In mid January, ITS completed a project to improve high-speed internet access for IPFW network users. IPFW upgraded from a 45 MB Digital Signal to a gigabit fiber-optic link connecting to a Purdue router in Indianapolis. From that router we now have direct gigabit (one billion bits per second) connections with the main campuses of Purdue and IU. We also are connected to high-speed internet facilities that permit IPFW to have direct access to academic and non-academic networks worldwide.

Network performance tests conducted before and after the upgrade demonstrate significant improvement when passing data between IPFW and West Lafayette. Our Systems Administrators say they are experiencing a 50% reduction in the time it takes between initiating a request for data and the beginning of the actual data transfer. This improved connectivity also provides a firm network capability to build on for the major growth plans of WebCT and OnePurdue.

In addition, ITS added a gigabit connection to our alternate network facility in Fort Wayne located at the Indiana Data Center. This is the first step in establishing a true "backup" or disaster plan, if major problems should arise at the Kettler Hall data center. For more information or questions about these changes, please contact Glenn Morgan at 15766.

Mass Mailings may be interpreted as SPAM

Do you send e-mail messages to IPFW students from a third-party, off-campus mailing system for surveys, or other information-gathering service? If you do, you need to be aware that IPFW’s spam filter will interpret these incoming messages as spam if large numbers of e-mail messages are received in a short period of time.

A flood of e-mail messages from one party is interpreted by the IPFW spam filter as a spam attack, which results in the sending e-mail (Continued on page 2, Mass Mailings)
Welcome to the IT Services Software Updates Column! This month’s column covers major changes made to network software from December, 2006 to January, 2007 on faculty computers (IPFW Icons) and in Student Access Labs.

**SPSS 14.0.1**
Available for faculty/staff at:
IPFW Icons > Math-Stats > Installs
In Student Access Labs at:
IPFW Icons > Math-Stats
SPSS is a statistical analysis application used to solve business and research problems. Note: SPSS 13.0.1 is no longer available.

**Stellent Webview Plugin**
Available for faculty/staff at:
IPFW Icons > Internet > Installs
This product allows users to view scanned documents via the web and is particularly useful for viewing some special documents from Purdue.

**AutoCAD 2007**
Available for faculty/staff at:
IPFW Icons > Graphics > Installs
AutoCAD 2007 is the latest version of Autodesk’s flagship drafting application. Note: This application will be made available for students in early Spring 2007.

**Adobe CS 2.3**
This suite contains the latest versions of major Adobe applications such as Photoshop, Illustrator, and GoLive.
For additional information, see:
http://www.adobe.com/products/creativesuite/
The entire Adobe CS 2.3 package will be made available to faculty in early spring 2007, but installation of individual applications from the suite is not an option. Individual applications from the suite will be available in Student Access Labs when it becomes available in early spring 2007.

**GroupWise 7**
GroupWise 7 is the latest version of Novell’s e-mail client used on the IPFW campus.
For additional information, see:
http://www.novell.com/products/groupwise/features.html
IT Services is releasing GroupWise 7 on a limited basis in January. The campus-wide distribution of GroupWise 7 will occur sometime in February. More information will be provided before this occurs.

If you’re like most people on campus, you have plenty of drive letters on your PC to choose from when saving files. But there are a number of factors to consider when saving files to your local or network drives.

- Does the file contain sensitive data?
- Does it need to be shared with other people?
- How large is the file?
- Does it need to be backed up?

The drives that appear on campus computers are numerous and some of them are very specialized. When saving files, use the chart on page 3 so you put your data in the best possible location.

Depending on your computer hardware, your department and your access privileges, your list of drives may be slightly different from those on page 3. Additionally, drives are referenced a bit differently on PCs running Macintosh OS. The principles are the same but the I, O and P drives are called CLA_USERFILES, CLA_SHAREDFILES and CLA_WEBFILES, respectively.

Don’t forget you can also access the I, O and P drives from my.IPFW (my.ipfw.edu) using either a Mac or Windows PC. Click on the My Files button. Here, the only difference is that your I drive is called home, while the O and P drives remain same.

