

Know Your Responsibilities:

The Appropriate Use Policy

The Appropriate Use Policy defines appropriate use of computer resources and the campus network and applies to everyone who has a computer account at HMC. This includes HMC students, non-HMC students who have accounts for HMC courses, faculty, staff, and alumni. Using the campus and network computing resources is a privilege that comes with certain responsibilities. For many who come to HMC it may be the first time they have access to shared computer resources or a computer network. It may not be immediately obvious what constitutes responsible or irresponsible use of computer resources. The Appropriate Use Policy is a way of introducing new users to the issues involved including copyright protection, invasion of privacy, unauthorized use of resources, and harassment. The Appropriate Use Policy outlines ten examples of do's and don'ts with respect to computer use. These are meant only as guidelines and do not cover all of the possible situations that may be encountered. All of our users are encouraged to read the full text of the Appropriate Use Policy on the Academic Computing Web site at <http://www.hmc.edu/comp/policy/appropriate-use.html>.



Every year we have at least a few episodes of inappropriate or irresponsible use of computer resources on campus. Past violations have included e-mail bombs, unauthorized access to computers, and software piracy. The college takes these cases very seriously. Violators of the Appropriate Use Policy face sanctions ranging from a written warning to a restriction or revocation of computer privileges to suspension or expulsion. Student cases are generally submitted to the Disciplinary Board, although temporary restrictions may be imposed immediately. Cases involving faculty and staff are handled through other established channels.

Please take the time to familiarize yourself with the Appropriate Use Policy. The computer resources at HMC can help make your work more productive and fun, but you are expected to use them responsibly. A good rule of thumb: don't do anything with a computer that you wouldn't do using another medium. If something would be offensive on paper, then it's probably offensive in e-mail. If calling someone on the phone 100 times a day would be irritating then sending someone an e-mail bomb of 100 messages is probably irritating. If displaying a nude photo on your office wall would be offensive, then having pornography visible on your office computer is probably offensive, too. If someone's dorm room is open it is not appropriate to just go in and rifle through their socks. Similarly, just because someone's directory is not protected, that does not make it appropriate to go in and look at their files. If you have questions about the Appropriate Use Policy please don't hesitate to contact Academic Computing. 🐶

Hot News from Academic Computing

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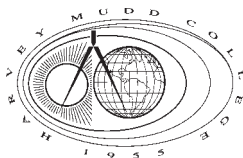
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NEW AC FILE SERVER

Academic Computing is currently in the process of bringing up a new Novell file server for use by the faculty. The new server will be known as *Igor* (we couldn't think of a well-known servant whose name started with an "M"!). *Igor* will serve two primary purposes. The main purpose will be to provide faculty with additional disk space to store large files such as video and sound files, both for personal use and for supporting courses. The second purpose will be to serve as a mirror for the Macintosh and PC applications on *Kato*.

The faculty volume will be set up the way the HOME volume on *Kato* is currently configured. There will be a folder/directory for each academic department on the volume and each faculty member will have their own folder/subdirectory within their department's folder. Disk quotas will be set at the department folder level rather than on the individual faculty subdirectory level. This should make it easier for us to manage disk space and also means that individual faculty members do not need to worry about disk quotas. Faculty will be able to logon to *Igor* using the same password they use for *Kato*.

We will also be using *Igor* to try to solve a recurring problem we have. Currently, all of our PC and Macintosh software is installed on *Kato*. This allows us to provide wide access to PC and Macintosh software to the HMC community. It also makes installation and maintenance of the software easier for us and allows us to remain within our licensing restrictions. Unfortunately, it also means that whenever

Kato is down, access to the software is also impossible. We hope to be able to mirror our PC and Macintosh software on *Igor* so that if *Kato* goes down users will still have access to the software they need.

Igor should be available by the end of this semester or the beginning of the spring semester.

STUDENT IP ADDRESSES

Last year we began automatically issuing an IP address to all incoming first-year students and transfer students. This semester we also retroactively assigned an IP address to all students in the classes of 1998 and 1999 who had not yet asked for an IP address. This means that all HMC students now have at least one IP address. If you're a Senior or Junior and you're just now getting a computer for your dorm room you can find out what your IP address is by using our new Web page. Freshmen and Sophomores can also use this page if they don't know what their IP address is. The page is located at http://www2.hmc.edu/www/dns_system.html. You'll need to know your *thuban* login name and password in order to use the page (if you don't just send e-mail to pw-change@hmc.edu and request that your *thuban* password be reset).

