i/s

News about **i**nformation **s**ystems throughout

Computer Training: Where and Why To Get It

• Jeanne Cavanaugh

Computers are deeply embedded in the MIT landscape. Whether analyzing chemical compounds, accessing the SAP financial system, or building a Web site, faculty, students, and staff use information technology (IT) to get results.

Most people on campus try to stay current with computing trends that affect their work, from software releases to security issues. But as the role of IT has mushroomed, and as technology continues to change, how do individuals keep pace? Learning to use computers effectively is not something that happens in our sleep.

IT Training Options

There are several venues at MIT for learning about technology, whether you are a novice or more advanced user. Much of this training is offered at no charge. Some specialized courses are fee-based to recover their costs.

Financial Systems Services offers many courses on SAP. Topics range from using SAPweb for purchasing, to approving requisitions, to financial reporting. **Note:** SAP training is available only to MIT employees and affiliates designated to use SAP by their departments.

To find out more about SAP courses and to register online, go to

http://web.mit.edu/sapr3/training/

Information Systems offers hands-on courses and Quick Start classes on Windows, Macintosh, and Linux applications. The syllabus includes basics like getting connected to MITnet and virus protection. Many courses focus on application-specific skills, such as using spreadsheets and databases. More advanced topics run the gamut from LaTeX2e to Linux system and network administration. Most IS courses are open to any member of the MIT community.

To view IS course descriptions or to register online, go to

http://web.mit.edu/is/training/

IS offers Athena minicourses as well. While the main target audience is students, any member of the community can take these minicourses. They are free and do not require preregistration. The minicourses are designed to show you how to get the most out of Athena, whether it's a math software overview or a session on customizing dotfiles. For details on Athena minicourses, go to

http://web.mit.edu/minidev/www/

IS also sponsors web-based training through Element K. These online courses cover a range of Macintosh and Windows applications. Most Element K courses are self-paced, but some are led by instructors. To learn more, start at

http://web.mit.edu/is/training/wbt/

For a fee, IS offers one-on-one tutorials and group training for six or more

people in a department. A group class can save money and result in more focused training.

If none of these venues offers the computer course you are looking for, IS has a referral policy with several local training groups and can help match your request with the right vendor.

Comprehensive Catalog

To find out more about learning opportunities on campus, browse MIT's *Training and Development* catalog, due in mailboxes in early September. This catalog details courses offered by over a dozen groups on campus – from the Benefits Office to Environmental Health and Safety.

Benefits of IT Training

Many people know about the training opportunities on campus, but can't find the time to attend because other priorities are too pressing.

It may be time to rethink those priorities. There are compelling reasons for employees and managers to make time for training. The first and most obvious reason is to reap the benefits of increased efficiency. When individuals learn about software features or how

to make technology transitions (for example, migrating to a new operating system), they soon recoup the time spent in training by doing their work more efficiently. Training can reduce the number of steps it takes to accomplish a task, as well as the number of errors users are likely to make. Training may even provide "Aha!" moments, demonstrating automated ways to do repetitive tasks.

In preparing a course, developers spend hours exploring software, and make a point of focusing on features that align with the work of MIT departments. Guidance from an instructor offers many of the same benefits as having a native tour guide show you around a foreign country.

Training also provides a way to stay current with technology trends. When new MIT services such as WebMail or the Events Calendar are introduced, a Quick Start class can get you up and running in short order.

Organizational Benefits

As an institution of higher education, MIT puts a premium on learning and development. This type of culture encourages flexibility and responsiveness to change.

Most employees at the Institute thrive in an environment of continual

learning. Training opportunities equip them to maintain high levels of performance while enhancing job satisfaction. Recent studies have shown that workplaces that make an above-average investment in training and development have lower rates of voluntary attrition. This bucks the old belief that training employees encourages them to jump ship. Given the cost of recruiting new employees and getting them up to speed, investing in training is a sound move.

