

INFOBYTES

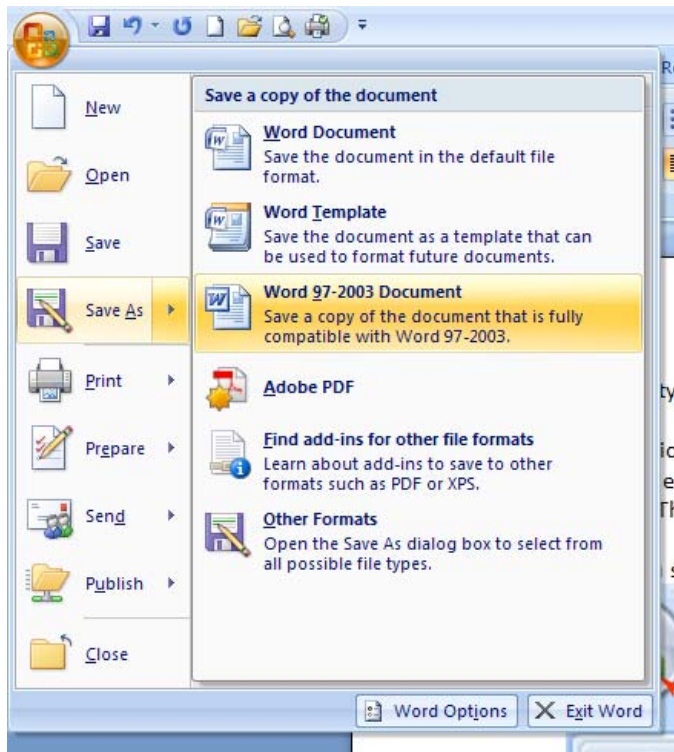
TECHNOLOGY SERVICES DIVISION OF STUDENT AFFAIRS

Different file types in Office 2007

By Jeff Brake

Microsoft Office has upgraded their file types to correspond to some of the new features in Office 2007 . This means that if you share files with others who have Office 2003, they will **not be able to open them**. There are two solutions:

OPTION 1: As you save a file, go to **save as** in the office button, and choose Word 97-2003 Document



OPTION 2: They can convert the file on their end. Have them go to the **website**

<http://docx-converter.com/> and convert the docx document to doc

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Lock Up Before You Get Up

By Maria Kirch

Leaving your desk? For security reasons, you should always lock your computer before you leave. This prevents someone from accessing your files and data.

Locking your screen for PC's

To lock your computer the keyboard shortcut is to hold the **Ctrl-Alt-Delete** keys down at the same time. When the dialogue box comes up choose "**lock workstation**". To log back in, hold the **Ctrl-Alt-Delete** keys down at the same time to bring up the log-in screen. You will need to enter your **Username** and **Novell password** as you normally would to log-in. Another option is to hold the  and L keys together.

Locking your screen for Mac's

Taken from: <http://kb.iu.edu/data/ajqx.html>

Mac OS X also allows you to lock your screen when the screen saver becomes active. You will then have to enter your password to regain access to your computer. To activate this feature, follow the appropriate instructions:

Mac OS X 10.3 and later

1. From the Apple menu, select **System Preferences...**
2. From the **View** menu, select **Security**.
3. Check the box next to **Require password to wake this computer from sleep or screen saver**.

To find out the version of your Mac:

Click the  button

Select **About**

To add an item to your menu bar that will allow you to quickly lock the screen and turn on the screen saver, follow these steps:

1. From your Applications folder, open your Utilities folder, and then open Keychain Access.
2. In 10.4 and 10.5, from the **Keychain Access** menu, select **Preferences...** Under the **General** tab, check the box next to **Show Status in Menu Bar**. In 10.3, from the **View** menu, select **Show Status in Menu Bar** to check it.
3. The padlock icon will appear in your menu bar in the upper right corner of your screen. To lock your screen, click this icon, and from the menu that appears, select **Lock Screen**.

Mac OS X 10.2.x and earlier

1. From the Apple menu, select **System Preferences...**
2. From the **View** menu, select **Screen Effects** (10.2.x) or **Screen Saver** (10.1.x and earlier).
3. Click the **Activation** tab.
4. Under "Password to use when waking the screen effect:", select **Use my user account password**.

Outlook Conversion Help Tools

By Jeff Brake

Amy Armstrong sent an email sharing with you all that we're in the process of upgrading all of our computers to Microsoft Office 2007. This process will likely take until the end of March. We wanted to share with you some documents that will help you in transitioning from MS Office 2003 to MS Office 2007. There are some significant changes to the 'look' of the programs and how they function.

Please visit this webpage for videos, text, tutorials and helps on how to make the transition to Office 2007:

<http://techservices.umich.edu/office07.html>

Installing Firewalls: Updates

By Amy Armstrong

As part of our ongoing efforts to make computing more secure, Technology Services has been working with ITCOM and ITSS to install virtual firewalls on our networks. A virtual firewall allows us to filter internet traffic going to and from our buildings. We can disallow certain types of traffic based on multiple criteria including type of traffic and where it is coming from or going to. A virtual firewall was installed at the Michigan League in June and one was installed at Pierpont Commons in October. One is scheduled to be installed at the Michigan Union sometime this month.

Each building is logging approximately 100,000 entries in the firewall per day. Between 10% and 20% of this traffic is malicious traffic from the outside world that is trying to scan the computers within our buildings to see what can be exploited. Prior to installing these virtual firewalls, this malicious traffic was able to scan our machines and possibly infect them. The virtual firewall now blocks this type of traffic before it can scan our network which leads to a lesser chance of infection and exploitation.

Future plans for the virtual firewall include better reporting capabilities including traffic analysis based on types of traffic, amount of traffic on given days and amount of traffic during given time periods.

“Each building is logging approximately 100,000 entries in the firewall per day. Between 10% and 20% of this traffic is malicious traffic from the outside world that is trying to scan the computers within our buildings”

“It’s just ones and zeros”



Pow Wow

By Therese Nielsen

In February, Technology Services launched the website for the 36th Annual Ann Arbor PowWow, <http://www.umich.edu/~powwow/>. The event is hosted in part by the DSA’s Office of Multi-Ethnic Student Affairs, and takes place at Crisler Arena the weekend of April 5, 2008. The website is bright and colorful, and features photos from previous Ann Arbor PowWows, taken by Rosanne Cadotte. In addition, videos relating to the event are available on the website. The information on the new PowWow site is comprehensive, and includes well-organized content for visitors, press and media, vendors and participants, and informs potential volunteers how they can get involved.



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