You can also use this page to change your computer's node name. The default name given to your computer on the network is something like HMC-44-500.ST.HMC.EDU. You can change the first part of the name to something a little more personal by using the Web page.

The Web page is only for use by students. Faculty and staff should continue to use the e-mail alias IP-REQUEST@hmc.edu to request IP addresses. Students should still use IP-REQUEST@hmc.edu to request additional IP addresses if they have more than one computer.

PROXY SERVER IN BETA TESTING

We are currently beta testing a proxy server for the Claremont Colleges. The purpose of the proxy server is to improve performance when accessing Web pages outside the Claremont Colleges. The proxy server sits on our side of our network connection to the rest of the world. Since our Internet connection is a potential bottleneck for network traffic, the proxy server allows us to store information from the other side of the connection. Once someone accesses a page from a web site, the proxy server caches the HTML and the images that make up that page. When the next person looks at the same page, the proxy server checks to see if the page has changed. If it has changed, it will fetch the new version of the page. However, if the page hasn't changed, then it can send the cached version of the page. This should appear as an improvement in performance to you, the end user. If you're interested in trying out the proxy server you can find out more on the Web at <http://www.claremont.edu/CINE/doc/proxy-server/>.

ADOBE CLASSROOM IN A BOX SERIES

Have you always wanted to learn how to use Adobe Photoshop, Illustrator or Pagemaker but were just too overwhelmed by how complicated they seemed? Academic Computing has copies of the Adobe Press Classroom in a Box series for all three programs for both Windows and the Macintosh. Each book in the series consists of between 10 and 13 easy-to-follow lessons for learning the basics of each program. The book comes with a CD-ROM with all of the sample text and graphics you'll need. So if you're looking for a fun project (continued on page 6)

ditor's Notes

The end of the fall semester is finally here. It seems to have been a particularly hectic semester this year and we thought everyone could use a bit of entertainment. So this month's issue includes another AC crossword puzzle. If you've read the past couple of issues of *Occasional Downtime*, you should have no trouble completing it.

This month's issue also includes a short piece on the Appropriate Use Policy and a series of brief news items about Academic Computing. You may notice that our usual *Questions and Answers* section has moved from the back page on to page 4 and is longer than usual. We have quite a few new users of Eudora among the administrative staff so I thought it would be useful to collect all of our most commonly asked Eudora questions in one place. These questions and the listkeeper *Q&A*'s from the last issue probably account for almost half of the calls to the Help Desk line! So you might want to save them for future reference.

Have a great winter break!

—Elizabeth Hodas

Occasional Downtime is published bimonthly by the Academic Computing Department at Harvey Mudd College. It is also available in a variety of formats on the HMC Web Server. Comments and questions can be directed to downtime@hmc.edu.

QUESTIONS *and* ANSWERS

Q: I've been using Eudora on my Macintosh for a while now and recently I've been getting a message complaining about the amount of memory it needs. What can I do about this?

A: A short-term solution to this problem is to quit Eudora and allocate more memory to Eudora. After quitting Eudora use the Finder to locate the Eudora application file and single-click on it to select it. Select 'Get Info' from the Finder's 'File' menu to display the Eudora Info dialog box. Type the amount of memory you want Eudora to have in the "Current Size" box and click OK.

However, if you are getting this message it might also be an indication that it's time to clean up some of your mailboxes. Eudora estimates the amount of memory it needs based on your open windows and the size of the 'In', 'Out' and 'Trash' mailboxes since they're in memory all the time. The best way to reduce how much memory Eudora needs is to clean up these mailboxes regularly by deleting old unwanted mail or by transferring messages to other mailboxes for long-term storage.

Creating new mailboxes is simple. Just select the message or messages you want to move to a new mailbox and select 'New...' from the 'Transfer' menu. Type in the name of your new mailbox and click OK. You can now transfer other messages to this mailbox at any time by selecting the message and then selecting the mailbox from the 'Transfer' menu. You can even group

mailboxes together under folders. You can learn more about folders in the Eudora manual.