It is true that as employees' professional skills develop, they may seek more responsibility or move into other roles. This is part of healthy professional development. But employees who change roles or departments at MIT are still at MIT, and the professional skills they take with them are highly transferable. Since MIT's suite of recommended software and enterprise systems such as SAP are in use across the Institute, technology skills transfer exceptionally well.

Keeping up with changes in technology is critical to MIT's mission. It is also instrumental in making the most of a tightening budget. Wise use of technology is one way of doing more with less. Technologically savvy employees are an equally important part of the equation. ⊘

Keeping RSI at Arm's Length: IS Supports Stretch Break

Given the widespread use of computers at MIT, it's no surprise that repetitive strain injury (RSI) is taking its toll. RSI involves damage to muscles, tendons, and nerves caused by overuse or misuse. Working at a computer puts you at risk for RSI because part of your body is held in a static posture while other parts move constantly.

Prevention is the best strategy. Stretch Break, from Para Technologies, is an ergonomic stretching and break timer program for Windows and Macintosh. The program reminds you to take periodic breaks from your computer. A team of health care professionals developed Stretch Break to help increase circulation, relieve tension, and guard against RSI. A series of 24 low-impact stretches are displayed at user-determined intervals. Stretch Break also provides ergonomic information, including workstation setup guidelines.

The program is especially helpful for anyone experiencing strain from computer use and for users who have trouble remembering to take breaks.

MIT Site License

Last year, the MIT Ergonomics Committee bought a site license for Stretch Break 4 for the MIT community, and IS now supports this program. You can get the Stretch Break installer from

http://mit.edu/software/

The Macintosh version is 4.1; the Windows version is 4.5. Before installing, review the documentation at

http://mit.edu/atic/www/stretch/

Getting Help

If you have a question about Stretch Break or need assistance with the program, send e-mail to the Computing Help Desk at <computing-help@mit.edu> or call x3-1101 (Macintosh) or x3-1102 (Windows).

For more information about repetitive strain injury, see

http://web.mit.edu/atic/rsi/ ⊘

Adobe Photoshop 7 Enhances Creativity and Productivity

• Robyn Fizz

Adobe Systems recently released Photoshop 7 for Windows and Macintosh. This version of Adobe's image-editing software offers a File Browser for managing images and new tools for painting, retouching, and correcting color. Better options for outputting to the Web come courtesy of ImageReady 7, a companion program that's part of the package. Also with this release, Photoshop is now compatible with Windows XP and Mac OS X.

As has always been the case with Photoshop, the more muscle your machine has, the better. This version requires 128MB of RAM (192MB recommended) and 280MB of available hard disk space (320MB for Macintosh).

File Browser
Photoshop's new File Browser lets you view images as thumbnails without opening them. You can quickly locate and organize images on your hard drive, other drives, and CDs. Within this utility, you can create new folders; rename, move, and delete files; and rotate images. The Batch Rename feature lets you rename multiple files at once. Note that transformations applied in the File Browser stay in effect when you open an image.

The File Browser has four panes that you can customize.

- The *Tree view* lets you navigate disks and folders that contain images.
- The *Thumbnail pane* displays the images, letting you choose among five size options. The Small Thumbnail option lets you see the most images at once. At the other end, the Large Thumbnail with Rank option lets you see larger views ranked in an order you determine. For example, you could mark images as "original," "proof," or "final," then sort by those criteria.
- The *Preview pane* displays a selected image in a larger size.
- The *Metadata pane* provides details about a selected image, such as date created and modified, file size, file format, and color mode. It also includes file information from digital cameras.
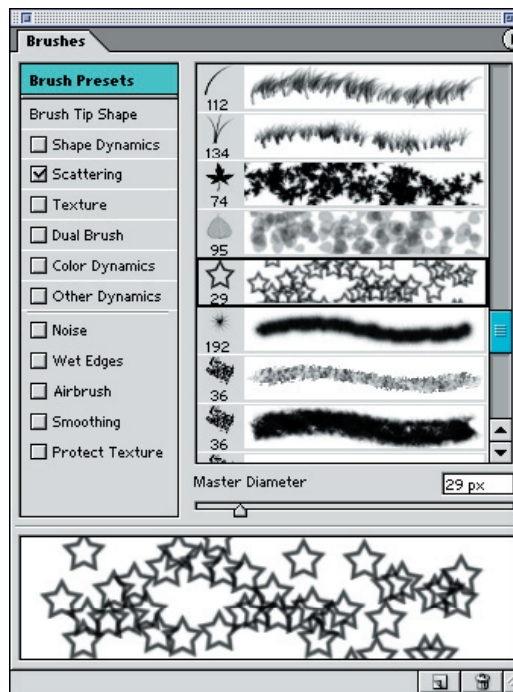
The Brushes palette gives you many options for experimenting with brushes. You can preview a brush stroke in the lower pane.

