



October 2008

In this issue:

- Many members of the Hamilton community use laptop computers. Among students over 95% use laptops as their computer of choice. But using your laptop on your lap can be problematic. Ryan Coyle explains why.
- Results of the annual technology survey of first year students
- In celebration of National Cyberawareness Month Maureen Scoones offers some advice on how to protect yourself when using the Internet.
- Find out how to learn about using our technology-enhanced spaces
- Maureen offers some tips for using the new versions of Microsoft Office
- ITS continues its technology coffee hours.

KEEPING YOUR LAPTOP COOL (Ryan Coyle)

Has your laptop computer suddenly just stopped working? Maybe it overheated.

Using any portable computer on a soft surface, such as a pillow, bed or plush chair can disrupt the airflow around the case and even insulate the bottom of the case. If it is run in this manner for a prolonged period of time the machine may shut itself off to prevent heat related damage to it. Using the computer on a cool, flat surface allows for the greatest amount of heat transfer and airflow to keep you and your computer running smooth.

The internal components such as the processor and video card can become very hot through normal use of your notebook computer. The case of the machine is designed to absorb heat from the internal components and transfer them to the exterior of the system where it is later moved to the surrounding air. As a result, the case of the machine can become very warm to the touch. This is one reason why the computer should never rest on exposed skin for an extended period of time.

TECHNOLOGY STATS FOR THE CLASS OF 2012

Each year, during orientation, we ask the entering class about the technology they brought to campus. Here are the key results for the bicentennial class;

- Technology brought: 98% laptop computer, 97% cell phones, 92% MP3 players, 59% printers
- Technology type: 61% of the computers were Macintosh, 39% Windows
- Technology applications used: 98 % Facebook/ MySpace, 96% Powerpoint, 84% Excel

If you have questions, contact Dave Smallen (dsmallen@hamilton.edu)

OCTOBER IS NATIONAL CYBER SECURITY AWARENESS MONTH

(Maureen Scoones)

The Internet is supposed to make our lives better, and for most of us, that's exactly what it does. But the Internet has a dark side, and unless we take the proper precautions, this wonderful tool can end up causing us more harm than good. October is National Cyber Security Awareness Month, and it's a good time to take a hard look how our online behaviors may be putting us in harm's way. You don't have to be a computer guru to protect yourself online and you don't have to spend a lot of money. By following a few common sense tips, you can make the most out of your Internet experience, while protecting you and your family from online threats:

Top 8 Cyber Security Practices

1. Protect your personal information. It's valuable.
2. Know who you're dealing with online.
3. Use anti-virus software, a firewall, and anti-spyware software to help keep your computer safe and secure.
4. Be sure to set up your operating system and Web browser software properly, and update them regularly.
5. Use strong passwords or strong authentication technology to help protect your personal information.
6. Back up important files.
7. Learn what to do if something goes wrong.
8. Protect your children online.

Visit our [Cyber Security Web page](#) to test your cyber security knowledge. More cyber security information and resources are available at from the National Cyber Security Alliance at <http://www.staysafeonline.org>.

CONTEST FOR STUDENTS:

Do you want to help build awareness of computer security problems and what to do about them? Participate in the [2009 Computer Security Awareness Poster & Video Contest](#) and win cash prizes!

USING OUR TECHNOLOGY-ENHANCED SPACES

There are almost 90 spaces (e.g., classrooms, laboratories, meeting rooms) on campus that have at least a computer, data projector, and other audiovisual technologies (e.g. DVD player). Most of the classrooms have AMX touch screens that simplify use of these technologies. The AMX controls are designed to provide a consistent experience regardless of which classroom you use.

To arrange for training in how to use the technology in the classrooms, contact Matt Granato @ x4793 (mgranato@hamilton.edu) or Stefany Lewis @ x4231 (slewis@hamilton.edu).

OFFICE 2007/2008 TIPS (Maureen Scoones)

Office 2004 Converter Available to Open Office 2008 Documents

If you are running Office 2004 at home and need to open Office 2008 documents, Microsoft has a converter available. These [instructions](#) detail the system requirements, download, and installation processes.

Excel - Zooming to Fit a Selection

1. Select the range of cells that you want to focus on.
2. Excel 2007 - Click the **View** tab, and then click **Zoom to Selection**.
3. Excel 2008 - On the toolbar, click on **Zoom**, then choose **Selection** from the drop-down menu.
4. Select 100% to return to the usual view.

Excel - Enter a Fraction in a Cell

Microsoft Office Excel can display, and take data entry as, fractions as well as decimal numbers. To enter a fraction, simply prefix it with a zero and a space. So to display the fraction one-third, type **0 1/3**. This will display 1/3 but will have an underlying value of 0.33333333.

Word - Overprinting Watermarks on Documents

A watermark is text or a graphic that appears behind text in a document, for example, the words Draft or Confidential.

1. Word 2007 - Click the **Page Layout** tab and then click **Watermark**. You can choose one of the watermark templates or select **Custom Watermark...** to create your own.
2. Word 2008 - From the **Insert** menu, select **Watermark**, and then **Text**.

Do you have quick tips or short cuts that you use and would like to share? Please e-mail them to

learnit@hamilton.edu.

COFFEE, SNACKS AND TECHNOLOGY

Representatives from AV Services, Help Desk and Training Services and Instructional Technology Support are holding coffee hours to answer all your technology questions or needs. If you have a question that we can't fully answer during the Coffee Hours, we'll make an appointment with the appropriate ITS team to address your needs

Where: **Science Center Atrium**

When: **Thursday, October 23rd between 2:00 and 4:00 pm**

Next month:

Thursday, November 20th between 2:00 and 4:00 pm in the lower level of KJ Commons