Welcome to the English Academic Technology Bulletin. This monthly publication of the English list communicates basic information regarding the use of technology in the preparation and imparting of instruction. The English list is a closed, moderated list restricted to the staff of the English Department of the College of Humanities of the University of Puerto Rico, Rio Piedras campus and other authorized users. If you are interested in subscribing to the English list or contributing content to the bulletin, please notify Alicia Pousada (apousada@earthlink.net), the list moderator. To post to the list, just Reply to this message. Remember that what you post will go to every subscriber.

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ANNOUNCEMENTS

For anyone who’s been away on leave, hibernating, or has simply lost the URL, our department web site is up and functioning at: http://humanidades.uprrp.edu/ingles.htm, For ease of access, create a shortcut on your desktop or add the site to your Favorites.
All back issues of the English Academic Technology Bulletin are now available on the English Department website for your perusal. Go to: http://humanidades.uprrp.edu/ingles/pubs/ATB.htm

NEWBIE CORNER

Using shortcuts in Microsoft Outlook

Ctrl-Shift-I: Switch to in-box.
Ctrl-Shift-O: Switch to out-box.
Ctrl-Enter: Send current message.
Ctrl-R: Reply to a message.
Ctrl-Shift-R: Reply All to a message.
Ctrl-Shift-A: Create a new appointment.
Ctrl-Shift-M: Create a new message.
Ctrl-1: Switch to Mail.
Ctrl-2: Switch to Calendar.
Ctrl-3: Switch to Contacts.
Ctrl-4: Switch to Tasks.

Copying from the Internet

When you copy text from the Web or another document into a Word file, Word will reproduce the typeface, color, and font size displayed in the original page. If you want the pasted text to match the formatting in the destination document, use Edit | Paste Special, and choose Unformatted Text.

Lists in Word or PowerPoint

When you’re creating a bulleted or numbered list in Word or PowerPoint, you might want an item to appear on the list without a bullet. You can start a new line without a bullet by pressing Shift-Enter. The next time you press the Enter key, the new line will continue the bulleted or numbered list.

Tutorials from theLinq.com
For straightforward, easy-to-understand tutorials on basic issues regarding the history of the Internet, the functioning of web pages, and the design of web sites, go to:  http://thelinq.com

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Opening programs in maximized window form

The default in Windows is to open a program with the window in “normal” size (less than full screen). This forces you to click on the upper right hand box to maximize the window to a workable size. To make an application always open in maximized mode, go to Start→ Programs, locate the program you want to open, right-click on its shortcut, and then click on Properties. On the Shortcut tab, choose Maximized from the Run drop-down list. From this point on, the program will launch in a full-size (maximized) window. This works for all applications but not for document files or for such special desktop icons as My Computer and Internet Explorer. If you want these fixed programs to open in maximized form, create a short cut for each by right clicking and choosing “create shortcut”, and then follow the above instructions to set the window size to maximized.

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Word Perfect seminars

Word Perfect users can avail themselves of a new series of free, online seminars. Each “webinar” addresses the specific needs of its different constituents, including government and not-for-profit agencies, legal firms, small-to-medium sized businesses, private consumers, and educational institutions. To reserve a space in the WordPerfect Office 12 Summer Webinar Series or to learn more, please visit  http://www.wordperfect.com. All session registrants receive a free sample of OfficeReady Solution Pack templates.

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USING TECHNOLOGY IN THE CLASSROOM

AACE: Association for the Advancement of Computing in Education

The AACE is an international, non-profit educational and professional organization dedicated to the advancement of the knowledge, theory, and quality of learning and teaching at all levels with information technology. Go to:  http://www.aace.org to sign up for their newsletter, join the association, access publications, and other features.

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Using *Time Magazine* (and others) on-line

Time Inc. has created a portal leading to all the company’s magazines at: [http://pathfinder.com](http://pathfinder.com). You can find *Time, People, Fortune, Parenting, Entertainment Weekly, Southern Accents, Coastal Living, Time for Kids, Teen People, Health, In Style*, etc. These are all great sources for student research and oral presentations for both communication and ESL classes. A good way to use a magazine like Time is the following:

1. Divide the students into pairs in the computer room. [If this is not possible, assign this to be done outside of class either at students’ homes or public computer labs on campus.]

2. Tell the students to go to: [http://www.time.com/time](http://www.time.com/time)

3. Ask them to browse among the *Times* news articles and select one that’s interesting to them.

4. Have them read the item carefully in order to be able to talk about and answer in writing the Who? What? Where? When? and Why? of the article selected.

