

Technically Speaking

Getting around Campus



Want to know what's for lunch? Trying to find jobs on campus? Want to know what events are coming to Northwest?

Well look no further, here are some helpful web site addresses to get your year off on the right track. This way you can run all your errands from the comfort of your computer!

Find out dining hours at **Campus Dining**
www.campusdish.com/en-US/eCampus1/NorthwestMissouri

Find out about fall recruitment at **Northwest Greek Life**
info.nwmissouri.edu/~GREEK/

Find out where Brown Hall or other buildings are on campus at the **Interactive Campus Map**
www.nwmissouri.edu/virtualcampus/NWMSUmap.pdf

Find a new club to join at **Student Organizations**
www.nwmissouri.edu/studentaffairs/organizations.htm

See when the next big game is at **Bearcat Athletics**
www.northwestbearcats.com/index.shtml

Check Computing Policies at **Information Systems**
www.nwmissouri.edu/COMPSERV/INDEX.HTML

Pay your bill at **Cashiering Services**
www.nwmissouri.edu/bursar/index.htm

By Meredith Manring

Find a job at **Human Resources**
www.nwmissouri.edu/hr/studentemployment.htm

Find a play to go to at **Encore**
www.nwmissouri.edu/news/encore/

Find pictures of the latest game at **Bearcat Cheerleading**
www.geocities.com/northwestcheerleaders/



Find a tutor at the **Talent Development Center**
info.nwmissouri.edu/~tdc/index1.htm

Find a good book at **B.D. Owens Library**
www.nwmissouri.edu/library/index.html



On the Web!



Fun Links

www.kodak.com
 •You can upload your pictures to be printed and have them delivered to your home or to the nearest store.

www.laughnetwork.com
 •If you need a good laugh, try this site!

www.amusicalbox.com/
 •If you love singing karaoke, this is the site to go to. This site has more than 450 free online Karaoke songs, including recent songs and oldies. Totally Free!!

www.dumblaws.com/
 •This site has some of the most outrageous laws from all over the United States.

Printed copies of Technically Speaking are available at the Front Desk

Using CatPAWS

CatPAWS can be accessed on the Northwest homepage under the quick tools menu. You can use CatPAWS to see your current class schedule. Click on the **Enter Secure Area** link and type in your student ID number and 6-digit pin. Click on the **Student & Financial Aid** link on the main menu. Click on **Registration** and choose **Student Detail Schedule**.

This year CatPAWS will be used to verify your enrollment here at Northwest. Click on the **Enrollment Verification** tab. Then click on **View Enrollment Verification**. You will be prompted to verify your information. This year in addition to your personal information, you will be asked to enter information for an emergency contact. Online verification will be available August 15– August 28. Af-

ter you complete online verification, you will be able to go to The Station and pick up your textbooks.

You can also use CatPAWS to see your current bill. Click on the **Student and Financial Aid** tab on the main menu and choose **Student Records**. You can either choose **Account Summary by Term** or **Account Detail by Term**.

CatPAWS has many other important features like updating your personal information (your address, contact information, PIN), enrolling for classes, displaying your transcripts, midterm and final grades, and applying for financial aid.

If you have any questions about the other features of CatPAWS, please ask your PERT.



By Beyza Aydar

Newsletter Staff

Editor in Chief

Tabatha Verbick

Assistant Editors

Merlin Miller

Kim Todd

PERT Editor

Meredith Manring

Contributing Authors

Beyza Aydar

Chris Grandfield

Erin Jewell

Daman Kapoor

Meredith Manring

Becky Rainford

Questions

tab@nwmissouri.edu

PERT Contact Information

Erin Jewell **x-6628**
 Franken Hall

Becky Rainford **x-5288**
 Millikan Hall

Daman Kapoor **x-6251**
 Dieterich Hall

Beyza Aydar **x-6118**
 Phillips Hall

Chris Grandfield **x-6338**
 Douglas/South

Meredith Manring **x-5639**
 Tower Suites

Support Services

Help Desk **x-1634**

Help Desk Hours

M-T 8 am—10 pm
 Fri 8 am—5 pm
 Sat 11 am—4:45 pm
 Sun 1 pm—10 pm

Notebook Support Center Hours

M-F 8 am—4:30 pm

Library Lab Hours

M-T 7:30 am—11:45 pm
 Fri 7:30 am—4:45 pm
 Sat 11 am—4:45 pm
 Sun 1 pm—11:45 pm

Emailing Photos

Do you have tons of pictures on your phone and no way to get them to other people? If you do not want to pay to send a photo message, you can avoid those costs by emailing these photos directly from your phone. Your phone must have Internet capabilities, but this will avoid the hassle of downloading the photos from your phone to your computer. To email directly from your cell phone:



