



TechTalk

MCC Information Technology Services Monthly Newsletter

August 16, 2007, No. 6

IT HELP DESK

M-TH 7:45am-8pm

FRI 8am-4:30pm

SAT 8am-1pm

ext. 8457 Press 0

ANGEL Issues

ext. 8457 Press 1

AV Equipment

ext.8457 Press 2

ComputErgonomics: For Low Back Pain

Trust your own body's signals, but also consider these tips for prolonged sitting positions:

- 1. Move around.** Even a brief change in posture can ease spinal discs.
- 2. Lean back slightly.** A forward/upright position causes spinal pressure.
- 3. Adjust your chair.** You should be able to rest your feet flat on the floor, and have a space between the seat and the back of your knees.



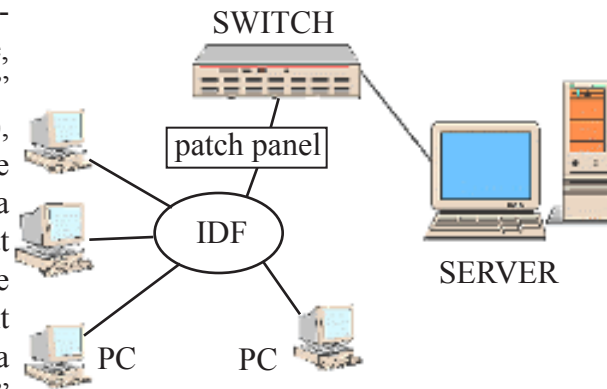
Have a question? We'll answer it in this newsletter! Email: AskIT@mchenry.edu

Or go to Tech Tutorials at: <http://www.insidemcc.mchenry.edu/PD/Tutorials/Tutorials.htm>

FROM YOUR PC TO THE WEB - PART 2

As explained last issue, a network cable connects your PC to the wall jack. From there, a second cable runs to a "Network Closet" or **IDF** (Intermediate Distribution Facility), where it is punched down to the backside port on a patch panel. A **patch panel** is a connecting device - like a switchboard - that helps connect MCC's local network to the Internet. A third cable connects the front side of the patch panel port to a port on a **switch**, which is considered an "intelligent" network device.

What is this switch, and why is it so darn smart? We'll get into that next month.



Academic Computing Lab A has completed its renovation, and will open Monday, August 20th.

Email Etiquette: txtspk ☺

Net lingo, internet slang, txt or txtspk are all terms for the shortening of words and phrases in order to type quick messages on email, Instant Messenger, or cell phones. BTW FWIW IMHO* txtspeak, smilies, typing in ALL CAPITALS or in all lowercase letters, are practices never appropriate to business emails. Corresponding via email is more permanent than a phone call - MCC, like most institutions, is required to keep records of staff email correspondence. Be as straightforward, courteous, and professional in your email as you would be in a business meeting or on a business call. But in personal email or texts, have fun with txtspk! CU L8R!

*by the way, for what it's worth, in my humble opinion



Internet Explorer 7

Tab Shortcuts

CTRL+T opens new tab

CTRL+W closes tab (closes window if only one tab is open)

CTRL+TAB switches to next tab

CTRL+SHIFT+TAB switches to previous tab

CTRL+left click opens link in new background tab

CTRL+SHIFT+left click opens link in new foreground tab

CTRL+Q opens Quick Tab view

CTRL+SHIFT+Q to view list of open tabs