The bookstore is now selling Microsoft's newest Windows upgrade, Windows XP, to all interested students, faculty, and staff. Windows XP has been hailed by PC Magazine as "the most significant operating-system upgrade since Windows 95." However, before you buy a copy for your home computer we want to provide the requirements for this system. Any computer you plan on upgrading should have:

**The hype says -**
- A minimum of 128MB of RAM
- A processor speed of at least 300-MHz

**Real world experience says -**
- A minimum of 256MB of RAM
- A processor speed of at least 500-MHz
- At least 5 gigabytes of unused hard drive disk space.

*Expectations? Should you upgrade? If your computer is more than 2 years old, you probably don't have the hardware necessary to run XP. You will need to first buy a new machine. If you are already running Windows 2000, you will not really see any major gains. Stay with Windows 2000 unless you really want the XP interface.

**Can you install over an existing operating system?**
Windows XP is designed to be applied over all post-Windows 95 operating systems (i.e., Windows 98 and Windows Me). If you are running Windows 95, you will need to reformat your hard drive, install Windows XP, and then reinstall all of your applications. Real world experience suggests that it would be best to reformat before installing no matter what version of Windows you have.

**What about XP's "activation" feature?** Windows XP is designed to reduce "casual copying" of the operating system onto multiple computers (exception: you may copy to one laptop). The process involves mandatory registering, over the Internet or manually by phone, each copy of the operating system with Microsoft. Because the copies sold in the bookstore were produced under the IUB-Microsoft license agreement and each CD is encoded with the same software ID number, this one-copy-per-machine rule is necessarily waved. But the activation process must be completed within 30 days or the computer will cease to operate.

*Any other negatives?* All of your peripheral devices (printers, modems, FAX/scanners, joystick, etc.) require driver interfaces to the operating system. In some cases these drivers will need to be updated once XP is installed. Some older versions of software may also not work under XP. You may want to postpone your XP upgrade until you are sure important devices and software can be used under the operating system. You may discover you will need to upgrade far more than just the operating system.

Windows XP is not currently recommended for networked, campus computers. Not all supported software has been tested and not all required drivers are available. Once we are confident that XP will work on our network, we will begin offering it to users with computers that meet the above requirements.
IT Services’ Student Technology Education Program (STEPS), which provides free technology training to IPFW students, will continue in the spring semester. STEPS enables students to meet with qualified instructors for 90 to 150 minutes (depending on the topic) in a computer lab to discuss and practice using technologies relevant to their academic and professional careers. PowerPoint, Research on the Web, Email, and HTML are among the topics discussed.

As the new semester begins, please inform the students with whom you interact of the availability of this technical training and encourage them to take advantage of it. If you would like more information, you can visit the STEPS Web page currently located at:

http://www.its.ipfw.edu/students/STEPS/

**Basic Computer Terminology**

**Taskbar** - A bar, usually located at the bottom of the computer screen, primarily used to launch applications or minimize & maximize applications already in use. The taskbar also includes a clock option and the system tray, which holds miniature icons for easy access to system functions, such as monitor settings and volume control.

**Icon** - Small images on your computer desktop, taskbar, or within folders, that usually give you access (by double-clicking) to software applications or files.

**System Tray** - Location on the taskbar where miniature icons appear, giving users easy access (by double- or right-clicking) to system functions, such as monitor setting and volume control.

**Wallpaper** - The desktop background, which can be a blank screen, a picture, or some other design is called the wallpaper. Users have control over which wallpaper to “hang” on their desktops.

**What’s Up...or Down?**

To get a quick answer to any computer system problems we may be experiencing on campus, please call 6030 and select option 1. This is the ITS Help Desk system status line. During Help Desk business hours, we will update this message whenever network, mainframe, internet or server applications problems have been discovered or when we have a planned outage. Once the problem has been resolved the Help Desk will update the message, stating systems are functioning normally.

**People on the Move**

A few staff changes recently occurred in IT Services:

*Mary Schoeler*, Manager of IT Services User Support for approximately seven years, accepted the position of Chief Technology Officer with State University of New York at Oswego. Her last day with IPFW was November 15. Good luck, Mary. *Cyndy Elick*, in addition to her responsibilities as the Manager of IT Services Operations, will assume the role of Manager of User Support on an interim basis. Welcome, Cyndy.

*Sean Witkovsky* recently accepted the position of Network Systems Programmer. Sean, having worked several years for IT Services as a Computer Support Technician, is familiar with the campus and well-prepared to thrive in his new job. Welcome, Sean.

**New Computing Accounts**

Before submitting account request forms for new employees, make sure the information has been entered into the Human Resources database. IT Services is now linking to their database to keep information accurate and up to date. This new process has been working very smoothly.
**Now You See It, Now You Don’t**  
By Pam Zepp

If you’ve accidentally deleted your Sent Items folder, take heart, you’re not alone. Even if the folks at the Help Desk have helped you restore your Sent Items it could happen again, so hang on to these instructions.

The Sent Items folder is a **Find Results folder**. A Find Results folder, or Query folder, means that its nature is to display sent items wherever they ‘live’ in your database. Even if you move an item from the Sent Items folder to somewhere else, every time you open the Sent Items folder, the folder will search everywhere in GroupWise, and display all the sent items it can find.

You can restore the Sent Items folder by creating a new Find Results folder with the same properties as the original. Here’s how.