5. Have each pair report orally to the class on the article using their notes as a guide.

6. In a second session, have the students return to the same article and click on the search box to the right of each news item which links readers to other articles on the same topic.

7. Have the students go through steps 4 and 5 again with the new article and then develop a comparison of the two articles in terms of dates, predictions made and/or confirmed, focus, background information, etc.

8. Have the pairs prepare a written report stating the main conclusions of their research effort. They should print out the two articles and append them to their analysis.

This project can easily be adapted to different magazines on the portal page and for different levels of English proficiency.

Doing research on-line

The Colorado State University Library system has an excellent web site dedicated to showing students and professors how to do effective research on-
line. The site covers important issues such as: how to find and evaluate books and journal articles, how to use the Library of Congress data base, how to compare popular and trade magazines to scholarly journals, how to use indices and abstracts, and how to evaluate a web page. The site is also available in French and Spanish. Check it out at: http://manta.library.colostate.edu/howto/doing-r.html

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PowerPoint presentations

Many professors have already gotten into the habit of preparing PowerPoint presentations for conferences or even for class. However, there are a few tricks that may make editing these presentations a bit easier.

To preview a slide show while you’re editing a presentation, hold down the Ctrl key while clicking on View Show in the Slide Show menu. The presentation will appear in a small window at the top of the slide you’re editing. To edit the slide and see your changes immediately, resize the PowerPoint window so you can see the preview window at the same time. You’ll have the two windows side by side, and any changes you make in the presentation will instantly appear in the preview window.

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Columbia Guide to On-line Style


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Using the Internet to teach language

For a detailed view of how one French teacher utilizes the Internet to teach language, go to Andrée Grandjean-Levy’s article titled “Caught in the Net: Technology and Teaching Language Courses” at: http://horizon.unc.edu/projects/monograph/CD/default.asp.

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The Writing Process in a Multimedia Environment
Composition instructors will find “The Writing Process in a Multimedia Environment” by Jean Simard of the Université de Moncton, Canada to be useful. Go to: http://horizon.unc.edu/projects/monograph/CD/default.asp to view it.

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USEFUL DOWNLOADS

ATNotes

To create Post-it like notes on your desktop, download ATNotes 9.41 at: http://pcwnl.pcworld.com/t/167060/8828903/538499/0/. The program is free and lets you put notes in different colors, sizes, and fonts anywhere on your desktop. You can also set alarms for each note and hide notes until you activate them manually or automatically at a specified date/time.

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On-line editors for typing in other languages

Tomasz P. Szynalski has designed several online text editors for typing in French, Spanish, German, Italian, and Portuguese. They are very easy to use since they provide buttons and keyboard shortcuts. They should work on any computer, so you can use them in a computer lab, Internet cafe, etc. Go to:

http://french.typeit.org for French
http://spanish.typeit.org for Spanish
http://german.typeit.org for German
http://italian.typeit.org for Italian
http://portuguese.typeit.org for Portuguese

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GIMP (GNU Image Manipulation Program)

The GNU Image Manipulation Program (GIMP) is a free open source image editor which does photo retouching, image composition and image authoring. It performs many of the functions of Adobe Photoshop without all the expense. You can resize images, feather edges, erase, fill, magnify, and select portions of your images using the lasso tool, as well as create layers and add text to your images. It is available for use with Windows XP, 2000, 98, and 95. To install the program, first run the runtime file and then the installer. Download the runtime file (gimp-runtime.zip) at: http://www.pcworld.com/downloads/file_download.asp?fid=23351&fileidx=1, and download the installer (gimp-installer.zip) at: http://www.pcworld.com/downloads/file_download.asp?fid=23351&fileidx=2.
GIMP is also available for use with Mac (OS X only) at: http://gimp-app.sourceforge.net.

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WEBSITES WORTH CHECKING OUT

PC World Bargain hunters

PC World Magazine now offers on-line a daily list of bargains on computer gear and gadgets, combining coupons, rebates, discounts, free shipping, closeouts, and special offers. The list is updated every day. To check out the savings, go to:
http://pcwnl.pcworld.com/t/171866/8383481/516495/0/

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California Linguistics Notes

The California Linguistics Notes, originally a hard copy journal from the English Department of the University of California at Fullerton, went on-line in 2001. It continues to publish interesting articles and reviews that may be useful to linguistics professors and graduate students. Go to:
http://hss.fullerton.edu/linguistics/cln

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Word as image

For a peek at an innovative course at the intersection of Literature, Communication, and Linguistics titled “Word as image” created by Matthew G. Kirschenbaum of the English Department of the University of Kentucky, go to:
http://www.glue.umd.edu/~mgk/courses/spring2002/759. The syllabus states:

“Though the conventional wisdom is that literary studies is all about texts, in practice texts often turn out to be as much about images as words. Cultural studies, textual studies, and media studies all demand that the literary scholar learn to engage with images and visual events. We will therefore explore, as closely and carefully as we can, the boundaries between textuality and what one recent critic has termed “graphicality.”

