March 2012

Upcoming Events

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Start Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mar 5</td>
<td>Technology Committee meeting</td>
<td>3:15 pm</td>
<td></td>
</tr>
<tr>
<td>Mar 8</td>
<td>Section 508 Website Accessibility</td>
<td>2:00 pm</td>
<td>BONH 106</td>
</tr>
<tr>
<td>Mar 8</td>
<td>YouTube Auto Caption</td>
<td>3:00 pm</td>
<td>BONH 106</td>
</tr>
<tr>
<td>Mar 13</td>
<td>Web Design Using FrontPage</td>
<td>10:00 am</td>
<td>BONH 106</td>
</tr>
<tr>
<td>Mar 15</td>
<td>Datatel Standup</td>
<td>9:30 am</td>
<td>PDR #1</td>
</tr>
<tr>
<td>Mar 26</td>
<td>Section 508 Website Accessibility</td>
<td>1:00 pm</td>
<td>BONH 106</td>
</tr>
<tr>
<td>Mar 26</td>
<td>YouTube Auto Caption</td>
<td>2:00 pm</td>
<td>BONH 106</td>
</tr>
</tbody>
</table>

Customized Tabs For Office 2010 Ribbon

By Kourtney Brewster

Did you know that you can change what is shown on the Office 2010 Ribbon? Simply right-click in the ribbon area and select “Customize the Ribbon.” From there you can change all sorts of things to suit your specific needs. You can add or remove commands from the existing tabs, or even create a whole new tab to put your most commonly used shortcuts on.

To add a command, select the tab (and group, if applicable) that you would like to change on the right, highlight the command from one of the command lists on the left, and then click the “Add” button in the middle. To remove, just choose the command on the right and click the “Remove” button in the middle.

To create a new tab, select the “New Tab” located at the bottom on the right side. After you have created this tab you can add as many groups and commands as you would like, and rename any of them by right-clicking on it and selecting “Rename.” Lastly, if you would like the tab to appear in a specific place among your other tabs, highlight it in the list, and using the arrow buttons on the far right, move it up or down to its new position.


Apps Galore!

By Justin Smith


Want more? Take a look at my PPT for the iPad Workshop at: [http://www.canyons.edu/offices/css/apple/ppts/iPad-Workshop-JustinSmith.zip](http://www.canyons.edu/offices/css/apple/ppts/iPad-Workshop-JustinSmith.zip)

If you’ve yet to experience an iOS device, you can check out one of the three iPads we have available in BONH-107 and give them a test ride! Please call ahead to reserve one.

Student Workshops

Information Technology, in partnership with Student Development, offers a “Brown Bag” technology workshop series for students. This series, offered in the ASG Computer Lab, provides students with a 30-minute training on popular technology topics students need to be successful in college.

The first workshops for spring are coming soon, so watch your email and mailbox for information. In addition, if you have any suggestions for workshops we should offer that would better prepare your students for class, please let us know. We also plan to create some self-paced tutorials on the topics covered in the workshops and make them accessible to the students.
Technology Tips And Tricks

How to set a picture as desktop wallpaper for Mac OS:
1. From the Desktop, choose Apple, System Preferences.
   The System Preferences window appears.
   Or Control-click the Desktop itself and choose Change Desktop Background from the contextual menu. Then you can skip to Step 3.

2. Click the Desktop and Screen Saver Icon
   The desktop & screen saver icon appears

3. Click the folder in the column on the left and then click a picture in the area on the right.

Keeping Your Home PC Safe

By Be Phan

Is your computer running slow? Do you have weird screens popping up at random times? Your computer could be infected with a virus or malware. Here are some tips to protect yourself from viruses and malware.

- **Install/Update your anti-virus/antispyware program.** These software programs will help detect and protect you from getting viruses and malware. It doesn’t help to just have it installed. You need to keep them up-to-date as viruses and malware threats change on a daily basis.

- **Filter your emails.** The easiest way to get malware and viruses is through those enticing emails. Don’t be fooled! Filter your email with a SPAM filter. Most commonly used email applications such as Outlook, Gmail, and Yahoo come with spam filters. Spam filters are NOT 100% effective but you can also protect yourself from spam by following these email rules:

  - NEVER open an email or attachment from someone you don’t know.
  - NEVER open an email attachment with an .exe file extension.
  - NEVER click on a link from a spam email.

These are just a few tips to help keep your home PC safe.

SPOTLIGHT

It was May 4th of 1993 when Shawn Irwin decided that College of the Canyons was the place he wanted to work. Shawn started as a college assistant in Audio Visual on that date, which positioned him well when his current position opened in 1997. For almost 15 years, most of you have seen Shawn as the man behind the camera or the one who adjusts the microphone volume at college events. In fact, he does so much more. Shawn is responsible for running the district’s video conference system, providing duplication services to the campus community, and ensuring that important District events are captured and preserved.

When not at the college, you can find Shawn on his bike riding through the streets and hills of the Santa Clarita Valley. An avid bicyclist, Shawn has biked across Europe and participated in events like the AIDS Ride. Trading in pedals for a motor, Shawn recently spent five weeks touring Alaska and Canada by motorcycle. In addition to spending his time on two wheels, Shawn is also a licensed helicopter pilot! Having completed helicopter school, he flies for fun whenever he can with the ultimate goal of turning his passion for flying into a career.

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