown below.

The Home Tab
The first section of the Home tab is for the **Clipboard**. This section contains the cut, copy, paste, and format painter functions. You may also click on the arrow in the lower right corner of the Clipboard section to display the **Office** Clipboard task pane.

The next section on the Home tab is for **Font** settings. This is where you can customize your font settings. Functions such as font, font size, font color, etc. are in this section of the Home tab. The font dialog box can be displayed by clicking on the arrow in the lower right corner of the Font section.

The **Paragraph** section is next on the Home tab of the Ribbon. This section displays bullet and numbering options, text alignment, line spacing, and other text and paragraph settings. The Paragraph dialog box can be displayed by clicking on the lower right corner of the Paragraph section.

The **Styles** section is next on the Home tab. This section allows you to change the styles, colors, and fonts used in the document. It contains pre-formatted settings for headings, titles, subtitles, etc. The Styles window can be displayed by clicking on the arrow in the lower right corner of the Styles section.

The last section on the Home tab is the **Editing** section. This is where the select, find, and replace functions are located.

The Insert Tab
The first section of the **Insert** tab is the **Pages** section. This section will allow you to **insert** a cover **page**, a blank **page**, or a **page** break.
The next section is the **Tables** section. This displays all of the options for inserting a table into the document.

The **Illustrations** section is next on the **Insert** tab. This allows you to **insert** pictures, charts, clip art, and other objects.

The **Links** section is next on the **Insert** tab. This section

will allow you to create hyperlinks, bookmarks, and cross-references.

The next section is labeled **Header & Footer**. This section has settings to **insert** and format a header, footer, and **page** numbers.

The next part of the **Insert** tab is the **Text** section. This section contains buttons that **insert** word art, objects, text boxes, etc.

The final section of the **Insert** tab is labeled **Symbols**. The Symbols button will display the character map to choose a symbol to **insert.** The Equation button allows you to **insert** of build a mathematical equation.

The Page Layout Tab
The first section of the **Page** Layout tab is the **Themes** section. This section changes the overall design of the document, including colors, fonts, and effects.
The next section is the **Page Setup** section. This is where you can set the margins, the size of the document, orientation, and other setting pertaining to how the document pages should be formatted.

The **Page** Setup dialog box can be displayed by clicking the arrow in the lower right corner of the **Page** Setup section.

The next section is the **Page Background** section. This section contains settings for watermarks, **page** color, and **page** borders.

The next section is the **Paragraph** section. You can determine the distance of indents and the spacing before and after paragraphs in this section. The Paragraph dialog box can be displayed by clicking the arrow in the lower right corner of the Paragraph section.

The last section of the **Page** Layout tab is the **Arrange** section. This section allows you to arrange text and objects within the document.

The References Tab
The first section of the References tab is the **Table of Contents** section. This allows you to add a table of contents and edit it within the document.
The next section is the **Footnotes** section. This section contains buttons that allow you to add and edit footnotes. The Footnote and Endnote dialog box can be displayed by clicking on the arrow in the lower right corner of the Footnotes section.

The next section is **Citations & Bibliography**. This section will allow you to create a bibliography and add citations to a document.

The **Captions** section is next on the References tab. You can **insert** a caption, a table of figures, or a cross-reference from this section.

The next section is the **Index** section. This will allow you to create an index for the document.

The last section on the References tab is the **Table of Authorities** section. A table of authorities lists the cases, statutes, and other authorities cited in the document. This is a screenshot of **Microsoft Office** Word 2007 with the **References** tab of the Ribbon selected.

The Mailings Tab
The first section is the **Create** section. Envelopes and labels can be created here.

The next section is the **Start Mail Merge** section. You can edit and select recipients and start a mail merge from this section.

Write & Insert Fields is the next section. This section allows you to **insert** fields such as an address block, greeting line, or merge field.

The next section is the **Preview Results** section. You can preview the results and check for errors from this section.

The last section is the **Finish** section, which simply allows you to complete the mail merge.

The Review Tab
The first section is the **Proofing** section. This contains proofreading tools such as spell check, thesaurus, word count, etc.
The next section is the **Comments** section. You can add, delete, or navigate through the comments in the document.

Tracking is the next section. This section has settings to track changes made to the document and to determine how to show revisions to the document.

The next section is the **Changes** section. This section allows you to accept or reject the proposed change to the document.

The **Compare** section can compare two documents or combine revisions from multiple authors into a single document.

The last section is the **Protect** section. This is where you can choose to restrict reviewing options or restrict

permission on the document.

The View Tab
The first section is the **Document Views** section. This is where you can choose how you want to view the document. The **Zoom** section allows you to zoom in and out and choose how many pages you want to view in the window.