Another way to reduce the memory Eudora needs is to compact your mailboxes. When you delete messages from a mailbox the storage space which that message originally required is not always automatically freed. You can see how much space is wasted by checking the mailbox size display in the lower left corner of the mailbox window. You should see three numbers in this display. The first is the number of messages in the mailbox; the second is the total amount of space those messages require; and the third is the amount of disk space wasted with the mailbox. In order to compact the mailbox click (Command click on the Macintosh) in the mailbox size display.

Q: I want Eudora to check to see if I have new mail automatically. How do I do that?

A: Under the 'Special' menu select 'Settings...' (It may be called 'Switches...' if you are using an older version of Eudora). Click on the 'Checking Mail' icon. You should see an option for "Check for mail every ___ minutes." Type in a number in the empty box and then click OK. It's best to choose a time increment of at least 15 minutes. Checking more often than that puts an unnecessary load on the POP server. To disable this feature, just leave the box empty.

Another option under "Checking Mail" is the "Leave mail on server for ___ days." This feature should **not** be

checked unless you are using Eudora at home over PPP and also use Eudora in your office. If you only use Eudora in your office and you check this option Eudora will leave a copy of all of your mail on the POP server instead of deleting it whenever you download new mail. Eventually this will cause problems for Eudora as it will time out searching through all of your old mail looking for new mail.

Q: I tried to read my e-mail using Eudora this morning and I got an error message saying that my password is incorrect. I never use my password with Eudora anyway so what's wrong?

A: When Eudora retrieves your mail from *thuban* (or some other POPmail server) it must, for security reasons, know your account password. While we do not recommend using this feature, Eudora has an option to save your password after the first time you retrieve mail so that it doesn't have to ask for it each time.

If for some reason you change your *thuban* password, then the password stored in Eudora will be out of date. To solve this problem you must tell Eudora what your new *thuban* password is. To do this select 'Forget Password' from the 'Special' menu. Then select 'Check Mail' from the 'File' menu and type in your new password when you are prompted for it. Do not use the 'Change Password' menu command. This will change your password on *thuban* again, rather than changing your password stored by Eudora.

One reason your *thuban* password might have changed is that *thuban* has very strict security procedures. *Thuban* requires periodic password changes. If you login to *thuban* interactively using Telnet or by dialing-in from home with

a modem, *thuban* will force you to change your password if it has expired.

Q: Every time I try to send e-mail in Eudora I get a message that I am sending to a bad e-mail address. I know the address is right. What is going on?

A: Eudora may be not be referring to the message you are trying to send, but to an older message that had a bad e-mail address and never actually got sent. To check for this problem go to the 'Mailbox' menu and select the 'Out' mailbox. Look for a message that has a "Q" in one of the columns next to it. If there is such a message double-click on it to open it and carefully examine the e-mail addresses in the To:, CC: and Bcc: fields.

If any of these fields have an e-mail address that is badly formed Eudora can't send the message and will save the message in your 'Out' mailbox until you either fix the address or delete the message. Every time you send a new message Eudora tries to send the old queued message too which is why you keep getting the error message. Some common e-mail address mistakes are Eudora aliases that don't resolve to actual e-mail addresses or mailing list addresses which are missing the "@hmc.edu" ending.

Q: I want Eudora to save a copy of every mail message that I send. How do I do that?

A: Under the 'Special' menu select 'Settings...' (It may be called 'Switches...' if you are using an older version of Eudora). Click on the 'Sending Mail' icon. You should see an option for "Keep copies of outgoing mail." If this option is checked then Eudora will keep a copy of each message you send and put it in the

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'Out' mailbox. If it is not checked then outgoing messages are put in the 'Trash' mailbox after they are sent.

Q: I sent a message this morning and now I want to send another copy of it to someone else. I found a copy of the message in my 'Out' mailbox but when I double-click on it to open it, Eudora won't let me edit the To: field. What am I doing wrong?

A: Eudora won't let you edit messages you've sent (or messages that you've received for that matter). If you want to send the message to another person you need to use the 'Send Again' command. Select the message you want to send by opening it or single-clicking on it. Then select the 'Send Again' command from the 'Message' menu. Edit the To: field with the e-mail address you want to send the message to and then click the 'Send' button.

Q: I launched Eudora this morning and I got a message that said "Mailbox *mailboxname* has a damaged table of contents. Shall I build a new one?" What do I do?

