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REQUESTING SUPPORT SERVICES FOR EVENTS (Tim Hicks)

In January, the new space reservation and events calendar became operational. The system allows you to:

- Check the availability of any college space at any time of the day
- See space characteristics – including a picture of the space, room size, equipment in the room, etc.
- Make a request to reserve a space (using your email username and password)
- View campus events by category (academic, athletic, performances, alumni, etc.)

Thanks for everyone whose suggestions continue to improve the system. You can send your suggestions to r25help@listserv.hamilton.edu or by clicking the contact link at the bottom of the events calendar. Complete information about the system can be found at <https://www.hamilton.edu/events/>

When you request a campus space through the Events Calendar, **you are only making a request to reserve the space.** If you need AV/IT support, or any other support service, you MUST contact the services separately. **In particular, for AV/IT support: after you receive your Room Approval E-Mail, you need to click on the [Audiovisual Service](#) link within that confirmation to line up AV support.** This will take you to the AV & IT Event & Presentation Support Request Form.

If you have already made a reservation but want to confirm that AV support is lined up please contact Stefany Lewis @ x4231.

SHOWING MOVIES LEGALLY ON CAMPUS (Marilyn Huntley)

Unless you have arranged in advance to purchase a **public performance license** for your movie screening, **you are not allowed to advertise the showing**. This includes publication in the events calendar. Public performance licenses are more expensive. For example, if you borrow a DVD from the media library or rent one from the local video store you are only allowed to show that DVD (unadvertised) to your class. You cannot allow others to attend.

Movie distribution companies troll the internet, searching for public announcements of the movie titles they handle, and you, your club, or department can be penalized with substantial fines.

Before posting any movie title to the events calendar, please contact Marilyn Huntley (mhuntley@hamilton.edu, x4120) for assistance in determining whether it is properly licensed.

GRANT TO EXPLORE HIGH PERFORMANCE COMPUTING (Dave Smallen)

A grant from the Teagle Foundation will allow Hamilton faculty and support staff to explore the needs and alternatives for providing advanced computing resources to the campus. This collaborative grant includes Union, Hamilton, Colgate, Skidmore, Bard and Vassar and will support a series of four workshops that will bring together interested faculty and support staff from the six institutions to share experiences, and learn from faculty at other institutions. Hamilton currently uses such resources in Chemistry, Biology, and Physics and there are emerging ideas in Economics and the Humanities. The first workshop will be in April at Union College.

TASK FORCES BEGIN WORK (Dave Smallen)

During the first week of February two technology task forces began their work. Each task force will meet biweekly through the spring term and make recommendations at the conclusion of their work.

The Email task force is evaluating the alternative of having Hamilton email services provided through Google's Gmail. The current cost of providing email to the campus is approximately \$60,000 annually for hardware, software, and personnel. Google provides email (and a variety of other services) free to colleges and universities. The institution keeps its same email naming structure (e.g. dsmallen@hamilton.edu) but the server and email reside off-campus. The members of the email task force include: Jon Vaughan (Psychology), Glynis Asu (Library), Jeff Escalante '11, and several members of ITS.

The Printing task force is evaluating different systems for tracking/ charging for laser printing. The current cost of laser printing on campus is over \$100,000 per year. Colleges that have implemented these systems have seen reductions of 25-50% in annual costs. Members of the printing task force include: Steve Goldberg (Art History), Ken Herold (Library), Keith Willner '11, and several members of ITS.

CAPTURING A SNAPSHOT OF YOUR SCREEN (Maureen Scoones)

Do you ever wish you could capture a screen shot of the window(s) you have open on your computer's desktop? Perhaps you need to send it to the Help Desk for further troubleshooting or incorporate it into a document.

Windows

To capture the entire screen

1. Hit the Print Screen button (on a full-sized keyboard, the Print Screen key is found in the upper right corner above the number keypad; on a laptop keyboard, the Prnt Scrn key is found above the F10 key).
2. The image you captured is now in the clipboard.
3. Go to a Word document, PowerPoint, or any other application where you want to insert the picture and hit Paste.
4. You can size the image proportionally by pulling from one of the corners.

To capture only the active window

1. Hit the ALT key and the Print Screen button.

Macintosh

To capture the entire screen

1. Command Key (Apple Key) + Shift+3
2. The screen shot will be saved in a file that will appear on your desktop. Note: If you hold down the Control key when you press the other keys, the screen shot will be put in the clipboard.
3. In a Word document, you can either drag and drop the picture into your file or use Insert Menu-->Picture-->From File. If you saved it to the clipboard, you can simply hit Paste.

To capture part of the screen

- Command Key + Shift+4, then drag to select the area you want in the picture. To cancel, press Escape.

To take a picture of a window, a menu, the menu bar, or the Dock.

1. Press Command Key + Shift+4, then press the Space bar. Move the pointer over the area you want so that it's highlighted, then click.
2. To drag to select the area instead, press the Space bar again. To cancel, press Escape.

Macintosh users can also check out the Grab application on your computer. You'll find it in the Utilities folder within the Applications folder.