**Office 2010**

The new version of Microsoft Office has just been announced and the University has struck an agreement to provide it to all University owned computers. The new version feels much like Office 2007, but does have some new features:

- The “Office Button” has been replaced with a menu button that drops down to a full file menu, giving easy access to task-centred functions like printing and saving.
- Users now have the capability of editing video and images within PowerPoint with a basic video editing tool.
- In Excel, Microsoft has added a particularly innovative feature called Sparklines, which gives a visual snapshot image of a data trend over time within a cell.
- The copy/paste function in Word, has also received an upgrade, where you can see a live preview for the paste function. The paste function also has an advanced option to create and insert screenshots.
- Outlook has a wealth of new tools.
  - Quick Steps, lets the user consolidate multiple steps into one. There are also customizable functions available.
  - The Ribbon has finally appeared in Outlook.
  - This is perhaps the greatest new addition to Outlook 2010 which you will definitely love to use. It brings the social views of your friends/contacts right into your inbox. LinkedIn & Facebook are players in this integration.

Our Campus Agreement allows for installation of Office 2010 on all UW owned computers and for one home computer. If you wish to install the copy for home, you will need to fill out the necessary paperwork and contact a member of AHS Computing.

**Consult with the Experts Before Purchasing a Computer**

Purchasing a computer is a significant event. In fact, you may find you spend more time at a computer than behind the wheel of your car. With that in mind it is important to make an informed decision. Take a moment and consult with a member of AHS Computing before making a purchase. We’ll help guide you in the right direction. Here are some things that you need to take into consideration:

2. Network compatibility – For example, Windows 7 Home Edition cannot be joined to a domain.
3. Hardware compatibility with Windows 7 – Will your scanner, printer, etc. work?
4. Case — Small form factor cases will not take full size PC cards (e.g., DAQ cards)
5. Warranty - Do they know how warranty works and what happens if something breaks?
6. Consumer grade hardware (possibly) – What’s inside? Are you getting quality components?
7. Standardization — Can hardware, and parts can be interchanged?
Green IT Initiatives

IT professionals from across campus have joined forces to find ways to help save the environment and the budget. The Green IT Advisory Group has been formed and is meeting on a bi-weekly basis. Here are the terms for this group:

The Green IT Advisory Group provides a forum for the exchange of ideas on green IT and provides information and advice to CTSC on planning for and implementing of green technologies initiatives at UW.

Currently the group is focusing on printing. Specifically,

- How can we reduce printing, promote electronic submission and the acceptance of double sided assignments?
- Can purchasing 100% recycled paper work in all printers?
- Can we save money by bulk ordering?
- Can we provide help in purchasing energy saving computers and printers?
- Should we be printing confidential documents in the first place?
- Can we figure out why paper purchases at the University continue to increase (and curb it?)?

One of the keys to the Greening of IT is to have a better flow of information, such as: guidelines on paper use, ways to save time without printing, and easier ways to use electronic processes. Look for updates in future editions.

An Update on the Web Content

The Web Content Management System (WCMS) project is well underway. The hardware for the new system has been configured, ordered and installed. Drupal has been installed and configured. The project has scoped three pilot projects: UW main, Housing, and Web Resources. These sites will be set up in the September through December time frame with the UW main site going live in the 1st quarter of 2011. Work on the Information Architecture is continuing with the navigation for the Faculties moving along quite well. Concurrent with the CMS implementation, the Web Redesign Team has been working hard at providing wireframes for the many different types of pages that comprise the web site.

So when can AHS expect to start migrating its web site? The best guess at this time is the summer of 2011, but so much is dependent on this that it is hard to predict.

Another Rant About Backups

I’m sure all of you at one time or another have been asked by a member of AHS Computing "When was the last time you did a backup?". None of us are trying to be annoying, we just want you to be prepared in case of a catastrophe!

Doing a backup is a safe-guard against a worst-case scenario. What would constitute a worst-case scenario? Imagine the situation where you have collected 16 days worth of data from subjects and your only copy is stored on your desktop. You login one day to your computer and nothing is on your desktop. Somehow your local profile has become corrupt and is unreadable. Uh oh! What happens now? If you are organized simply restore the files, this time to your Documents folder, from your backup. If you do not have a backup, AHS Computing can hopefully perform a miracle and get your files back.... But don’t hold your breath. If we are unable to recover files, there are companies that provide this service with a minimum $500 charge. Hopefully you will never be in a situation where you absolutely need your backup.

There are numerous ways to do a backup. Copying important files to your N: drive is the recommended method simply because the N: drive itself is backed up. Other methods include copying files to a USB stick, to an external hard drive or burning a CD or DVD. And it doesn’t hurt to do two or all of the above!

Password Primer

IST will be implementing a new password policy in the near future.

**Complexity Requirements**

- Password history: 5
- Minimum password length: 8

The password contains characters from at least three of the following five categories:

- English uppercase characters (A — Z)
- English lowercase characters (a — z)
- Base 10 digits (0 — 9)
- Non-alphanumeric (For example: !, $, #, or %)
- The password does not contain three or more characters from the user’s account name.

**Aging Requirements**

- Maximum password age: 360 days
- Minimum password age: none

A good password has the following properties, it's long enough to resist automated guessing and it's easy to remember.

Remember — you should never write down your password and you should never share it with anyone!