SharePoint and Your Website

By Mike Gunther

In case you haven’t heard, College of the Canyons has implemented SharePoint as a new content management system (CMS) to simplify the management of websites. SharePoint makes new features available to website owners, such as:

- Edit your website using your web browser. No specific software needed. Edit your website from any Internet-connected computer.
- Uniform design to bring consistency to the look and feel of College of the Canyons websites.

In order to take advantage of these features for your own websites, the sites must be migrated to SharePoint.

Information Technology would like to help you in this process. Workshops on SharePoint and how to edit websites using SharePoint will be offered throughout the year or on an individual or small group basis upon request. Contact Professional Development for more information.

MacWorld 2014, aka iPocalypse

By Justin Smith

Is your home slowly filling up with iPads? Do you find yourself utilizing the cloud to manage your data between multiple devices? Are you jumping from iPhone to iPad to your computer in a smooth continuous flow of your data? As you may have noticed, with all of the additional options out there, different devices are better for different tasks.

This year’s MacWorld Conference had a strong mobile undertone in every lecture I attended. That said, here are some gems that I brought back from the conference. I hope you find them as useful as I have! Most of them are free, so head on over to the App Store and give them a shot.

- **Evernote** :: Note-taking application with cloud storage
- **GoodReader** :: PDF indexing, versatile among other iPad apps
- **1Password** :: Keep track of your access!
- **Teleprompt+** :: TelePrompting software for your iPad
- **Google Voice** :: Forward your phone number to a Google Voice number when traveling and it will leave the voicemail in your email.
- **GoToMeeting + WebEx** :: Host/attend an online meeting
- **Idea Flight** :: Pilot($$) + Passengers :: Ad hoc network created for users to join your presentation without a projector
- **Pen Ultimate w/ Adonit pen stylus** :: Most tactile stylus yet
- **Genius Scan+** :: OCR page scanning
- **Scanner Pro** :: OCR page scanning
- **Trip It** :: Travel planning with flight notification
- **BizXpense Tracker** :: Travel Expense tracking software
- **Print HammerMill** :: Print from your iPad
- **Adobe IDEAS** :: Drawing application
Technology Tips and Tricks

How to Insert Images & Videos into Emails Using iOS 7

By Mauricio Escobar

Here’s another change in iOS 7.1 that you may be interested in. Previously, if you had started typing an email, inserting additional images or video would prevent you from continuing without switching apps or starting over. With the release of 7.1 that has changed.

Step 1: Tap anywhere inside the email and three options appear.
Step 2: Tap on the white arrow to reveal additional options.
Step 3: Select “Insert Photo or Video” and insert one photo or video at a time.

Office 2013 is Coming to Your Computer

By Brian Weston

Microsoft Office 2013 has been installed on our test group’s machines successfully, and the first adopters who have taken our workshop are now all up and running. Computer Support can now concentrate on installing Office on a few thousand more machines across campus.

Beginning in June, you may see a pop-up on your machine from KBOX informing you that Office 2013 is ready to be installed. You will have an option to snooze the install or install if you are ready. The update takes about 30 to 40 minutes.

Microsoft has training videos that can help you get to know the new Office: http://office.microsoft.com/en-us/training/

For those of you who are ready to update your home computer, our Microsoft campus agreement enables faculty and staff to purchase Office 2013 through the Foundation for $39.99. Go to: http://www.foundationccc.org/CollegeBuys/CollegeBuysHome/