- Go to the picture gallery and select a picture to send.
- Click options, then click Send.
- If you previously saved the contact information, be sure to select the email address from the contact information. Otherwise, you will need to enter the email address manually.
- Insert a text message or an audio clip.
- Click Send.

Computer Tips



- Alt-Tab lets you switch between all of your open windows. Press the combination once to switch to your last open window or multiple times to switch to any other open window.
- F2 renames a selected file. This is much easier than right-clicking!
- Ctrl-P prints whatever is in an active window.
- In Outlook, you can jump to the section you want: Ctrl-I switches to the Mail window, Ctrl-2 switches to the Calendar, Ctrl-3 to Contacts and Ctrl-4 to Tasks.

Computer Crash- Are you prepared?

By Becky Rainford

It's great having your own laptop that you can take anywhere and fill with all your assignments, music, pictures and files; but with that comes a risk. What if something were to unexpectedly happen to your laptop? Like, your roommate jumps out of their loft and lands on your laptop, cracking it in half? Or, you go to start it one day and it will not boot properly and just sits on the Gateway screen for hours? These are all things that have happened to students.

You need to make sure anything that is important to you is in a safe place. You would not leave a wallet full of money just lying open on your floor, so why would you leave your \$1000 computer lying open on the floor.



Back up your files often. Backing up your files means saving them to a different location. For

example CDs, USB drives, external hard drives, online storage and student storage are all great places to save all your important files. How often you back up your files is up to you. Monthly is probably plenty for most people, weekly if you use your computer more. Set the same day every month or week so it is easier to remember, like the first day of the month or every Monday night.

What files do you save? Anything that would cause you problems or make you upset if it was erased. Do not forget papers (retyping a paper for a portfolio is no fun), music, pictures, video and your Internet Explorer favorites.

Back up your files often so if the unthinkable happens and your computer crashes taking all your files with it, you will not be at a total loss! 🐾

Northwest Computing Policies

By Erin Jewell

In order to ensure that the Northwest computing network is safe for all users, certain policies are in place and must be adhered to by all those using the network. By each student following the guidelines, the university will be able to assure network stability and availability.

Anyone wanting to install a personally owned computer on the network must abide by the following:

- Must have current and active anti-virus software
- Must be configured, named and registered according to the instructions located online at <http://www.nwmissouri.edu/compserv/ClientComputing/PersonalPC.htm>

If additional ports are needed for connectivity, only hubs or switches (not routers) will be allowed.

If a student cannot figure out how to install his or her computer onto the network, he or she may get help from the hall PERT. For

\$25, your PERT can remove all hassle and configure your computer for you or even hook up your printer.

Certain types of hardware and/or programs are prohibited on the Northwest Network. If the prohibited hardware or programs are detected by Information Systems, University staff will notify the users in order to have them remove the violations from the network. Modems providing dial-in service are prohibited, along with webcams, video instant messaging and game consoles. The reason game consoles are prohibited is because they slow down the network and create problems or possible viruses for other users.


Individuals found in violation of the policies in place at Northwest will find themselves in attendance at a weekly policy violation workshop held by the PERTs and the Information Systems department. By adhering to the university computing policies, students help create a more efficient network for the entire Northwest community. 🐾

The PC @ 25

On August 12, 1981, IBM announced the PC (IBM5150) with Intel 8088 CPU running at 4.77 MHz containing 29,000 transistors. The 8088 PC had 16 KB or 64KB of RAM, a monochrome display and a cassette drive as an optional extra. The system used MS-DOS. Two 160 KB single sided floppy drives could be added. The music that is on one MP3 song would need 10 of those floppy disks. The machine revolutionized computing because of the openness of its specifications. IBM's new offering made computers a business tool with advanced features for a variety of users. IBM offered all this at around \$1600.