Retouching Tools
While the File Browser wins high marks for utility, the Healing Brush Tool is probably Photoshop 7's most eye-opening new feature. The Healing Brush lets you easily remove artifacts such as dust, scratches, blemishes, and wrinkles. Unlike the Clone Stamp Tool, the Healing Brush automatically preserves shading, lighting, texture, and other attributes when cloning within one image or from one image to another.

Related to the Healing Brush (and sharing the same space on the Tools palette) is the Patch Tool. It does the same work as the Healing Brush, but on selections and channels.

Painting Engine
Photoshop's new painting engine gives users more creative options. It can realistically simulate traditional painting techniques such as pastels and charcoal, as well as wet and dry brush effects. Using the Brushes palette, you can adjust settings for shape, texture, and many other attributes, and save those settings as custom brush presets.

You can also create new painting effects by combining two different brushes.

Color Correction
Photoshop's new Auto Color command lets you adjust the contrast and color of an image, offering reliable, one-step color correction. It does a good job of removing color casts. Move over, Auto Levels.

ImageReady 7
ImageReady, the companion application to Photoshop, lets you create image maps, slices, animations, and rollover buttons for the Web. Some of the new features in ImageReady include:

- *Rollovers palette* – This palette displays all the image maps, slices, rollovers, and animations in a file, giving you a convenient overview of the various document states.
- *Remap transparencies* – You can now make web page elements transparent by clicking on the color you want to exclude. You can remap more than one color at a time and restore the original settings.
- *Dither transparencies* – This option lets you create partial transparent effects. You can easily blend web graphics into backgrounds, even patterned ones.
- *Preview wireless device images* – You can now preview and save for the Web in WBMP format, commonly used for displaying images on PDAs and cell phones. WBMP images contain only black and white pixels.

Purchase and Support
You can purchase Photoshop 7 at an academic discount through Gov-Connection. The academic price is $259.41. An upgrade from a previous version costs $139.95.

To get the discount, begin at

http://web.mit.edu/ecat/govconnection/

Certificates are required.

IS offers limited support for Photoshop, primarily through training. As of October, beginning and advanced Photoshop courses taught in W89 will use the newest version of the software. For details about these courses, see the Computer Training page at

http://web.mit.edu/is/training/ ⊘

The Lowdown on Spam: No Solutions Yet in Sight

• Mark Van Dyke

You may have noticed a lot more pointless e-mail in your inbox lately. These messages tout schemes to get rich quick, or pills to look younger, or deals on toner cartridges – or offers that are even less savory. Who are these people and how did they get your address? For the unscrupulous senders of these messages, e-mail is a form of cheap advertising, a venue for scamming people, or a way to shock or annoy.

What Is Spam?

Unsolicited bulk e-mail is often referred to as spam, an unfortunate use of the Hormel Corporation's luncheon meat of the same name. The key word here is unsolicited: spam, like junk mail, is not something that you asked for. It appears in your inbox (often multiple times), taking your attention away from relevant work-related and personal e-mail. Spam costs millions of dollars a year in lost time, due to slower bandwidth, attempts to filter, and frustration.

Unfortunately, spammers are getting cleverer. They get your address in a variety of ways. Many harvest addresses from Usenet postings and web pages, by viewing mailing list archives, or by buying them from companies that claim to have the address owner's permission. Once spammers have a collection of addresses, sending the mail is easy.

