

INFOBYTES

TECHNOLOGY SERVICES DIVISION OF STUDENT AFFAIRS

До Свидания Jeff!

By Maria Kirch

Last June we were well aware our time with Jeff Brake was limited. Alas, the end of May is arriving quickly, marking Jeff's exit from not only our department of Technology Services, but also the country.

Things we'll miss (in no particular order):

- Enthusiasm for keyboard shortcuts
- Homemade baked goods
- Victory dances for happy emails

We are also thankful for (in no particular order):

- Helping us develop our Mission Statement and Values
- Improving professional development with lynda.com & Creativity Day
- Fine-tuning our priorities with Loren Rullman

Though we are sad to see him go, we know that he will be using his dynamic skills to help others on his journey. We wish him and Amy the best of luck in Russia and we hope that he will keep in touch!

*pronounced: da svedadneeya/svedahnya

Itunes U

itunes.umich.edu

Download selections from the University's public lectures, select classroom lectures, news podcasts, and videos.

Access course materials and podcasts for students and the campus community through ctools.

Inside this issue:

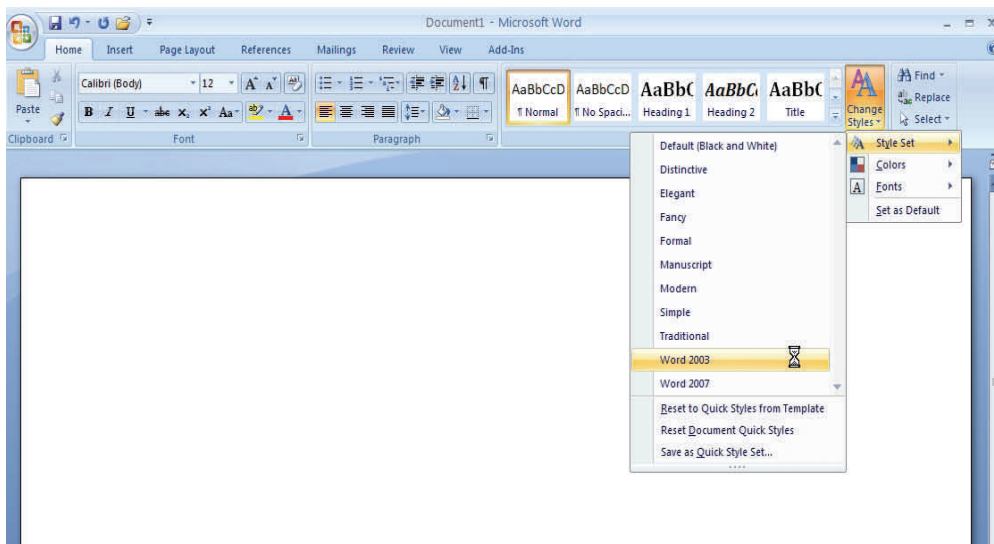
Default Lines-Microsoft Word	2
Gone Phishing	2
Gone Phishing Continued	3
Website of the Month	4

Line spacing Microsoft Word 2007

By Maria Kirch

It's no doubt that Microsoft 2007 has some quirks. One of those being that it defaults to double-spacing lines within a paragraph. If this is a problem for you and you'd like to set it back to single-spaced lines follow these steps.

1. Open Word Document
2. Locate Change Styles across top
3. Choose Style Set
4. Select Word 2003
5. Close Word Document
6. Your settings should be saved



Gone Phishing

By Brian Pratt

At the University of Michigan, Email flows like water. It's not unheard of to boot up your computer in the morning, only to be greeted with twenty unread emails. With all these emails, it's sometimes easy to miss small details – warning signs that an email from your bank, for example, might not actually be from your bank. The same goes for browsing the web; we zip through websites as fast as possible to get things done as quickly as possible. Maybe we don't notice that a website is spelled a little differently than usual...

