



University Technology Services

User NEIUZ



Microsoft Office 2007

General Availability

Microsoft Office 2007 is now available to faculty and staff members. It will be required to attend the introductory Office 2007 workshops in order to have Office 2007 installed on your system. The workshop title is "Introduction to Microsoft Office 2007." The purpose of the workshop is to provide a brief overview of Office 2007 and some of the key changes included in Office 2007.

Key Benefits of Office 2007

1. *Smaller File Size*

Office 2007 uses compressed XML-based file format, which reduces the file size. The saving in file size depends on the information contained within the file. Based on certain benchmarks Excel 2007 files may shrink in size by 25 to 40%.

2. *New Ribbon Interface and Increase in Productivity*

Initially, for the first few weeks, the Ribbon interface may seem overwhelming. How-

ever, after continued use, you will notice that it will increase productivity because the new interface does not hide the commands under menus but instead provides them under logically organized tabs.

3. *PDF Converter*

It allows you to convert your Word, PowerPoint and Excel documents into PDF by using the built-in PDF converter.

4. *Enhanced Themes*

Provides prebuilt themes in Word, Excel and PowerPoint. Themes are a combination of various features such as fonts, colors, and backgrounds, etc., that allow you to create professionally looking documents.

5. *Document Inspector*

Document inspector allows you to review your documents for personal information that is embedded as part of the document signature. This information can be removed from the document using the document inspector.

Administrative Information Systems (AIS) Reorganization

AIS has been reorganized and restructured into two departments: **UTS-ERP Integrated Applications** and **UTS-Applications**. Jean Pottillo is the Director of UTS-Applications overseeing administrative and academic applications' architecture and integration including CollegeNet, Identity Management, Blackboard and Touchnet, just to name a few. Rod Vivian is the the new Director for UTS-ERP Integrated Applications, and will oversee SGHE

Banner, Luminis, Xtender, ODS and EDW. The intent of this restructuring is to focus the UTS-ERP Integrated Applications Department on implementing Banner 8 as well as further enhancing how we support and maintain Banner and SGHE products. The UTS-Applications department will focus on the overall application architecture and integration, helping the university to maximize the value from our IT applications.

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Special points of interest:

- Office 2007 Availability
- AIS Reorganization
- Technology Training Coordinator

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HELP!
X4357

We have initiated a Netbook Loan program for instructors. These Netbooks (Dell Latitude 2100) are for use in the newly enhanced classrooms in Lech Walesa Hall (LWH), (formerly, the Classroom Building), El Centro, and the majority of the rooms in the Steinberg Fine Arts building. These room enhancements include ceiling-mounted projectors, a podium with a DVD/VCR combo unit and connectors for a laptop or netbook.

These netbooks come with Windows XP (*Service Pack 3*), Office 2003 (*with the Of-*

Netbook Loan Program

fice 2007 compatibility pack), Internet Explorer, Adobe Reader, and software that can create PDF files. We will install additional software as requested as long as it is compatible with the installed operating system and the software is available and there are licenses remaining.

These netbooks are capable of connecting to available wireless networks and to our own internal network by way of an Ethernet cable attached to each of the podiums in the enhanced rooms.

It should also be noted that these netbooks do not come with CD or DVD drives. Documents, files, and folders must be loaded, moved or copied by USB flash drive, other USB external storage device or over the network.

Please allow us at least 24 hours to process your request. When your netbook is ready, we will contact you with a date, time and location for pick up.

We hope you find these technology enhancements beneficial to our overall educational environment.

Macintosh Software at Northeastern Illinois University



Beginning in December 2009, Northeastern Illinois University has been enrolled in the Apple Education Licensing Program (AELP). This program allows the campus to maintain their Macintosh computers with the latest Mac operating system, iWork productivity suite, and iLife multimedia suite.

The current Macintosh operating system is version 10.6 (also known as "Snow Leopard"). Snow Leopard includes many improvements such as greater support for 64-bit CPUs, multiple cores, and assistive technologies.

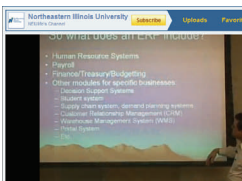
iWork includes Pages, Numbers, and Keynote. This productivity suite includes numerous professional-looking templates and allows documents to be created on a freeform canvas. Documents created using iWork are compatible with the latest versions of MS Office.

The iLife suite is comprised of iPhoto, iMovie, iDVD, iWeb, and GarageBand. These applications allow users to better organize, edit, and share multimedia.

More information on Mac OS X, iLife, and iWork are available on Apple's website. There are also numerous online tutorials to assist users in quickly getting started on using these software applications:

<http://www.apple.com/macosx/>
<http://www.apple.com/ilife/>
<http://www.apple.com/iwork/>

To be considered eligible for coverage by the AELP software maintenance plan, the Macintosh computer must be institutionally owned and be less than four years old. Users who are interested in having the latest Mac OS X, iLife, or iWork installed on their computers should contact the Help Desk at x4357.



Banner Updates

Address Validation Software

Automated Address Validation Software was purchased and implemented in conjunction with the address and phone number self service functionality which was introduced to the university community in November of 2009. As new addresses are added or existing address updated either thru self service or Internet Native Banner, the address validation software will seamlessly review the new information and compare it to the United States Postal Service (USPS) address database. Discrepancies or possible mistakes will produce warnings immediately for review. This new software will aid in ensuring that address data remains compliant with USPS, thereby reducing mailing costs, lost mail and improving the university's legislative reporting.