A: Each mailbox has a table of contents file associated with it. Sometimes this file becomes corrupt or damaged and needs to be rebuilt. Eudora can usually rebuild the file without any problems although you may notice that mail you had read already is marked as unread or mail that you had deleted or transferred to another mailbox is back in the mailbox. So if you get this alert message just go ahead and let Eudora rebuild the file. 🐾

for the winter break come and borrow one of these books from the Academic Computing reference library.

CHANGES IN AC STAFF

Joe Youn, the Information Resources Manager at AC, has accepted a position with Earthlink in Pasadena. Joe has worked at HMC since 1994 and was responsible for maintaining and developing information systems such as the World Wide Web, FTP, and mailing lists for both HMC and CINE, the Claremont Intercampus Networking Effort. Until we find a new person to fill Joe's position, his responsibilities will be covered by other members of the AC staff. You can continue sending your questions and problems to webmaster@hmc.edu, ftpmaster@hmc.edu, listmaster@hmc.edu, and postmaster@hmc.edu.

On a sad note, Matt Masterson, the Audiovisual Office Manager, passed away suddenly in his home on October 25th. Matt took care of all of the audiovisual needs of the HMC community for many years and will be greatly missed. His devotion to his work and his good humor made him a much loved figure on campus. A memorial fund has been set up in Matt's name at the Rancho Santa Ana Botanic Garden. Donations for the Matt Masterson Memorial Fund may be sent to Rancho Santa Ana Botanic Garden; Development Office; 1500 N College Ave.; Claremont, CA 91711. Checks should be marked for the Matt Masterson Memorial Fund.

We will have a hard time finding someone who will be able to do the job that Matt did. The Academic Computing department is trying to fill his shoes as best we can this semester. Richard sent out e-mail outlining our strategy for the rest of the semester. You can find the text of his e-mail on the Web at: <http://www.hmc.edu/comp/av/av-strategy.html>. 🐾

CREATING A SLIDE SHOW IN POWERPOINT
Microsoft Powerpoint can be used to create black-and-white and color overhead transparencies, 35-mm slides, and on-screen presentations. At HMC Powerpoint presentations are most often shown as on-screen presentations. The best way to display an on-screen presentation is to use Powerpoint's slide show feature. You can run a slide show in a couple of different ways—the slides can be advanced manually or you can set up a timed slide show.

To run a slide show from within Powerpoint select 'Slide Show' from the 'View' menu. A dialog box will appear where you can indicate whether you want to manually advance the slides or if you want to rehearse a timed slide show. Once you've made your selection click the Show button.

If you've chosen the Manual option you just have to click the current slide with the mouse button when you're ready to advance to the next slide. If you're creating a timed slide show for the first time just click the mouse button when you want the slide show to advance to the next slide.

Powerpoint provides a handy little timer on the screen for you.

Once you've set up your slide show preferences you can also start the slide show by clicking the Slide Show button at the lower left corner of the Powerpoint window. The slide show will begin immediately, without bringing up the Slide Show dialog box. It will also begin with the currently selected slide, so be sure to go to the beginning of your presentation before clicking this button if you want to start at the first slide.


You can add visual effects to your slide show by adding transitions to your slides. The easiest way to add transitions is to use the Slide Sorter view. Select the slide or slides that you want to add transitions to and then click the Transition button at the left end of the toolbar. There are many

Tricks & Tips

effects to choose from. You'll see a demonstration of the effect you choose in the lower right-hand corner of the dialog box. Transitions can be run at several different speeds as well. You can also use the Transition dialog box to set slide show timings. To set the same transition for all of the slides in your presentation just be sure to select all of the slides before clicking the Transition button.