If you use a third-party vendor to send mass e-mail, you need to contact the Help Desk at least a week prior to that mailing with the vendor’s IP address(es) so it can be white-listed in our spam filter. The Help Desk (phone: 16030) can assist in obtaining this information. You should also be sure to follow the mass communication guidelines online at: http://www.its.ipfw.edu/policies/masscommunication.shtml.
## File Storage 101

<table>
<thead>
<tr>
<th>Drive Letter</th>
<th>Description</th>
<th>Use</th>
<th>Secure</th>
<th>Back Ups</th>
<th>Caveats</th>
<th>Size Limitations</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Floppy Drive</td>
<td>Files that don't contain sensitive data that can be transported from one PC to another.</td>
<td>No</td>
<td>User initiated--you would have to make your own backups.</td>
<td>Floppies are notorious for failing with no warning and the data may not be retrievable.</td>
<td>1.44MB on each</td>
</tr>
<tr>
<td>C</td>
<td>Hard Drive, including files on your &quot;Desktop” and in &quot;My Documents”</td>
<td>Files that don't contain sensitive data that don't need to be transported from one PC to another.</td>
<td>No</td>
<td>User initiated</td>
<td>Not backed up by the network, if the drive crashes, data may not be retrievable. Not secure.</td>
<td>100’s of GBs available, depending on your hardware</td>
</tr>
<tr>
<td>D, E, F, G</td>
<td>CD and DVD Burners</td>
<td>Files that don't contain sensitive data that can be transported from one PC to another.</td>
<td>No</td>
<td>User initiated</td>
<td>CDs and DVDs are not as easily written to on multiple PCs as flash drives and floppy or zip disks</td>
<td>100’s of MB to GBs</td>
</tr>
<tr>
<td>D, E, F, G</td>
<td>Flash drives, pen drives, thumb drives, jump drives, USB stick</td>
<td>Files that don't contain sensitive data that can be transported from one PC to another.</td>
<td>No*</td>
<td>User initiated</td>
<td>Flash drives can easily be left behind, lost, stolen, etc. They don't fail as often as floppies but they are not impervious.</td>
<td>10’s of MB to GBs</td>
</tr>
<tr>
<td>D, E, F, G</td>
<td>Zip Disks</td>
<td>Files that don't contain sensitive data that can be transported from one PC to another.</td>
<td>No</td>
<td>User initiated</td>
<td>Zip disks can fail just like floppies. Use of these drives are becoming obsolete as flash drives have become extremely popular.</td>
<td>100-750MB</td>
</tr>
<tr>
<td>I</td>
<td>I Drive - An Individual's Files</td>
<td>Work related files that are only to be accessed by you.</td>
<td>Yes</td>
<td>Yes, incremental and full backups for employees are performed by IT Services</td>
<td>Space is not unlimited.</td>
<td>25MB to start--this can be increased as necessary.</td>
</tr>
<tr>
<td>O</td>
<td>O Drive - Departmental Files</td>
<td>Work related files that are only to be accessed by the members of your department.</td>
<td>Yes</td>
<td>Yes, incremental and full backups are performed by IT Services</td>
<td>Space is not unlimited. Generally everyone in your department can access and potentially modify the files.</td>
<td>50MB to start--this can be increased as necessary.</td>
</tr>
<tr>
<td>P</td>
<td>P Drive - Web Page Files</td>
<td>Files used on your web pages</td>
<td>No**</td>
<td>Yes, incremental and full backups are performed by IT Services</td>
<td>Not a safe storage area for sensitive material since the files are live on the web site.</td>
<td>1 GB</td>
</tr>
</tbody>
</table>

* Some flash drives have encryption software on them. The files must be read on the PC with this security software installed. This security software can not be installed on student lab computers.

** The files on the P drive are NOT secure. Once they are placed on the web, anyone in the world can view the files by visiting your web site, unless you use some form of password protection. Additionally, only the people you specify can modify the files.
Personalize and Color Code Important Mailbox Items

E-mail is a great thing until you begin to lose track of important items. But in GroupWise version 6.5, Novell came up with a great idea, making it possible to change your GroupWise subject lines and apply a text color, making important messages stand out from the crowd. Suppose you receive an item with the subject “Fwd: Re: FYI.” This certainly doesn’t tell you much but when you open the message, you find it contains important information about a project you are working on. No problem. Now you can change the subject and color-code it (if you like) following these easy steps:

- Open the item and select the Personalize tab.
- Type your personalized subject in the My Subject field.
- Tab down to the Category field and click the icon at the end of the field to choose a colorized priority level. When you are finished, Close the item.

With this slight change, the subject is no longer vague and the text is red, making it more visible. Of course, there are a few caveats to a personalized subject line:

- If you Reply to, or Forward the item, the real subject is used, not your personalized one.
- This feature does not work in GroupWise WebAccess. You will always see the original subject from Webmail.

Classroom Technology Improvements

Our December install of classroom technology in 21 additional rooms on campus was a success! See the next issue of InfoShare for an update on this project and plans for an open house where we will showcase the new technologies for all those who would like to join us!