Human Resource Self Service

NEIUpport Human Resources Self Service functionality was rolled out to the university community in November of 2009. Administrative Information Systems with the leadership of Human Resources worked hard to develop and personalize the self service functionality to meet the university's needs. University employees can now view pay check stub and W2 information, view and update emergency contact information and utilize other wonderful functions all within the Verisign, (www.verisign.com), secured NEIUpport portal. Just another step in the NEIUworks/NEIUpport project implementation.



What is Our Executive Director Up to These Days?

Focusing on the future, Kim Tracy, Executive Director of University Technology Services and part-time instructor in Computer Science makes a continuous effort to teach and to contribute to the publishing world.

Mr. Tracy will be teaching Cybersecurity (CS360), offered by the Computer Science department, in Spring 2010.

Recently, Kim Tracy was a program accreditation evaluator for an information engineering program in Peru and for a computer science program and North Carolina.

He also published, [A Voluntary Decision](#), *IEEE Potentials*, July/August, 2009. This article outlines thinking strategies with regard to volunteering your time and effort to make a difference for the purpose you choose and enhance personal growth.

Since UCS has been changed to UTS, he has strategically been working on reorganization with regard to the department's various areas. These areas will eventually be renamed also to reflect clearly what their purposes are.

If you would like to read more of [Kim Tracy's](#) publications, visit his NEIU website.



LISTSERVS

There are 2 new contacts for 2 of the listservs mentioned in our previous [User NEIUZ](#):

facultysenate-l (faculty in faculty senate) Judith Kaplan-Weiner

aandp-l (A&P) James Lyon, Jr.

If you have any questions regarding listservs, please contact Jean Potillo, J-Potillo@neiu.edu.



NEIU Going Wireless

UTS is in the process of implementing more wireless access points throughout the main campus and off campus locations. As of Dec-2009, the following areas have been covered.

Legend	
	Full coverage in the building
	Partial coverage in the building
	No Wireless Coverage

Main Campus		
Wireless Status	Building	Location For Partial Coverage
	B- Building	1 access point used by Student Computing Services. 1 access point in Lab B 107 covers the whole lab. 1 access point in front of lab B 107 provides coverage to that part and partial coverage to B wing and area between B and C buildings.
	D- Building	1 access point in the student registration area that provides coverage for student registration and area in front of the book store.
	E- Building	There are 2 access points: 1 access point in E 112 Editing Lab and partial coverage to Auditorium. 1 access point covering the Student Lounge.
	College of Business and Management (CBM) Building	
	Fine Arts Building	Currently, there are 3 access points in this building. One access point in FA 103 lecture hall One access point in FA 152 lecture hall One access point in FA 226 lecture hall/lab
	Library	
	Lech Walesa Hall (LWH) Building	9 access points, none in basement 1 access point in the vending area of the first floor. 2 access point outside the building to cover area between LWH and Building E. 2 on 2nd floor classroom 2020.. 1 access point in each lecture hall 3105 and outside 3108. 1 access point on 4th floor for testing. 1 access point on 4th floor 4006.
	Science Building	
	Student Union	
	C, F, H, J, PE, Child Care, Ground Maintenance	

Other Campus	
Wireless Status	Building
	Chicago Teachers Center
	CCICS
	El Centro

UTS

Focus is on the Future

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WE'RE ON THE WEB

UTS TRAINING

OTHER DEPARTMENT CONTACTS:

Help Desk: X4357 (HELP)

Telecommunications: X4314

Media Services: X5068

Student Computing Services: X4396

Administrative Information Systems: X4332

Network and Distributed Services: X4385

Editor:
Faisal Sheikh, UTS
Noreen Blanchard, AIS

Technology Training Coordinator

Faisal Sheikh is the new Technology Training Coordinator. He joined UTS Training in July 2009. A former graduate of NEIU, holding a B.S. and M.S. in Computer Science, he is currently finishing his Doctorate in Instructional Technology at Northern Illinois University and is expected to defend his dissertation by Spring 2010. Before joining NEIU he worked at Wind River Systems, (a wholly owned subsidiary of Intel), as a Member of Technical Staff. He has over 9.5 years of experience in the field of Embedded Systems. Faisal was also an adjunct faculty member at Joliet Junior College where he taught CIS courses. Faisal welcomes any input or suggestions you may have regarding technology training. He can be reached at extension 4322 or via email at F-Sheikh@neiu.edu.

University Website - Who Do We Contact?

AIS is still responsible for Website deployment and Collage account set-up for new users. Initial and follow-up Collage Training will continue to be provided through University Technology Service (UTS) Training, formerly known as the Client Service Center.

The Marketing Office, under the Vice President of Institutional Advancement, is now responsible for the organization and design of the content on the web including layout and design of all content of the university website, assistance for content authors in modifying or developing content, communicating design requirements and coordination of content with departments, developing policies and procedures for website design, content and publication, and any changes to www.neiu.edu and its content.

Lisa Lee has moved to Marketing as the Web content manager. Please contact Lisa or Julie Wight, Director of Marketing, with Web content questions.

Tid "Bits"

- ⇒ Back issues of [User NEIUZ](#) can be found on the portal.
- ⇒ Find department websites from university department [directory](#).
- ⇒ Back up your files and clean temp files off your computer regularly.
- ⇒ Archive your emails in a timely fashion. This will prevent outlook from locking up.
- ⇒ To resize without distortion, hold down shift key while dragging with your mouse.
- ⇒ Comments? Contact Faisal Sheikh, F-Sheikh@neiu.edu.