Log On to a Mac

Beginning Fall Semester 2005 East Campus will launch User Logon IDs for Macintosh users. Logging on to a Mac will be mandatory just as it is for PC users in the TLC and computer labs.

A user guide will be available at each workstation. This user guide describes the process of how to log off the generic user account and log in using unique User Logon IDs.

E—Reserves

The electronic reserves system allows faculty to post course readings, materials, and resources online for student use both on and off campus. With this system are several benefits to faculty and students:

- Electronic access to paper reserves
- Off campus access to reading materials
- Tracking of student reading
- Ability to password: Course site, Folder, Document
- Create a course reading list for all course readings
- Online access to syllabus and course information
- Link pictures and PowerPoint presentations

You can access electronic reserves at your local campus library, campus computer lab, home, or anywhere you have internet access!

If you’d like to learn more about E-Reserves and would like to obtain an electronic reserves account, contact Dr. Shahrokh Afshar, East Campus Librarian, by email at Shahrokh.Afshar@tri-c.edu or at 216-987-2321.
Cuyahoga Community College strives to keep up with the ever changing computer industry standards; therefore, the College will be moving to Microsoft Office 2003 for the Academic image. The Technology Learning Center serves as the main computing resource for Tri-C students. Students use the TLC for general computing such as web browsing and email, and also make heavy use of the office applications for report preparation, data collection, and presentation preparation. The College places a lot of emphasis on the students developing communication and collaboration skills making these applications very important to our student’s education.

This upgrade will increase student productivity and efficiency. Moving to Microsoft Office 2003 will provide our students with better tools. It also allows the students to better prepare for life after Tri-C by exposing them to the tools they are likely to use in other environments.

This will create a platform for our students to more effectively learn with, better support the applications they need, and will extend the life cycle of the current resources, therefore, making each Tri-C student's learning experience a complete success!

**Did You Know...?**

Did you know that Print Management is a system that will help the TLC conserve the use of printing resources through the use of Print Release Stations? Each student, faculty member, and community patron have set printing quotas.

Quotas are the amount of paper that students, faculty, staff, and community patrons will receive each semester. All students, faculty, staff and community patron will be given 500 sheets of paper to be used for their printing. Once again, printing in the classrooms will not be charged against quotas. What if I exceed my quota during the semester? You will receive a notification page that you must bring to the front desk. A TLC staff member will assist you in replenishing your quota. Quotas will be replenished by 100 sheets. *Quotas are replenished every semester. Each workstation prints to an assigned Print Release Station.

Computer Workstations 1 thru 29 will print only at Print Release Station A.

Computer Workstations 60 thru 113 will print only at Print Release Station B. (This includes ACCESS designated workstations.)

Library research print release station will service the library research workstations.
**Fun things to do in the Computer Lab**

1. Laugh uncontrollably for about 3 minutes. Then suddenly stop and look suspiciously at everyone who looks at you.

2. Before anyone else is in the lab, connect each computer to a different screen than the one it's set up with.

3. Try to stick a Nintendo cartridge into the 3 1/2" disc drive. When it doesn't work, get the supervisor.

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**Obtain a Simplex Card**

In order to gain access to the Academic Excellence Center (room E3-3300), you must follow the procedures below:

1. Make your request known to Barbara Wilson, TLC Assist Manager, extension 2444 or to Jackie Pulliam, TLC Campus Director, extension 2448.

2. Complete an Academic Excellence Center access form with your dean’s signature. (Obtain a form from TLC).

3. Barbara will issue you a card. Then you must go to A & R and have your picture taken.

4. Once the picture has been taken, you must return it to Barbara Wilson so she can ensure that your picture has been taken.

5. Barbara will then email Officer Sharon Wilson, Metro Public Safety, with your card number and Officer Wilson will activate your card.

If you have any questions or concerns, please contact Barbara Wilson at extension 2444 or by email, Barbara.Wilson@tri-c.edu.

**Guess Who Contest**

Thanks to all who participated in this past summer’s Guess Who Contest! As promised we had 3 winners who matched each Tri-C staff member correctly. Olivia Cartwright, Library Customer Service Specialist, Dana Stylinski, Library Customer Service Specialist, and Karen Blanchard, Clerical Assistant for Admissions & Records all received gift cards to Borders Book Store.
**Tips & Tricks**

**Selective undoing previous actions**

Selecting Edit, Undo will undo your last action. Word, however, stores a list of your last one hundred edits and you can selectively undo any one of these. To see the list click on the down arrow beside the undo button and select the one you want to undo from the list.

**Removing formatting for a portion of text**

To quickly remove character formatting, such as bold, italic, or underline, and reset text back to the normal style, select the text and press Ctrl+Spacebar (Ctrl+Shift+Z also works). To reset paragraph formatting, such as tabs and indents, back to the normal style press Ctrl+Q.

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**TLC/ Library Hours of Operation**

The Technology Learning Center and Library are open on the following days:

<table>
<thead>
<tr>
<th>Days</th>
<th>Monday—Thursday</th>
<th>Friday</th>
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<tbody>
<tr>
<td></td>
<td>8 a.m.—10 p.m.</td>
<td>8 a.m.—5 p.m.</td>
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<tr>
<td>Saturday</td>
<td>8 a.m.—4 p.m.</td>
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<tr>
<td>Sunday—Closed</td>
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</tbody>
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**Special Thanks To The Following Who’ve Helped Make This Issue of The TLC Communicator Possible:**

Terry Hancox—Library/LRC/TLC

Jackie Pulliam—TLC

Nikhil Chand—TLC

www.slinkycity.com/computer-lab.html

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We’d like to hear your comments on our newsletter. If there’s something special you’d like to add to our next issue, please contact Dawn J. Williams, Office Assistant, at 216-987-2121 or by email, Dawn.Williams@tri-c.edu or Janeice Satterwhite, Clerical Assistant, at Janeice.Satterwhite@tri-c.edu.