Dealing with Spam

Many users have tried to filter out spam based on certain keywords found in the subject line and header, or based on the particular address or host of a known spammer. Such filtering techniques are less effective now that software is available that lets spammers slightly modify the subject and content of the message with each send. This lets spam slip through most filters undetected. By the time you've seen the message, recovered from its content, and created a filter, the spammer has already begun to send a slightly modified message.

In addition, spammers rarely give an accurate return address. If the ad-dress is valid, it's likely that of some unlucky third party. This has created some interesting battles that rarely include the person who actually sent the message. While IS still encourages people to use the filtering mechanisms in their e-mail programs, it's not likely to wipe out spam completely.

What to Do

When you get spam, check to see where it came from by viewing the full header. To do this in Eudora, click the BLAH BLAH BLAH button. Examine the Received from: field to see where the message originated, since the From: field can be easily forged. If the mail came from within MIT, ask "Is this spam, or did the person simply make a misstep in terms of the list's purpose?" If the message has been sent from within MIT to a list that you're on, you may want to check with your list administrator to see if the message violates posting rules of the list. You can reach list administrators by sending e-mail to <owner-*listname*@mit.edu>, where *listname* is the name of your list. If the message was sent to the list in error, the sender should be sent a reminder of the list posting rules. Mass mailing or blind carbon copying many unrelated lists at MIT is a form of spam and should be reported to <stopit@mit.edu>.

If the mail originated outside of MIT, there is less that MIT can do. MIT does not attempt to filter its mail both for privacy reasons and because it is usually ineffective. Deleting the message is your best course of action. Turning off e-mail previewing also lets you delete offensive messages without having to view the content. IS does not recommend responding to the message, visiting the web site, or calling the phone number provided to be removed from the distribution list. Doing so only confirms that your e-mail address is accurate and may subject you to unsightly web sites, long distance phone charges, or more spam.

While the recent state of affairs with regard to spam has not been bright, there are legitimate organizations working to combat it through proposed legislation, spam reporting, and better filtering options. IS continues to investigate such methods and hopes to be able to provide a workable solution to the spam problem soon. ✏

This column presents announcements about IS-supported software. For more information about recent releases, see http://web.mit.edu/swrt/

Windows XP at MIT

Information Systems plans to announce support for the latest Microsoft operating system, Windows XP, toward the end of August. The initial support will include documentation on configuring Windows XP for the network, printing, security, and user interface enhancements. The Computing Help Desk will be ready to provide assistance. IS will soon offer training courses for system administrators, similar to those given in the past for Windows NT and 2000.

IS has purchased a Windows XP license. IS strongly recommends that when you buy new machines, you buy them with Windows XP Professional. Windows XP Home Edition lacks much of the functionality used at MIT.

IS is doing something new with the release of support for Windows XP – that is, testing applications outside the IS Support Suite such as Matlab and Photoshop. To provide the best service possible, IS will focus its resources on Windows 2000 and XP by retiring old versions of Windows as follows:

- Windows ME   Dec. 31, 2002
- Windows 98/98SE   June 30, 2003
- Windows NT 4.0   June 30, 2003

If you have questions regarding the future of Windows at MIT or the Windows retirement plans, contact Jonathan Hunt at <jmhunt@mit.edu>.

Other Software News

IS recently announced support for the following software:

- Eudora 5.1 (Windows & Mac OS X)
- Fetch 4.0.2 (Macintosh)
- Kerberos for Mac 4.0.1 (Macintosh)
- Netscape 6.2.3 (Windows and Macintosh)
- Stretch Break 4.x (Windows and Macintosh)
- Virex 7.x (Mac OS X)
- WinZephyr 1.0 (Windows)

To download these programs and others, visit

http://web.mit.edu/software/

For information concerning upcoming software releases, see

http://web.mit.edu/swrt/ ✏

Not Just for Students: Back-to-School Laptop Specials

• Kathleen Moriarty

Apple, Dell, and IBM are offering discounted prices on the recommended laptops for incoming freshmen. Other MIT students, faculty, and staff are also eligible to purchase these products at the special pricing.