August 12, 2006 was the 25th anniversary of the IBM personal computer launch, a pairing of Microsoft (MS) and the Disk Operating System (DOS). Several popular home computers existed before the 1981 IBM PC launch, but the regimented business world considered Apple, Commodore and Radio Shack's products to be toys. The IBM stamp of approval on a personal computer changed that mentality for good and it became OK to use it for real business applications. IBM promised that this new device would provide smoother scheduling, better planning and greater productivity. A desktop computer was an early '80s status symbol. Soon several in-

Outlook Lookout

You can easily set up your University email in Microsoft Outlook. All you have to do is open Microsoft Outlook. If a box opens saying that the name could not be matched, click  Ok and a window will appear wanting you to setup the Exchange Server. The box labeled Microsoft Exchange Server: should have [mail.1.nwmissouri.edu](mailto:1.nwmissouri.edu). Leave that alone. If it does not have that, then type it in. In the box labeled Mailbox:, type in your s2#####. Then, click the Check Name button. Your name will then appear in the Mailbox box. Once the boxes are completed, then click Ok and Outlook is setup for you. Now every time you open Outlook and you are logged into the computer with your account, your email account will automatically open with your Inbox displayed. If you have any problems setting up

dustries had the tools to make their businesses more flexible and more efficient. One of the fastest growing groups was the gaming industry as video games were released left and right for the IBM compatible market.

Over 1.6 billion units have been sold since IBM launched its first PC in 1981. IBM spawned an IT industry that today tops annual revenues of \$200 billion. On this 25th anniversary, IBM is not even in the PC business anymore. The company sold its PC division to the Chinese company Lenovo in 2004.

Several of today's IT trends could erode the PC's market domination. Smartphones are often viewed as a potential PC replacement, but they are generally more limited in their functionalities. System management costs for enterprises have been rising as users are demanding additional functionalities and online security has been deteriorating. PC boot times are also considered too slow for the consumer market and as competition between manufacturers is increasing, profit margins have reached record lows.

However, we all know that whatever the case may be, the PC will remain a part of all of our lives for a long time to come. 🐾

By Chris Grandfield

Outlook on your university laptop, then ask the PERT in your building for assistance.

If you want to setup Outlook to access your university email on a personal computer, it can be done with a few more steps. First, you have to have Outlook installed on your personal computer. Second, you have to have the Exchange Server component of Outlook installed. Third, you have to setup the Exchange Server. In order to accomplish this, go to the Control Panel and double-click on the Mail icon. Click the E-mail Accounts button. Select Add a new e-mail account and click Next. Select Microsoft Exchange Server and click Next. Now, follow the steps mentioned above in order to setup the Exchange Server. If you have any questions, ask the PERT in your building for assistance.



iPod Life

Your iPod's battery is a lithium polymer, which is rated for 500 or more charging cycles. Here's how to get the longest life possible.



To get the most life out of your battery, do not let it discharge fully--that is, do not run it until it is dead. Also, reduce demands on the battery.

- Play your music by album or by playlist, rather than hopping from one track to another.
- Use AAC or MP3 files.
- Minimize your use of the backlight or turn it off completely.

PERT SPOTLIGHT

Beyza Aydar
Phillips Hall

Hi! I am the new PERT for Phillips Hall. I am a Junior Management Information Systems major. I am from Istanbul, Turkey.

I have been working as a computer lab consultant at Owens Library since May 2005. I also work as a Student Ambassador. You will see me giving tours around campus to prospective students.

I like to be involved in campus activities to keep myself busy, which is why I am involved in a bunch of organizations. I am the events planning co-chair and on-campus representative of Student Senate. I am organizing the Back to School Bash. We will have an ice cream social and a DJ at the college park on August 27. Stop by to enjoy free ice cream! I am also involved in International Student Organization, Turkish Student Association and Association for Computer Machinery.

I am excited about my new job as a PERT and I am looking forward to meeting all of you.