



TechTalk

MCC Information Technology Services Monthly Newsletter

May 17, 2007, No. 3

Computer Lab A
April 13-21 (10 days)
Pages printed: **12,500**
Toner used: **1 cartridge**
Total cost: **\$224**

IT HELP DESK

M-TH 7:45am-10pm
FRI 7:45am-8pm
SAT 8am-1pm *Jan-May*
ext. 8457 Press 0

ANGEL Issues
ext. 8457 Press 1

AV Equipment
ext.8457 Press 2

Ask IT

Q: Some students have Vista at home. How can they open their Word docs on campus?

A: When using different versions of Word, save docs in **Rich Text Format (.rtf)**. Rich Text Format encodes formatted text and graphics for easy transfer between applications, and even between Macs and PCs.



Have a question? We'll answer it in this newsletter! Email: AskIT@mchenry.edu
Or go to Tech Tutorials at: <http://www.insidemcc.mchenry.edu/PD/Tutorials/Tutorials.htm>

400+ NEW CLASSROOM COMPUTERS

IT staff will be swarming the hallways and classrooms early May, unboxing, moving and configuring 424 new computers for classrooms and even a few offices. If your office computer is scheduled to be replaced, a technician will be contacting you for an appointment. The staff will also be preparing the old units for their time-sensitive end of lease return, including wiping the drives of all data to ensure sensitive data is removed. **Note: There will be no computer sale this year.**

NX VIEW TIP OF THE MONTH:

Close out of NX View by typing or clicking "BYE" and then "File - Exit".

PASSWORD PROTECTION

Because you have several passwords and they are hard to remember, should you:

- A) stick them under your keyboard
- B) keep them in your desk drawer
- C) share them with your co-workers
- D) note them on a card in your wallet
- E) make them all the same password

Answer: D. If you can't memorize all your passwords, the best solution is to note them on a card in your wallet. And remember, lock your house, lock your car, lock your computer. While it can be a hassle to retype your password every time you leave your desk, a worse hassle would be someone sending a quick prank message using your email, or sifting through your databases and files.

5/14- 6/8 INTERSESSION

Lab A (A127) will be closed for remodeling 5/14-8/16.

Lab E (E108) will be open:
Mon-Thurs 8am-9:50pm
Fri 8am-4:30pm.

SECURITY: Pop-ups

If suspicious ads or other pop-ups appear on your desktop, don't click on them! The safest way to close them is to right-click on the Task Bar, as shown here:

