

CLAS-IT NEWSLETTER

September 2001

Welcome!

Welcome to the new CLAS-IT Newsletter, a source for quick computer tips to make your work life just a bit easier. In this *brief* memo we will seek to enlighten rather than overwhelm you, providing just a few juicy tidbits each month for your computing pleasure.

Please forward this Newsletter to anyone in your department who you think would be interested. To add your name to or remove your name from our mailing list, please e-mail kathryn-moon@uiowa.edu. You can write to the same address if you have your own favorite tip to share or to suggest a topic for a future issue.

~~~~ Keyboard Navigation ~~~~

Do you lose control when selecting (highlighting) a block of text with the mouse? Using the SHIFT key plus any navigation key(s) allows you to select text quickly and accurately. On a PC, in Microsoft applications and many others, the following key combinations move your cursor to a new spot. On a Macintosh, substitute the Command (apple) key for Ctrl. If you add the SHIFT key, text will be highlighted as you go. Try some of the following, with or without the SHIFT key:

Arrow keys - Move the cursor one position in the direction of the arrow
Ctrl+Right Arrow - Moves to the beginning of the next word
Ctrl+Left Arrow - Moves to the beginning of the previous word
Ctrl+Down Arrow - Moves to the beginning of the next paragraph
Ctrl+Up Arrow - Moves to the beginning of the previous paragraph
Ctrl+PageDown - Moves to the beginning of the next page
Ctrl+PageUp - Moves to the beginning of the previous page
Ctrl+Home - Moves to the beginning of the document
Ctrl+End - Moves to the end of the document

~~~~ Eudora Tip of the Month ~~~~

To add a sender's address to your address book, select the message and choose "Make Address Book Entry" from the Special menu. (Shortcuts: **Ctrl+K** for Windows, **Command+K** for Macintosh.).

For ITS' list of frequently asked questions (and answers!) about Eudora, see <http://www.its.uiowa.edu/its/cs/email/eudora/itsfaqs.html>

~~~~ Save, Save, Save!! ~~~~

To avoid losing hours of work in the case of a computer crash, power outage etc., be sure to save your open documents periodically. Microsoft applications and many others provide a quick and simple way to save: On the keyboard, **Ctrl+S** (that's the Ctrl key together with the letter S) for Windows or **Command+S** for Macintosh. Or if you prefer the mouse, simply click the diskette icon on your toolbar.

~~~~ Virus Protection ~~~~

Today's viruses are sneakier than ever, so make sure you're protected. Here's how to verify that your McAfee VirusScan (for Windows) is properly set up:

1. Double-click the magnifying-glass icon in your system tray (near the bottom right corner of your screen) to open the VirusScan Console.
2. Click the VShield icon, then the Configure button. Make sure "Enable System scan" and "All files" are both checked.
3. Click the Exclusion tab. If you see "Recycled" or any other folder listed, highlight it and click "Remove."
4. On the Help menu, go to "About" to check your version numbers. The "Created on" date should be less than one or two weeks old, and the scan engine should be 4.1.40 or higher. If you have older versions of either of these, then your AutoUpdate and/or AutoUpgrade need to be configured. ITS provides configuration instructions at <http://www.its.uiowa.edu/its/cs/helpdesk/virus/index.htm>, or you can download the newest version, already preconfigured, from ITS at <http://www.its.uiowa.edu/its/cs/helpdesk/download>. Your computer consultant can provide more details or help with this process

~~~~ Attention QuickTime Users ~~~~

Here's a news update from Ed Cranston, our campus Apple representative, about an issue with QuickTime for Windows. Note that this only affects Windows computers which have recently been upgraded to Internet Explorer version 5.5 with SP2.

THE ISSUE

Until recently, the plug-in installed as part of QuickTime worked for both Netscape browsers and Microsoft Internet Explorer on both Windows and Mac OS. Now Windows users who try to play a QuickTime movie in Internet Explorer version 5.5 SP2 or later will encounter the "broken plug-in icon" until they install the new QuickTime ActiveX control from Apple in addition to the QuickTime plug-in. Users of other browsers on either

Windows or Mac OS are unaffected--they can continue to use the plug-in installed with QuickTime and do not need to get the new QuickTime ActiveX control. Once users have the new ActiveX control installed, they are also unaffected; they can also view existing pages.

More Info at- <http://www.apple.com/quicktime/products/tutorials/activex.html>.

CLAS-IT Newsletter is published by the Information Technology group of the College of Liberal Arts & Sciences, University of Iowa. Address correspondence to kathryn-moon@uiowa.edu.