The **Window** section allows you to manage multiple **Microsoft Office** Word 2007 document windows. The last section is the **Macros** section. You can record or view macros from this section.

The Office Button
The **Office** Button is in the top left corner of the document window. Clicking on the button will display a menu, similar to the *File* menu, with options such as New, Open, Save, Print, etc. Below is a screenshot of the **Office** Button menu.

Note: Saving a file as a default **Word** document will save the file with a ".docx" file extension. This type of file is **NOT** compatible with any prior versions of **Microsoft Office** Word. The file must be saved as Word 97-2003 Document, which has the ".doc" extension in order for it to be compatible with a prior version of **Microsoft Office** Word.

Note: To add or remove password protection on a file, you will need to access the General Options dialog box that is located in the Tools drop-down menu of the Save As dialog box. To access this, click on the **Office** Button, then click on Save As. The following dialog box will be displayed. Click on the Tools drop-down menu button as shown in the above picture. Select General Options from the menu. The General Options dialog box will be displayed.

From this dialog box, you can set or remove passwords to open and/or modify the file. Once you have entered the password(s), click OK to close the General Options dialog box. You must click Save on the

Save As dialog box in order to save the changes to add or remove password protection on the file.

The Quick Access Toolbar
The Quick Access Toolbar is to the immediate right of the **Office** Button. This toolbar allows for quick access the common functions that are frequently used. You can customize it by clicking on the arrow to the right of the Quick Access Toolbar and selecting the specific function that you want. Clicking **More Commands** from the Customize Quick Access Toolbar menu will allow you to add other functions to the Quick Access Toolbar. The Quick Access Toolbar is indicated by the arrow below.

Password Security from page 1

Secondly, always remember to keep different passwords for the different systems that you use. The reasoning behind this is that if one of your accounts is compromised, the hacker will attempt the same password on various other websites and systems that they've seen you access in the past. Do you have trouble remembering multiple passwords like most of us? The best advice we can give is to install what is known as a password manager. A password manager is a program that runs on your local machine, and encrypts the login information for the various websites you access. Think of the password saving feature built into most internet browsers, but much more secure. Popular password managers that can be obtained for free online are products such as *KeePass* and *1Password*.

Lastly, change your passwords often. It is a fact that no one looks forward to changing their password, but the reason passwords are stolen so frequently is a combination between users creating weak passwords, and the fact that most users never change their passwords unless they are forced to. Remember, time is always on the side of hackers. The longer you go without changing your password, the more time hackers have to slowly but surely crack it. Although most systems at UNT require a password reset every 120 days, you still need to remember to change the passwords on other non-UNT system accounts, as well as any local servers you may have running on your machine.

To summarize, try and remember to protect your passwords just as you would the keys to your car or your house. Don't share them with anyone, don't leave them laying out on your desk when you're not around, and if you think they've been compromised make sure you change them as quickly as possible.

Please Note: The University of North Texas will never ask for personal information by e-mail. If you receive an e-mail purporting to be from the University that asks for personal information or account passwords, do not respond. If there is any question regarding the authenticity of an email, please contact UNT Information Security at (940) 369-7800.

Computer Buying Tips

Whether you're buying a machine for home or school, you should consider the following:
- **Remember the software:** Once you buy the hardware, you'll probably want to invest in software. Shop the software section before you buy your machine to make sure you can afford both the machine and the software you want.
- **Not all processors are created equal:** Don't judge the microprocessor on numbers alone. An Intel Pentium, for example, stores more data for quick use than does an Intel Celeron, meaning that Pentium chips process information faster than Celeron chips rated at similar speeds. Like the Pentium, the AMD Athlon chip is generally considered better than the Celeron.
- **Never enough RAM?:** RAM is memory used by the computer to store and manage active software files. More RAM helps a computer run smoothly and respond to commands faster. Figure on buying at least 1 gigabyte of RAM for a base system. If budget allows, experts say, a good place to splurge is on a system with 2 gigabytes of RAM.
- **Sizing the hard drive:** The hard drive is the equivalent of a computer's closet: It stores everything not actively being used at the moment. For most users, the 40-80 gigabytes offered in most basic desktop systems is sufficient. Students heading off to college, however, may benefit from a 120 gigabyte hard drive that will allow them to store more music and videos on their machines.
- **Accessing the Web:** College students need computers with 10/100 slots, which allow the machines to tap into high-speed Internet services. Students with laptops should invest in a wireless card using the 802.11b standard.
- **Integrated versus dedicated video cards:** For video games, a machine with the proper video card is important. A dedicated video card essentially has its own computing resources to process video, improving the performance of the video game. An integrated video card essentially borrows processing power from other parts of the computer, which can hurt the performance of the game and the computer overall.

