JAG Wire

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"There are 10 kinds of people in the world, those that understand binary and those that don't."

CITC and Microsoft announce DreamSpark availability at UNT

The Computing and Information Technology Center, in cooperation with Microsoft, is proud to announce that UNT students may now take advantage of DreamSpark, Microsoft's program that provides free development software to students. Full professional versions, not demos or 30 day trials, of Visual Studio 2008, Expression Studio, Windows Server 2003, and XNA Game Studio 2.0 may be downloaded with a simple login into the DreamSpark Web site. The CITC's and Microsoft's efforts will give UNT students access to cutting edge Windows software in order to facilitate the next generation of software programmers.

The website is http://downloads.channel8.msdn.com/

Online instructions can be found http://citc.unt.edu/installing_dreamspark

Information Security Awareness

By Charlotte Russell, Director, Administration and Compliance (CITC), Information Security Officer (UNT)

Faculty and staff who come into contact with University data (e.g., student records, personnel information, financial data, etc.) are strongly encouraged to either attend a classroom-based security awareness course or take the online security course. Both are offered by the CITC Information Security group. If you handle some type of protected information, these courses will help you to become more aware of how important it is to ensure the security of university information.

You can learn more about information security in a number of ways:

- Attend one of the monthly security classes offered by Information Security.
- Contact Gabe Marshall to register for the online "Defensive Computing" course.
- Visit the Information Security website: http://security.unt.edu/
- Contact Gabe Marshall for information about other training opportunities (Gabe.Marshall@unt.edu or dial ext: 4062).

Blackboard Vista Help

Are you having problems attaching or files in Blackboard? Make sure you have the correct version of Java (Java 1.5.0_07 for Windows) installed on your computer.

If you do not have the correct version, follow the steps below:

1. Open the Control Panel and click on Add/Remove Programs.
2. Remove the incorrect version of Java and restart your computer.
3. Go to http://java.sun.com/products/archive/j2se/5.0_07/index.html to download and install the J2SE Runtime Environment (JRE) 1.5.0_07 for Windows.

For additional assistance contact the Student Vista Helpdesk at (940) 565-2324.

Eagle Alert notifies the campus community with immediate emergency information

Students should update their phone numbers in my.unt.edu.

UNT uses a system called **Eagle Alert** to quickly notify you with critical information in an emergency.

Eagle Alert allows UNT administrators to quickly contact the campus community members by phone about **emergency situations** affecting the safety and well being of people on and around the UNT campus. The system **sends voice messages** to the **phones**, including **cell phones**, of all active faculty, staff and students. The system also can send **text messages** to cell phones if you grant the system permission to do so before hand. Be sure your number is up to date today.

For more information on Eagle Alert visit http://www.unt.edu/eaglealert.

Microsoft Office Compatibility Pack

Are you still using Microsoft Office 2000, XP, or 2003? Install the compatibility pack that will allow you to open, edit, and save files using the file formats new to Word, Excel, and PowerPoint 2007. The Compatibility Pack can also be used in conjunction with the Microsoft Office Word Viewer 2003, Excel Viewer 2003, and PowerPoint Viewer 2003 to view files saved in these new formats.

To download the compatibility Pack, visit http://www.microsoft.com/downloads/details.aspx?FamilyId=941B3470-3AE9-4AEE-8F43-C6BB74CD1466&displaylang=en

For more information about the Compatibility Pack, see http://support.microsoft.com/kb/924074

Live@edu SkyDrive Replaces Student Storage

The UNT Student Storage site has changed. The new student storage system is SkyDrive. To begin using the new SkyDrive system, please see the following for instructions.

To login to the new SkyDrive system, you must know the following:

- Your Live@EDU username (typically FirstLast@my.unt.edu)
- Your UNT EmplID (UNT System ID)

If you don't have the above information, go to the AMS Website and login to view your Live@EDU username and EmplID.
To login to SkyDrive:

- Go to http://skydrive.live.com
- Click on "Get Started"
- Sign in with your Live@EDU account name and use your EmplID for the password.
- You will need to set a new password until we get the password sync function running, then it will use your regular EUID password that you set in AMS.
- Start creating folders and uploading files, you have 5 GB of space now!

Computer Users

Please restart the machine when you finish your work. Restarting the machines allows our system to perform complete backups and critical updates. Restarting also protects you because it does not gives others access to your files and/or personal information.

If you work in the GAL or the Quiet Lab, please save your work on an external device (i.e. usb flash drive, cd-rw,...) when starting to work on a document. You will need to save the document as you work to avoid losing your work.