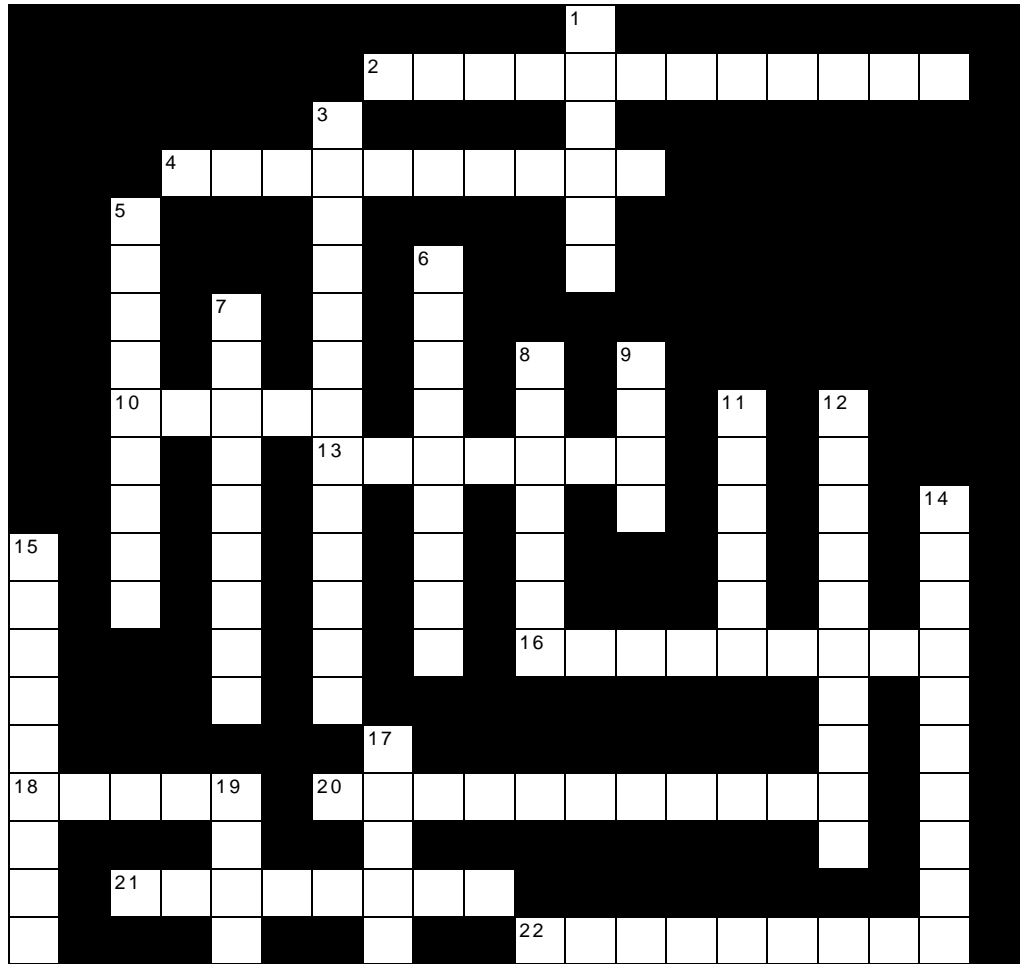
Another handy feature Powerpoint provides is an on-screen pointer. While you're running the slide show you can click on the little pencil icon in the lower right hand corner of the screen to turn the cursor into a pencil. By clicking and dragging with the mouse you can use the pencil to draw on your slides to point to or emphasize areas of your slides. Don't worry—these modifications are only temporary! They are not permanently added to your slides.

Another way to run a slide show is to use the Powerpoint Viewer instead of the full Powerpoint application. This is particularly useful if you want to use a computer that is not your own and that might not have Powerpoint installed on it. To use it just double-click on the Powerpoint Viewer application and select your presentation file in the file dialog box. Then click the Show button.

Powerpoint files are cross-platform compatible meaning that you can view a Macintosh Powerpoint file on a PC and vice-versa. There are some points you should keep in mind if you think you may need to show a presentation on a different platform than the one you designed it on. Check out our documentation on the Web at <http://www.hmc.edu/comp/doc/misc/presentation.html> for more information. 

Tricks & Tips

AN "OCCASIONAL" FEATURE: The AC Crossword Puzzle



ACROSS

2. The only category of software not protected by law
4. A type of license for commercial software
10. Mathematics software
13. The most common macro virus
16. To remove a computer virus
18. Mailing list command to find out the lists you are subscribed to
20. A deceptive computer program
21. Eudora publisher
22. Program for controlling access to commercial software at HMC

DOWN

1. Illegal copying of software
3. A popular Macintosh anti-virus program
5. Desktop publishing software
6. Eudora aliases
7. Law protecting intellectual property
8. Bruce Willis' favorite file virus
9. Novell file server
11. Opposite of destructive or malicious virus
12. Mailing list software
14. Most common type of PC virus
15. Software you pay for if you decide to use it
17. New Academic Computing UNIX machine
19. Not a real virus