Below is a listing of good examples of passwords:

- iamthe1
- 2bornot2b
- 1PaSsWoRd1
- My1PASSword
- pa$$word
- epoh

As illustrated in the above examples, you can see passwords and famous quotes with numbers, passwords with numbers or special characters, or words backwards such as epoh = hope.

"Passwords are like underwear: you don't let people see it, you should change it very often, and you shouldn't share it with strangers."
Chris Pirillo

The University of North Texas has an agreement with Dell Computer which provides special educational purchase opportunities for Dell Computers for UNT faculty, students, and staff.
See the Dell Education Sales site:
http://dell.com/meangreen

Software Training

The UNTD IIT Department offers the following Microsoft Office 2007 training sessions monthly to the UNT Community:
- ➢ Word 2007:   3rd Thursday
- ➢ Excel 2007:   2nd Tuesday
- ➢ PowerPoint 2007:   4th Tuesday

Additional topics are offered as requested.

To sign up for a training session, email untd.training@unt.edu.

For additional training resources, visit Microsoft Office Online:
http://office.microsoft.com/en-us/training/FX100565001033.aspx

Software Tips

Don't Break Me Up (Paragraphs) / Line and Page Breaks in Word 2007

Ready for a little more advanced way to keep text together? When automatic page breaks are splitting up paragraphs of text in the wrong place, highlight the text and choose:

1. From the **Home** Tab, choose the dialog launcher button in the **Paragraph** group.
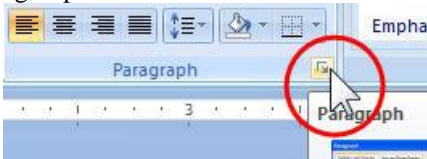
2. From the **Paragraph** dialog box, pick the **Line and Page Breaks** tab, check one of these options:
   Keep lines together
   (prevents a page break within a paragraph)
   Keep with next
   (prevents a page break between the selected paragraph and the following paragraph)
3. Choose **OK** to apply the new paragraph formatting.

Quick Start of Slide Show in PowerPoint 2007

Start from first slide: Press **[F5]** to start a slide show of the current presentation starting from the first slide (regardless of location).

Start from current slide: Press **[Shift]** + **[F5]** to start a slide show from the current slide (PowerPoint 2003 and newer) or click once on the projector toolbar in the bottom left corner to start a slide show from the current selected slide.

Press **[Esc]** to exit at any time.

Filter with Rules in Outlook 2007

Rules are instructions or filters that automatically categorize messages based on conditions that you set. As new messages are received in Microsoft Outlook, right-click on the message and left-click on the command "Create Rule." (In Outlook 2000, choose **Tools > Rules Wizard...**, and pick **New** to create a rule).

Pick specific conditions, such as the sender e-mail address, and assign to an existing category, such as "Clients." New, incoming messages will be assigned a category based on the new rule.

Rename a Worksheet in Excel 2007

Double-click on any sheet tab (Sheet1, Sheet2, etc.) to highlight the sheet name. Type a new name and press **[Enter]**.

Tip: avoid ALL CAPS which increases the width of the sheet name.

Easy Maximize/Restore in Windows

Forget about trying to maximize your application windows by clicking on the small maximize button in the upper-right corner of the window. Simply double-click anywhere in the title bar (across the top of the window) to maximize or restore. Much easier to aim and complete.

Change Your Browser Window

Customize the view of your IE browser window with these tricks:
- To show or hide the History bar: **[Ctrl]** + **H**
- To show or hide the Favorites bar: **[Ctrl]** + **I**
- To toggle full-screen mode on or off: **[F11]**

"The computer was born to solve problems that did not exist before."
Bill Gates

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Computer Terms

- ▸ CDROM
- ▸ COPY
- ▸ DATABASE
- ▸ FILE
- ▸ FORMAT
- ▸ HARDWARE
- ▸ INTERNET
- ▸ MEMORY
- ▸ MULTIMEDIA
- ▸ OPEN
- ▸ PERIPHERAL
- ▸ REPLACE
- ▸ SEARCH
- ▸ TEXT
- • CLOSE
- • CUT
- • DELETE
- • FIND
- • GRAPHIC
- • INPUT
- • KEYBOARD
- • MENU
- • NETWORK
- • OUTPUT
- • PRINTER
- • SAVE
- • SELECT
- • CLICK
- • COMMAND
- • DIGITAL
- • FONT
- • ICON
- • INTERACTIVE
- • HELP
- • MOUSE
- • NUMERIC
- • PASTE
- • PROCESSING
- • SCANNER
- • SOFTWARE