Apple Offerings
Apple has deals on the PowerBook G4 and both iBooks. All three models include an Airport card for wireless networking, a combo drive that reads and writes CDs and plays DVDs, and a one-year warranty.

The PowerBook G4 is a lightweight, high-performance system. It boasts a 15.2-inch megawide display powered by the ATI Mobility Radeon 7500 graphics processor, and it weighs just 5.4 pounds. The bundle includes a 667MHz PowerPC G4 processor, 512MB of RAM, and a 30GB hard drive. The G4 laptop is priced at $2349.

The iBook is a less expensive alternative for users who require less power. Both iBook configurations include a 700MHz PowerPC G3 processor. The bundle with a 12-inch display ships with 256MB RAM and a 20GB hard drive for $1389. You can move up to a 14-inch display, 384MB of RAM, and a 30GB hard disk for $1713.

Deals from Dell
Dell has discounts on two Latitude models – the C840 and C610. Both come with built-in wireless networking, CD-RWs, and Windows XP Professional. The three-year warranty includes Complete-care, which covers accidental damage.

The C840 is a true desktop replacement, with a Pentium 4M processor running at 1.6GHz. It features a 15-inch UXGA display powered by the Nvidia GeForce 440 GoTM video card with 32MB of video RAM. The promotion includes 512MB of RAM and a 20GB hard drive. This model weighs in at 7.4 pounds and is priced at $2190.68.

The C610 is a midrange notebook, with a 1GHz Pentium III processor and 14-inch XGA display. It weighs just 4.9 pounds. It includes 256MB of RAM and a 20GB hard drive for $1861.23.

IBM Specials
IBM has back-to-school pricing on the ThinkPad T30 and ThinkPad R32. Both models include a Pentium 4M processor, CD-RW/DVD combo drive, built-in wireless networking, Windows XP Professional, and a three-year warranty.

The ThinkPad T30, with its titanium chassis, is a high-performance system at an excellent price. The bundle is configured with a 1.6GHz P4 processor, a 14-inch XGA display, 256MB of RAM, and a 40GB hard drive for $1959. You can upgrade to a ThinkPad T30 with an SXGA+ display and a 1.8GHz processor for $2156.82. This model weighs 5.7 pounds.

The ThinkPad R32 sports a 14-inch XGA display and weighs 6.2 pounds. The bundle includes a 1.6GHz P4 processor, 128MB of RAM, and a 30GB hard drive for $1759.79.

Full Specs
For configuration details or ordering instructions, go to

http://web.mit.edu/mcc/www/

or contact an MCC consultant at x3-7686 or <mcc@mit.edu>. ⊘

New IS Service: House Your Servers in a Secure Environment

• Dave Lambert

Is your department getting more dependent on that server you maintain under your desk? Are you annoyed to find that the custodian has inadvertently tripped over the power cord on your departmental NT server? Are you greeted, on return from your vacation, with comments about the two-day outage of your server after a power failure? Information Systems now provides a service that may make your life a bit easier.

Collocation Service
This past year IS introduced a service that provides a low-cost option for housing your server in a secure environment with uninterrupted and backup emergency power. This service uses MIT's existing administrative Data Center in Building W91.

This service, called collocation (sometimes spelled colocation), gets its name from industry. In the past, server-hosting vendors co-located their equipment with Internet backbone service providers.

The W91 Data Center is staffed around the clock, with the exception of weekend nights, holidays, and special Institute closings. Staff are on call for emergencies during normally unstaffed periods. The service includes basic computer operator "eyes and hands." That means an authorized person can remotely request a system reboot or a power cycle to reset the server – possibly saving a trip to campus and increasing the server's availability.

The "eyes and hands" service also provides the ability to swap backup tapes for your server. Additionally, your backup tapes can be moved to a media storage facility outside of W91.