Students can expect to read widely in the various critical and theoretical discourses on word/image relationships, including work originating in such disparate fields as critical theory, art history and image theory, popular culture, comparative media, the history of the book, cognitive science, and graphic/information design. Our goal will be both to come to terms with the positions of key thinkers and writers in these fields, and to experiment with
applying some practical strategies for "reading" visual texts. Along the way we will take a look at the graphical productions of several major literary figures, including Blake, Mark Danielewski’s *House of Leaves*, and selected avant garde experimentalists (Kenneth Patchen, Jean-Michel Basquiat, and Johanna Drucker are all likely candidates). Students will learn to use these figures as points of departure for thinking about word/image relationships in their own fields of interest. We will also discuss the technology of the image, and distinguish between such techniques as illumination, etching, engraving, lithography, and photography. The seminar will end with extended attention to visual production in new and emerging digital media.”

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SECURITY ISSUES

General tips

All of us are worried about security issues these days, and our computers are one way in which our personal security is threatened on a daily basis. Here are a few tips that should help you feel safer while you surf on the Internet.

- Since Windows and all Microsoft products are the overwhelming targets of hackers, and increasing numbers of vulnerabilities are identified almost weekly, maximize your state of readiness by installing all critical updates and patches. Use the automatic updating feature of your operating system.

- Make sure you have an antivirus program, a firewall, an anti-spyware, and an anti-popup program. Keep all these security programs up to date. If possible, set them to update automatically. Don't use more than one antivirus program or firewall, as they can conflict with each other and cause your system to behave erratically. For detailed guidelines for using anti-spyware programs, go to: http://www.pcmag.com/article2/0,1759,1618803,00.asp

- Keep an eye on your antivirus, firewall, and security software status icons in the system tray. Check to make sure they're active and not flashing any alerts. If they're flashing an alert, follow up on it immediately by clicking on the icon.

- Since most incoming traffic on your PC should be in response to a request that you sent out (e.g. searches, downloads of programs, instant messages, web pages, etc.), if you receive an alert from your firewall that another computer is trying to connect to yours, it's probably an attack from a malicious source, and you should refuse it. An exception might be if you
asked someone to “ping” you to try and diagnose a network problem. For more detailed information on setting up your firewall and dealing with attacks, go to:

http://www.pcmag.com/article2/0,1759,1618800,00.asp

- Set Internet Explorer's Security and Privacy levels to at least Medium, disable third-party cookies, and never click on a button or pop-up dialog without reading it carefully. Never allow a download that you didn't specifically request.

- Use assessment sites to check for vulnerabilities in your system. A good one is Gibson Research (www.grc.com), home of ShieldsUP! and many other vulnerability assessment tools.

- Set up your Instant Messaging program to allow connections only from your buddy list. Disable file sharing, file transfer, and other advanced features.

- When opening e-mail, be wary of attachments. Viruses often arrive in e-mail messages with spoofed return addresses, so open only expected attachments from trusted sources.

- Don’t fall for e-mail hoaxes. Check sites like Hoaxbusters (http://hoaxbusters.ciac.org) as well as those of major AV vendors for lists of Internet scams.

- Check start-up processes to flush out any strange programs (especially adware and spyware) that have taken up residence on your hard disk. Launch Msconfig from the Start menu's Run dialog and click the Startup tab. Check out unfamiliar entries at: AnswersThatWork.com to identify them and determine if you can safely disable them.

- Back up your files regularly so that if a virus disables your computer, you won’t lose precious data. Check out PC Magazine’s Utility Guide (www.pcmag.com/utilityguide) for various methods and programs for backing up your files.

If you follow all of these tips, you can breathe a little easier, knowing that you’ve locked up most of the common ways in which hackers, spammers, phishers, spoofers, and other cyber criminals invade your privacy and security.

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Browser Hijack Blaster 1.0
This free program makes certain that no one hijacks your browser or tries to slip spyware in. If an attempt to change your home page, default page, or search page is made, Browser Hijack Blaster informs you. It also contains a database of known values common to spyware programs and gives you detailed instructions for getting rid of them.