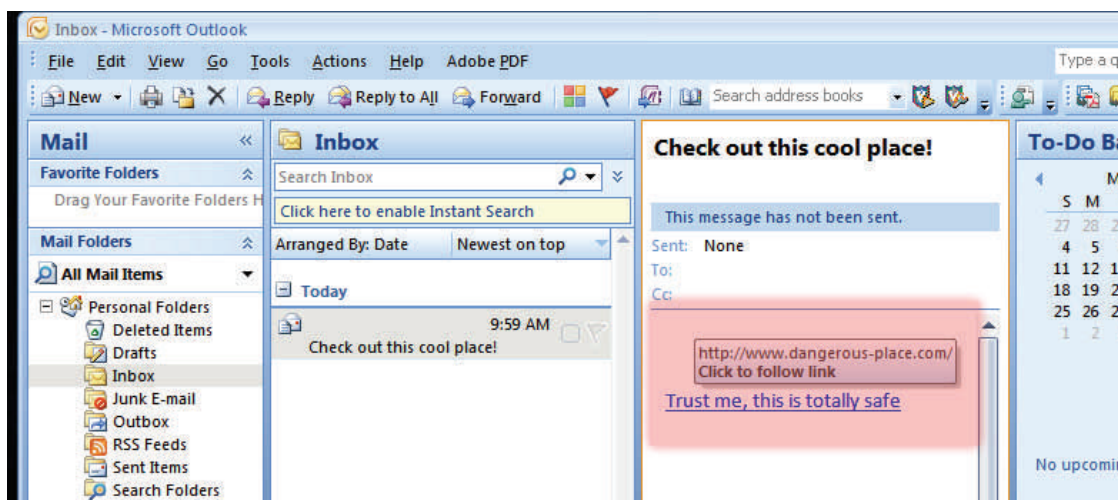
What's "Phishing?"

Phishing occurs when an email or website fraudulently poses as a familiar business. For example, suppose you get an email from Comerica, asking you to confirm some of your online account information. They give you a link to click that will supposedly take you to their site. What you might not immediately notice is that the link takes you to "comerlca.com" instead of "comerica.com." That subtle misspelling can actually take you to a completely different website – one that looks and feels exactly like the real Comerica website. If you log on at this copy-cat site, however, they can record your username and password, along with any other information you type while there. This is called Phishing; you basically "took the bait," and they reeled you right in.

Continued from page 2

How to Protect Against Phishing

There are many ways to protect against Phishing. The most important is to just pay attention. Look for subtle typos in a website's address – differently-spelled addresses take you to different places! Secondly, a legitimate company will never ask you to send them personal information over email – they will supply you with a link where you can log onto their site. Before clicking those links, check to make sure the link actually leads to the place it claims to; in Outlook, if you pause the cursor over a link, a small bubble will pop-up, telling you where it actually goes:



Another useful tool is Internet Explorer's built-in Phishing filter. Microsoft tries to keep tabs on known Phishing sites – if Internet Explorer starts to load one of those pages, the Phishing filter will warn you.

Finally, don't give sensitive personal or financial information on websites that aren't "secure." Most websites start with "http://", but secure websites start with "https://". Only do business on secure websites.

Keep it Safe

Knowing what to look for can be the difference between deleting an unsafe email and giving them your bank account number. In the end, if you're not sure whether or not to trust – for example – an email from your bank, type in the bank's website address by hand, rather than relying on a link from a questionable source. Never give out information in an email. Only do business on secure websites marked with "https://". Have fun on the internet; just don't take the bait.

“It’s just ones and zeros”

Website
of the
Month

Twitter & the Uclub


By Scott Heinowski

Twitter (<http://twitter.com>) is a service that asks: “What are you doing?” Your answer, limited to 140 characters or less, updates your status and sends your friends and followers that status via the Twitter website, desktop applications, instant messages, or text messages sent to their mobile phone. You can also follow a multitude of people and organizations on twitter such as presidential candidates, tech journalists, and public radio personalities.

Lately, people and organizations are finding new and exciting ways to use Twitter. Using Twitter’s programming interface, status updates on many different things can be sent out automatically. News outlets like CNN (<http://twitter.com/cnn>), The New York Times (<http://twitter.com/nytimes>), The Michigan Daily (<http://twitter.com/michigandaily>), and MLive (<http://twitter.com/mlive>) now offer Twitter feeds of news highlights and updates. MLive even offers a Twitter news feed all about Michigan athletics (<http://twitter.com/wolverines>). Another interesting example is internet retailer Woot.com. Their Twitter feed lets interested users know when their deals of the day go on sale, and updates people when they sell out.

Here at Technology Services we are experimenting with using Twitter to update students, staff, and faculty about the great goings on here in the Division of Student Affairs. Our first exploration into this is with The University Club. When you follow UClub on Twitter (<http://twitter.com/uclub>) you will get status updates on the daily featured menu items and the soups of the day right before lunch each day. These can be read on the web, sent to your IM client, or sent directly to your phone using Twitter’s device updates feature. The UClub Twitter feed is updated automatically each weekday using the information that is posted daily to the University Club’s website (<http://www.umich.edu/~uclub/>).

JUNE BIRTHDAYS

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14 
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

TECHNOLOGY
SERVICES DIVISION
OF STUDENT
AFFAIRS

530 South State Street
3410 Michigan Union
Ann Arbor, Michigan
48109-1349

Phone: 734-647-0271
Fax: 734-647-1483
Email:
techservices@umich.edu

techservices.umich.edu/



June 14 - Maria Kirch