Network connectivity is provided via 100MB/second switched connections to MITnet's backbone.

The Data Center is equipped with a large 225 kilovolt amp uninterruptible power supply and a 400 kilowatt diesel generator with redundant 13.8 kilovolt (kV) utility power feeds and redundant 13.8kV transformers.

On the mechanical side, the facility is equipped with 100-ton chiller towers, chiller compressors, and air conditioning units. This equipment ensures that the facility stays at 72° Fahrenheit (plus or minus two degrees).

To find out more about the service, including rates, contact Dave Lambert at x3-7095 or <lambert@mit.edu>, or see

http://web.mit.edu/is/dost/collocation.html

Server Management
IS also provides a full set of services to manage servers in the Data Center. Standard system administration support and Oracle database services are included in this offering. For more information, contact Peter Kelley at x3-6323 or <kelley@mit.edu>. ⊘

Eudora Power Tips

Eudora is MIT's supported POP e-mail client. Even if you use Eudora every day to check your e-mail, you may not be taking full advantage of the application. Try the following tips, condensed from the *Eudora User Manual*. For more insights into Eudora, download the manual from

http://www.eudora.com/
techsupport/manuals.html

Making the Most of Searches

You may be familiar with Eudora's Find command, which allows a simple search of your current mailbox. But Eudora also has a Search command that lets you search multiple mailboxes simultaneously.

1. On Windows, choose **Edit>Find> Find Messages**. On the Macintosh, choose **Special> Find>Search**.

2. At the top of the window, select the conditions you want to use in your search. For example, if you want to look for any e-mail that references events@mit.edu anywhere in the message, choose **Anywhere** from the first drop-down menu, **contains** from the second drop-down menu, and then type events@mit.edu in the blank text field.

3. Choose the **Mailboxes** tab.

4. Select which mailboxes you want to search. On Windows, use the check boxes to select or deselect those mailboxes you wish to search. On the Macintosh, to search more than one mailbox, hold down the Shift key while selecting. To search all of your mailboxes, click the topmost **Eudora Folder** icon. If you want to search all but one or two mailboxes, click the **Eudora Folder** icon and then, while holding down the Shift key, click the mailboxes you don't want to search to deselect them.

5. Click the **Search** button.

You will see your search results in the **Results** tab. If you want to modify your search, click the **Mailboxes** tab and repeat steps 1 through 5.

Using Filters

Many of Eudora's e-mail management functions can be automated with a filter, which performs certain operations on your messages behind the scenes. You can set up filters for incoming or outgoing messages, or both.

On incoming messages, filters let you do such things as the following:

- Transfer all the messages from friends into a Personal mailbox.

- Play a special sound when you receive a message from someone important.

- Change the label color to red for important e-mail messages.
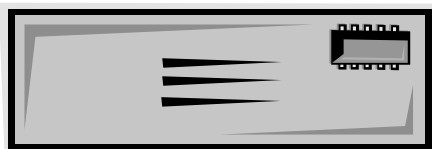
As an example, you can move all the messages from <goodeats@yum.com> (a fictional restaurant review mailing list) to a mailbox called Good Eats so that you can review these messages later. That way they don't fill up your In mailbox. To create a simple filter that automatically transfers messages to another mailbox, do the following:

1. Select or open the e-mail message that contains the information you want to use to create the filter.

2. Choose **Special>Make Filter**.

3. Check the fields of the Make Filter dialog box to make sure the information is the way you want it, and edit it if necessary. For example, select the **incoming** check box because you want all incoming messages to go to the Good Eats mailbox. Then choose the **From contains** radio button (**From** on Windows) and make sure the corresponding field lists the <goodeats@yum.com> e-mail address. Next, in the Action area, choose **Transfer to new mailbox** and in the corresponding field type Good Eats to name your mailbox.

4. Click **Create Filter** to add this filter to your list of filters. If you want to make your filter more detailed, or have it do other actions, click **Add Details**. This opens the Filters dialog box, where you can further refine the filter.