"Design is not just what it looks like and feels like. Design is how it works"
Steve Jobs

Here are a few examples of methods that you can use to help ensure the protection of data and resources:

1. Save important files to the network rather than to your hard drive.

2. Use strong passwords and avoid using your UNT passwords on external systems.

3. Don't reply to e-mail requesting personal information, even if the source seems legitimate.

4. Keep your software up-to-date.

5. Social security numbers have been replaced by the empl id and should *never* be collected or stored on desktops, workstations, or on web servers.

6. Credit cards numbers should never be transmitted via unencrypted means (e.g., e-mail, web forms, etc.). Departments who process credit card information must be authorized by UNT's Student Accounting and University Cashiering Services department.

7. If one of your job functions requires you to handle sensitive data, ensure that it is transmitted via secure channels only (ex: ssh, ipsec, ssl, etc.).

8. Research software and obtain permission from your supervisor and network manager before you install it. Look for known vulnerabilities by using websites such as www.secunia.com, www.securityfocus.com, or even popular search engines.

9. When using ssh, remember to disable root logins, use strong passwords (or even use key authentication instead of passwords), and filter connections to trusted sources.

10. If you are creating homegrown web applications, remember to keep best security practices in mind. Check the www.owasp.org community for current web application security standards or contact Central Web Services at cws@unt.edu for technical assistance.

11. Remember, if you administer a website, register it at http://web3.unt.edu/siteregistration. See this recent article in *Benchmarks Online* for background information on this policy.

12. Subscribe to an Information Security RSS Feed from http://security.unt.edu/news/general or http://security.unt.edu/news/vulnerabilities .The feed icon is located at the bottom of each of the pages.

Software Training

The UNTD IIT Department offers the following Microsoft Office 2007 training session 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 untdtraining@unt.edu.

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

Software Tips

Add Multiple Lines of Text in a Cell in Excel 2007

When entering titles or long paragraphs of text, the **[Enter]** key will move to a new cell. Instead, press **[Alt]** + **[Enter]** to create a line break or new line in the same cell. With this shortcut, you can control where text breaks for column headings, text descriptions, and Excel comments.

Selecting Multiple Objects in PowerPoint 2007

To select or highlight more than one object, press and hold down the **[Shift]** key and click on each object. Click again if you want to de-select an object. All highlighted objects can then be moved, copied, formatted and modified together. Click away from the selected items to un-select them all.

Great Editing Keys

Just about every software program has commands for undo, cut, copy, and paste. Do you want an easy way to remember the shortcut keys? Look at the bottom-left of your keyboard at Z, X, C, V. Match these up with **[Ctrl]** and you have the easy-to-remember shortcuts for Undo, Cut, Copy, and Paste. These are:

Undo: **[Ctrl]** + **Z**
Cut: **[Ctrl]** + **X**
Copy: **[Ctrl]** + **C**
Paste: **[Ctrl]** + **V**

Great time-saving shortcuts are right in front of you on your keyboard!

Adding a Sound File to a Word 2007 Document

Word documents are more than just text. Word allows you to easily add multimedia elements, such as sound files. This tip explains how you can do this.

1. Position the insertion point where you want the sound inserted.
2. Display the Insert tab of the Ribbon and click Object in the Text group. You will see the Object dialog box.
3. Click on the Create from File tab.
4. Use the controls on the dialog box to locate the sound file that you want included with your document.
5. Click on OK. An icon that looks like a speaker is inserted in your document.

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Color Code to Identify Key Messages in Outlook 2007

Color code key messages to quickly identify e-mail from your most important contacts such as clients, staff, your boss, or team members. This has been a huge timesaver me and helps to insure that I don't miss key messages.

To color code in Outlook:

1. Highlight a message from a contact.
2. Choose **Tools > Organize**. This opens a new window at the top of your Inbox window.
3. Choose the option **Using Colors** (found at the left of the window).
4. Pick from option, **Choose color for selected message** and **Apply Color**.
5. Additionally, you can also pick **Show messages sent only to me** as a way to highlight messages that are not part of a group distribution.
6. Optionally, choose **Automatic Formatting** (upper-right corner of window) to view coloring choices or even to apply a different font.
7. Close the Organize window when you are done. All messages in your Inbox from the selected contact are now color coded.

"Treat your password like your toothbrush. Don't let anybody else use it, and get a new one every six months."
Clifford Stoll