

# May 2008

There are three main topics in this newsletter: a progress report on the transition to Office 2007/2008, a listing of major ITS summer projects and some Office 2007/2008 tips. I suggest printing this newsletter as it is three pages in length. --- Dave Smallen, VP for Information Technology

## TRANSITION TO OFFICE 2007/2008

The following departments have been transitioned to Office 2007/2008. The numbers in parentheses are the approximate number of people/computers that are using the new version of Office.

### Completed: Total: 355

- ITS (54)
- Library, C&D technical staff (4)
- Early Adopters (15)
- C&D (57)
- Art (9), Athletics (44), Opportunity Programs (6), Early Adopters (5)
- Admissions (23 ), Financial Aid (6 )
- Science Center computers (includes office and lab computers) (118): Anthropology (4), Biology (18), Chemistry (34), Communication (2), Geology(19), Physics (21), Psychology (20)
- Science Center other computers (14)

### What's coming up:

- 5/28 – Benedict, CJ, Couper, Library, Root Hall
- 5/29 – 210 College Hill Road, Computer Science, Court Yards, Elihu Root House, KJ, Molly Root
- 5/30 – Chapel, List, McEwen, Schambach
- 6/16 – Dean of Students, Registrar, Student Activities
- 6/17 – Buttrick, Health Center, Physical Plant
- 6/23 – Mail Center, Print Shop
- 6/24 - TBD

## AVAILABLE TRAINING

- **Office 2007 and 2008 Overview classes:**
  - A number of classes are being offered to coincide with the installations. Details will be confirmed with departments.
  - Office 2007 and Office 2008 Overview classes for faculty and anyone else unable to make their department's scheduled time are being offered:
    - Wednesday, June 25<sup>th</sup> and Thursday, June 26<sup>th</sup>. This [registration link](#) contains the complete schedule.

- **What's New in Office 2007?** - Mark your calendars for Monday, June 23rd and Tuesday, June 24th. On these dates, half-day courses will be held to introduce you to many of the new features Microsoft has incorporated into Office 2007, for example in Word, learn how to use styles, themes, charts, and tables. If you are curious and like to play, this is the class for you!
  - Monday, June 23, 2008, 8:30 a.m. - Noon - Navigating through the new Word 2007 features - [Register](#)
  - Monday, June 23, 2008, 1:00 p.m. - 4:30 p.m. - Navigating through the new Word 2007 features (a repeat of the morning class) - [Register](#)
  - Tuesday, June 24, 2008, 8:30 a.m. - Noon - Navigating through the new Excel 2007 features - [Register](#)
  - Tuesday, June 24, 2008, 1:00 p.m. - 4:30 p.m. - Navigating through the new PowerPoint 2007 features - [Register](#)
- **Web Resources**
  - Check out the [Office 2007](#) and [Office 2008](#) Transitions Web pages for additional resources, which include links to on-line learning opportunities.
- Please contact Maureen Scoones, [mscoones@hamilton.edu](mailto:mscoones@hamilton.edu), x4178, if you have any questions about the training opportunities available.

## MAJOR SUMMER PROJECTS

Every year, when students leave campus, they ask what ITS will be doing over the summer. I always say that we go into high gear to get ready for the start of the fall semester. This summer will be particularly busy with phase I of the KJ project coming on-line. All the usual types of things will be replaced and major system upgrades will be completed that can't occur while classes are in session. Specific dates will be announced to the campus at least a week in advance. An overview is below...

### Throughout the summer:

#### **Computer and Data Projector Installations**

- Every summer we replace 3-5 year old computers and add newly approved computers. This summer **485** computers will be replaced including all windows computers in labs and classrooms, and 132 new computers will be installed including ones in Phase I of the KJ project.
- Twenty data projectors will be replaced in classrooms across campus.

#### May/June:

- May 29 – Replace the campus *firewalls* in the Burke and KJ server rooms. Changes will begin at approximately 5:30pm and all network services will be down during the cutover (internet, servers, printing, Datatel). *Firewalls* are computers that help protect our campus network from attacks by Internet hackers and keep our systems secure from unauthorized access.
- Upgrade our Citrix servers. These servers provide students and staff with access to a variety of software from either Macintosh or Windows computers.
- Relocate the major electronics that runs the network on South campus. Hardware will be moved from McEwen to KJ. Downtime from 10:00am - 4:00pm for South campus. Likely to happen in late June.

#### June/July

- Upgrade our e-mail server. Quotas will be increased for all users.
- Activate the new KJ network. Install networking/phone equipment and activate approximately 900 data and 300 phone connections. In addition, wireless networking will be installed throughout the building.

- Upgrades to hardware and software in the following labs
  - List 220 - June 30 - July 3
  - Burke 001 - July 14 - July 18
  - Multimedia Presentation Center - July 21 - July 31
    - Note: List 220 and Burke 001 are closed for the summer. The MPC will be closed during its upgrade period. (Burke 001 should be open for that timeframe.)
  
- Blackboard will be upgraded to version 8.0 during the first week of June.
  - This upgrade includes a number of improvements, but the biggest change will be the new Grade Center. This version will feature a more spreadsheet-like interface allowing direct entry of grades, the ability to "drop the lowest grade" (or other related grading methods), the ability to view different groups of students or grade book items, and many more new tools which have been requested for years. We'll have plenty of updated documentation and workshops to go over these changes. After the upgrade, we'll be creating the course spaces for Fall 2008 as

## OFFICE 2007/2008 TIPS

### Office 2007/2008 New File Formats

Office 2007/2008 uses a new file format. When you create a new document and save it, the file extension will be .docx. Since we are in the middle of the Office 2007 (Windows) and 2008 (Mac) installs on campus, there may be individuals with whom you share files not using the newest version. In those cases, there are two options:

1. In 2007: From the Microsoft Office Button, choose Save As... Word 97-2003 Document, In 2008: From the File Menu, choose Save As... Word 97-2004 when you create a file you want to *share* with other members of the College community or with people outside the College. This will maintain the document in compatibility mode with the current .doc file extension.
  
2. There is a [Microsoft Office Compatibility Pack](#) that Office 2003 users can install to allow them to read Office 2007 files. There is no compatibility pack for Mac users, therefore, step one needs to be followed.

If you don't expect to ever share the file, then it should be OK to save it as a native Office 2007 file (.docx or .xlsx (Excel)).

### Do I need to convert all of my documents into the new file format?

No, documents in the older file format can continue to be used and converted as needed. Once you begin using some of the new features of Office 2007, you'll need to save the documents in the new file format.

Please note, just opening your existing documents will not convert them into the new file format. In order to do this, you need to use the Save As... Word Document. When you do this, you will have two copies of your document, one with a .doc extension and the other with a .docx extension. You do not need to maintain an old and new version of your document. If you do not need to share the document, you can delete the .doc version of the document.

### How do I know what version of my document is which?

In addition to the different file extension, the icon looks different. Please call the Help Desk at x4181 if you are not sure which document is which.