Downloading Message Headers Only

If you are checking mail over a slow network connection, you can download just the message headers instead of the entire message.

Why is this useful? Message headers show you the From:, To:, Subject:, and Cc: fields, as well as whether there are any attachments. This lets you scan messages in your In mailbox without waiting for the entire batch – including attachments and spam – to download. You can then mark messages for download or deletion.

Here are the steps to follow to download message headers:

1. On Windows, hold down the Shift key and choose **File>Check Mail**. On the Macintosh, hold down the Option key and choose **File>Check Mail Specially**. The Mail Transfer Options dialog box appears.

2. Select the check box **Fetch all message headers to In mailbox**. This will retrieve the header and the first few lines of every message in your In mailbox. If you use filters, the messages are filtered but any "Copy To" or "Transfer To" filter action is not performed (the message is not copied, nor does it leave the In mailbox).

When you open the message headers, you will notice two icons in the toolbar of the message window. One is a trash can. The other is an arrow. If you click the trash can, the next time you check mail, this message will be deleted on the server and will not be downloaded to your In mailbox. If you click the arrow, the entire message will be downloaded.

You will also see a warning in the body of the message, indicating that the remainder of the message has not been transferred, and instructing you on what to do to retrieve the message.

If you mark a header to be downloaded, Eudora will receive the entire e-mail as a separate message. It will not replace the downloaded header. Similarly, if you mark a header for deletion, it will delete the message from the server but will not delete the downloaded header from your In mailbox.

Deleting the header without marking it for download or deletion will do the same thing as marking the message for download. ●

Custom Calendar Lets You Post Events on the Web

• Phyllis Galt

Using a calendar service developed by IS, you can post events on the MIT Events Calendar at

http://events.mit.edu/

and have them display automatically in a calendar on your web site. You also have the option to specify that events display only on your custom calendar. And, if you choose, you can post other groups' events from the MIT Events Calendar on your calendar.

To see a custom calendar in use, go to the Aero/Astro example at

http://events.mit.edu/example/

Benefits

With this new service, you can create a department or group calendar in a few hours, without having to pay an outside firm to do it.

Using the calendar templates, you can produce a custom calendar that is consistent with your web site's look and feel. The templates let you specify colors and fonts, and place a logo or other custom elements in the calendar. You can change the templates any time your web site changes.

An Overview of the Process

To create and post to a custom calendar, you first need to be authorized. If your group is already authorized to post events to the MIT Events Calendar and you know someone in the group who can post events, that person can in turn authorize you. If you don't know who in your group is authorized, you can request this information by sending e-mail to <events-admin@mit.edu>. If your group is not yet authorized to post events, you may ask to have it added by submitting the form (certificates required) at

https://events.mit.edu/
secscripts/groupadd.pl

There are two calendar templates that you can download and use:

• A traditional calendar grid showing events for one month.
• A detailed view of a single event.

Both pages have a navigation bar used for switching the events display from one month to another.

A cascading style sheet controls colors and fonts. To make changes, you will need experience building web pages and editing style sheets. For guidance, refer to Publishing on the Web at

http://web.mit.edu/cwis/
publishing.html

Once your templates are ready, the next step is to upload them to a web server. You may want to store them in the same directory you use for your MIT web site.

Finally, in your web site, add a link to the full URL of the directory in which you placed the template files. At this point you will also specify the group whose events you want to display – usually your own group, though you can display events from other groups as well. Voilà! Your calendar is now viewable on the Web.

Instructions and Help

For complete instructions on setting up a custom events calendar, go to

http://web.mit.edu/is/help/
events/custom.html

If you need help along the way, contact the Computing Help Desk at x3-1102 or <web-help@mit.edu>. ✪

The ATIC Lab Is Moving to a New Campus Location

• Kathy Cahill

In late August, the ATIC (Adaptive Technology for Information and Computing) Lab will relocate from its space in Building 11 to Room 7-143, just down the hall from Lobby 7. In the new location, ATIC will be next to a satellite area of the Disabilities Services Office (DSO), making it more convenient for students with disabilities to access DSO and ATIC services.

