Print Management Study Underway

By Jim Temple

Over the summer, Staples and Toshiba approached the college about conducting a print management study. The study is intended to collect information on our printing/copying habits both in instructional and office areas to determine if there are efficiencies (double-sided printing, energy efficient printers, printer consolidation, etc.) we are not currently taking advantage of that could save the college money. Both companies are providing this service free of charge.

We conducted a tour of the campus in August where we identified every printer and copier in use. Page counts and test pages were collected from each of the units to establish a baseline for comparison. In addition, a software program was installed on our print servers to record the type of print jobs sent to all network printers. Staples conducted interviews with several staff members to get a better understanding of our printer needs and will be scheduling additional interviews soon. This information will assist the companies in developing their recommendations. The assessment will run throughout the fall semester to accurately analyze the ebbs and flows of our printing needs. In December, both companies will prepare a report with their recommendations for our review.

If you have any ideas or recommendations about printing efficiency for the college, please contact Jim Temple. All ideas are both encouraged and welcomed.

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 fall 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

Changing the Color Scheme in Office 2010
By Kourtney Brewster

Did you know that you can change the default color scheme in Microsoft Office 2010? The default color is blue, but you also have the option of silver or black.

To change the color scheme go to the “File” menu in any Microsoft Office program. From here you will choose “Options,” which opens a new window. By default it should already be on the “General” menu, but if not, make sure you choose “General” on the left hand side. Now you will see a dropdown box for “Color Scheme” where you can choose from Blue, Silver, or Black. Whatever change you make here will take effect in all of your Microsoft Office Programs.

You can see screen shots of making this change at: http://www.howtogeek.com/howto/18326/change-the-default-color-scheme-in-office-2010/

Instructors: Utilize Your Thaw Space

By Peter Hernandez

To all instructors: Did you know you can save classroom PowerPoint files and Word docs to the thaw space on instructor stations without them being lost on re-boot?

A thaw space is a designated drive, which does not erase its contents when rebooted (in classrooms and meeting rooms).

To access the thaw space drive, go to My Computer > T: Drive. There is typically about 2 GB of storage space available on the thaw space on every instructor station.

Keep in mind, everyone who uses the computer has access to the thaw space. Information stored there is not secure but this is a great resource for prepping presentation materials.

If for some reason your instructor station does not have a thaw space, please contact the Help Desk.

Netflix In The Classroom

By Brian Weston

Technology has vastly improved to where we can now stream movies online. Netflix is one of the biggest players in the game and is great for home use. What about use in the classroom?

*“Unless otherwise specified, our DVD rental service and the content on the Netflix website, including content viewed through our instant watching functionality, are for your personal and non-commercial use only and we grant you a limited license to access the Netflix website for that purpose.”*

In short, Netflix does not offer institutional subscriptions. All of its media are meant only for personal consumption. So sit back at home and continue to enjoy the newest blockbusters with some snacks, but keep your Netflix account for personal use. There are other alternatives to show media in the classroom, such as using our library’s resources or bringing in movies. As always, make sure any material you use is 508 compliant.

*http://copyright.butler.edu/a.php?gid=21886
http://chronicle.com/blogPost/blogPost-content/27018/"