For download, go to: http://pcwnl.pcworld.com/t/181370/8828903/458/0

MAC NUGGETS

Repurposing broken Macs

If you have a hopelessly broken Mac Classic or other old Mac, turn it into an aquarium, called a Macquarium by stuffing a fishbowl inside the shell. Why have a screen saver imitate real life, when you can have real life imitate a screen saver? Go to the Macquarium page at Low End Mac (www.lowendmac.com/compact/macquarium.shtml), where you'll find links to photos, plans, and ready-to-purchase kits. By the way, this can also be modified to work with an old PC monitor.


- To save a .gif web photo as a .jpg file, drag the image from your browser to your desktop to save it. Control/ click the image and then choose.

- Open With ➔ Preview. Select File ➔ Export, and then pick JPEG from the Format pop-up menu. (You can control the amount of image compression by clicking Options.) Now click Save.

- To copy a file, hold the Option key as you drag the file to another location. The cursor will show a (+), indicating that it will make a copy when you release the mouse button. Option/dragging is limited to the Finder, though.

- If an application doesn’t want to run and bounces once or twice in the dock before quitting, try deleting the .plist (prefs) file. If that doesn’t work, try repairing permissions. If it still doesn’t work, look for damaged fonts since some programs are very sensitive to bad fonts. If all else fails, reinstall the program.

- To make your HP printer print dialog always default to “plain paper” and “Draft Mode” as print options, set the desired print options in the Print
dialog, and then go to the Presets pop-up menu and select “Save As.” Enter a name for the new preset (like Plain Draft) and click “Save.” To tell the Mac to always use this preset at the default method of printing instead of having to select it each time, hold down the Option key when clicking on the Print button, and the current preset will become the default for all applications.

- Attach a file to a new email message by dragging the file onto your email application’s icon in the Dock. You can also drag the document icon from an open file’s title bar (just left of the document’s name) to your email application’s icon. Eudora, Entourage and Apple’s Mail all support this.

- To make a BCC (Blind Carbon Copy) in OS X’s Mail, open a new message window, and then choose Edit ➔ Add Bcc Header. You can then enter blind recipients into a new address field at the top of the mail message. Since there is no way to permanently activate the BCC header, you’ll have to do this each time you want to mail blind carbon copies.

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CYBER-HUMOR

A mountain accident  [source: http://www.mcsdtechcenter.org/humor/mountain.htm ]

A software engineer, hardware engineer and department manager were on their way to a meeting in Switzerland. They were driving down a steep mountain road when suddenly the brakes failed. The car careened out of control, bouncing off guard rails until it miraculously ground to a scraping halt along the mountainside. The occupants of the car were unhurt, but they had a problem. They were stuck halfway down the mountain in a car with no brakes, and the weather was getting bad.

"I know" said the hardware engineer. "I've got my Swiss army knife with me. I can strip down the car's braking system, isolate the fault, fix it, and we'll be on our way."

"No," said the manager. "Let's schedule some meetings, propose a Vision Statement, formulate a Mission Statement, define Achievable Goals, and through a process of Continuous Improvement, find a solution to the Critical Problems and we'll be on our way."

"Wait," said the software engineer. "Before we do anything, shouldn't we push the car back to the top of the mountain and see if it happens again?"
There was life before the computer [source: http://computerhumor.glowport.com/com056.html ]

An application was for employment
A program was a TV show
A cursor used profanity
A keyboard was a piano!

Memory was something that you lost with age
A CD was a bank account!
And if you had a broken disk,
It would hurt when you found out!

Compress was something you did to garbage
Not something you did to a file
And if you unzipped anything in public
You'd be in jail for awhile!

Log on was adding wood to a fire
Hard drive was a long trip on the road
A mouse pad was where a mouse lived
And a backup happened to your commode!

Cut--you did with a pocket knife
Paste you did with glue
A web was a spider’s home
And a virus was the flu!

I guess I'll stick to my pad and paper
And the memory in my head
I hear nobody's been killed in a computer crash
But when it happens they wish they were dead!

Seven things to do to when your ISP goes down [source: http://www.jokesandhumor.com/jokes/179.html ]

1. Dial 911 Immediately.
2. Open the curtains to see if anything has changed over the past 2 years.
3. You mean there’s something else to do?
4. Threaten your ISP with an impeachment vote.
5. Work.
6. Re-introduce yourself to your immediate family.
7. Get that kidney transplant you’ve been putting off.