The ATIC Lab provides computing solutions for MIT students and staff with disabilities. The ATIC Lab space serves as an alternative computing cluster for students with disabilities who need access to special technologies, such as voice recognition, alternative keyboards and mice, screen reading, magnification, Braille translation and embossing, and scan-and-read software.

Students registered with Disabilities Services can sign up to use the ATIC Lab, receiving keycards that allow access to the Lab 24 hours a day.

What's New?

ATIC's new location provides some natural light and greater privacy for students doing their work. The Lab is fully accessible to wheelchair users and has adjustable equipment and furniture. A sit-stand workstation lets users sit or stand at a computer, as needed.

Areas of Expertise

The ATIC Lab is staffed by consultants Monday through Friday from 9 am to 5 pm. ATIC staff provide guidance to MIT departments, labs, and centers on how to make their web sites more accessible to people with disabilities. ATIC staff also have specialized knowledge about computer access for those with vision impairments, repetitive strain injury, learning disabilities, and other conditions that impact user interactions with computers.

ATIC consultants also demonstrate adaptive technologies to MIT faculty and staff by appointment. Staff at the MIT Computer Connection (MCC), in the lower level of the Student Center, demonstrate a subset of ATIC's alternative keyboards and mice, as well as voice recognition products. Both ATIC and the MCC maintain an inventory of keyboards and pointing devices that are available for a three-day loan period to MIT community members.

Open House, Getting in Touch

ATIC will soon announce plans for an open house to invite members of the MIT community to visit its new location and see demonstrations of various kinds of adaptive technologies. For up-to-date information, go to the ATIC Lab web site at

http://web.mit.edu/atic/www/

You can reach ATIC by calling x3-7808 or sending mail to <atic@mit.edu>. To contact the MCC, call x3-7686 or send mail to <mcc@mit.edu>. ✪

Getting Help

If you don't know where to get help for your computer, network, or telephone problems, dial one of the help lines listed to the right.

If you prefer to use e-mail, you can send your questions to the corresponding e-mail addresses on the far right. (When logged into Athena, you can also use the `olc` command to send questions to Athena's online consultants.)

For a complete list of services offered by Information Systems, see

`http://web.mit.edu/is/services/`

For help with...	Dial...	Or send a message to...
Administrative applications	2-1177	business-help@mit.edu
Athena Computing Environment	3-4435	olc@mit.edu
Computer and printer repairs	3-0815	hardserv@mit.edu
Computer pre-sales consulting	3-7686	mcc@mit.edu
Disabilities and computing	3-7808	atic@mit.edu
Macintosh computers (including network problems)	3-1101	mac-help@mit.edu
PC computers (including network problems)	3-1102	pc-help@mit.edu
Telephone repairs	3-4357	5help@mit.edu
UNIX/VMS (by subscription)	3-1103	unix-vms-help@mit.edu
Voice mail	3-3677	vmail@mit.edu

Surf Sites: Resources for Photographers

The newest version of Photoshop provides even more tools for editing and enhancing photographs (see the Software Spotlight on page 3). For tips on using Photoshop and other Adobe programs, visit the Adobe Studio at

`http://studio.adobe.com/`

At this site, you will also find online galleries, tutorials, and free downloads.

Many other sites on the Web focus on photography, covering everything from camera reviews to techniques to photojournalism. There are even forums where you can post and critique photographs. To sample some of what's out there, visit the sites listed to the right.

Camera Works (the day and week in photos)
`http://www.washingtonpost.com/wp-dyn/photo/`

Digital Photography Review
`http://www.dpreview.com/`

photo.net
`http://www.photo.net/`

Photography at about.com
`http://photography.about.com/`

PhotoSIG: Photo Critique and Discussion Forum
`http://www.photosig.com/`

PhotographyTips.com
`http://www.photographytips.com/`

ZoneZero (from analog to digital photography)
`http://www.zonezero.com/`

MIT Information Systems