**To restore your Sent Items folder:**
- At the menu bar, click File > New > Folder.
- Click ‘Find Results Folder’ > ‘Predefined Find Results Folder’ > ‘Sent Items’ > ‘Next’.
- Click ‘Up’, ‘Down’, ‘Right’, or ‘Left’ to position the folder where you want it in the Folder List.
- Click ‘Finish’.

If you have moved some of your sent items to folders in your cabinet, here’s how to hide those messages when looking in Sent Items.
- Right-Click on Sent Items
- Click ‘Properties’
- From the tabs at the top, Click ‘Find’
- From the ‘Look In’ field, Click the ‘4’ next to your username
- Uncheck Cabinet
- Click ‘OK’

Remember, Mailbox must remain checked for the normal sent items to display. If you delete the Sent Items folder you will have to remember to reset the properties again.

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**When In Doubt - Throw It Out!**  
By Mandi Witkovsky & Pam Zepp

Before you’re tempted to open e-mail attachments (whether from friends or strangers) keep these words in mind, “**when in doubt - throw it out!**” (This works for cleaning your fridge too.) Although some computer viruses are more annoying than harmful they need to be dealt with immediately. If your virus scan detects an e-mail virus follow all three sets of instructions below.

**Set 1**
- Virus scan may bombard you with warnings. Sometimes the only way to stop the warnings long enough to delete the infected message is to press escape (Esc) until the warnings stop.
- Delete the infected message and remember to empty the GroupWise trash (Click Trash > Click Edit > Empty Trash).
- Close GroupWise

GroupWise write attachments including viruses in your C:\temp or C:\Windows\temp directories so you’ll need to delete everything from those folders. Before proceeding, make sure you haven’t saved any important files in these locations. (Note: These are NOT good locations to save files!)

**Set 2**
- Go to a DOS prompt (Start > Programs > MS-DOS Prompt)
- From the DOS window, type `deltemp` and press <Enter>.
- You will be warned that “This will remove all files from c:\temp and c:\windows\temp”. Press ‘Y’ to continue.
- Exit the DOS window by typing `exit`.

The final steps guide you through initiating the Virus Scan which can take up to twenty minutes.

**Set 3**
1. Click Start > Programs > Trend OfficeScan Win95 > OfficeScan95
2. Click the checkbox for the C drive and Click the ‘Scan Now’ button.

If no viruses are found, you may close the Trend Office results window and resume your work. If viruses are found, leave the scan window open and call the Help Desk at 6030. Be sure to leave the scan window open until an ITS Technician arrives to assist you.
Technology Classes
Free to IPFW Faculty & Staff

Instructions

- Watch the General Bulletin Board or Professional Development Bulletin Board for weekly announcements of classes & registration.
- Register from the monthly schedule of classes at: http://www.its.ipfw.edu/docs/training/schedule.html
- Technology Classes meet in KT 205-B.
- Bring a floppy or zip 100 disk to classes.

GroupWise—Basics
taught by Scott Vitz
Wednesday...1/09/02 ~ 2:00 P.M. - 3:25 P.M

Using DreamWeaver to Create and Manage Web Sites
taught by Scott Vitz
Tuesday ......1/08/02 ~ 1:30 P.M. - 03:00 P.M. (Session 1 of 2)
Thursday...... 1/10/02 ~ 1:30 P.M. - 03:00 P.M. (Session 2 of 2)

Write a Web Page in HTML - Basics
taught by Pam Zepp
Tuesday .....1/08/02 ~ 10:00 A.M. - 11:30 A.M. (Session 1 of 2)
Thursday .....1/10/02 ~ 10:00 A.M. - 11:30 A.M. (Session 2 of 2)

HTML Basics

Write a Web Page in HTML - Beyond Basics
taught by Pam Zepp
Tuesday .....1/29/02 ~ 10:00 A.M. - 11:30 A.M. (Session 1 of 2)
Thursday .....1/31/02 ~ 10:00 A.M. - 11:30 A.M. (Session 2 of 2)

DreamWeaver

Using DreamWeaver to Create and Manage Web Sites
taught by Scott Vitz
Tuesday ......12/04/01 ~ 1:30 P.M. - 03:00 P.M. (Session 1 of 2)
Thursday...... 12/06/01 ~ 1:30 P.M. - 03:00 P.M. (Session 2 of 2)
Wednesday...12/05/01 ~ 1:30 P.M. - 03:00 P.M. (Session 1 of 2)
Friday ...........12/07/01 ~ 1:30 P.M. - 03:00 P.M. (Session 2 of 2)
*Choose 2 classes for this topic = 90 minutes each

Web Pages

Write a Web Page in HTML - Basics
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Thursday ......12/06/01 ~ 9:00 A.M. - 10:30 A.M. (Session 2 of 2)
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Thursday ......1/31/02 ~ 10:00 A.M. - 11:30 A.M. (Session 2 of 2)

Excel — Basics
taught by Pam Zepp
Tuesday ......1/22/02 ~ 1:30 P.M. - 3:00 P.M. (Session 1 of 2)
Thursday ......1/24/02 ~ 1:30 P.M. - 3:00 P.M. (Session 2 of 2)

PowerPoint for the Classroom
taught by Scott Vitz
Thursday ......1/24/02 ~ 9:00 A.M. - 11:00 A.M.

This coupon entitles an individual or small group to one free technology class on the computing subject of choice at your location or KT205B ** with an ITS Faculty/Staff Trainer. Only ten openings available each month. Don’t Delay. E-mail Pam Zepp (ZeppP@ipfw.edu)
**Sorry, not applicable to Access, Banner, or SPSS
Expires 01/31/02