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✉ **Alerts** >> **ICTS Bits & Bytes Newsletter Vol7 Number 3**

[Edit | Delete]

Admin ▶
About ICTS ▶
Core SLA ▶
Helpdesk ▶
Desktop Support ▶
Anti-Virus & Security ▶
Identity & Access
Management ▶
Training ▶
Email & Newsgroups ▶
Phone & Fax ▶
Networking ▶
Admin Systems ▶
Academic Computing ▶
Classroom Support ▶
Research Computing ▶
Student Computing ▶
Web Publishing ▶
Technical Writing ▶
About This Site ▶
Contact Us ▶
Utilities ▶
Web-based services ▶
ICTS Staff only ▶
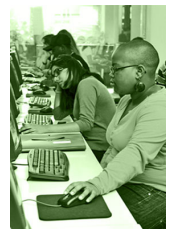
Bits & Bytes

Volume 7 Number 3

In this issue:

1. Windows 10 coming to UCT late 2016
2. Temporary passwords increased from 8 to 14 characters
3. ECAR survey analyses students' technology usage
4. Report suspicious emails to UCT's CSIRT
5. Send directions to your mobile device using Google Maps

[Twitter]

[Facebook]

[calendar]

Dates to remember:

ICTS scheduled maintenance slot
The next scheduled maintenance slot will take place on **Sunday, 26 June 2016** from 09:00 - 17:00. There will be no or limited ICT services during this time. This includes printing and IP telephony services.

Training

The *Word automation workshop*, which takes place

Windows 10 coming to UCT late 2016

When Microsoft launched Windows 10 in 2015, ICTS and a group of departments and faculties on campus set about testing the new operating system to ensure that it does not clash with existing services on campus.

The testing phase has been successfully completed, but ICTS has opted to postpone the release after the big upgrade later this year.

Microsoft will release a mega Windows 10 anniversary update during the third quarter of 2016. No release date has been announced, but as soon as the upgrade is made available, our consultants will conduct a quick assessment to ensure that everything works accordingly.

ICTS will provide you with information on how to obtain or upgrade to Windows 10 and will be able to address concerns regarding hardware and software incompatibility in due course.

"So what's new in Windows?" you may ask. Well, following the negative feedback of the Windows 8 version, Microsoft rethought the design for Windows 10. The new version now includes email and calendar notifications as well as reminders. The Start menu, which makes a comeback in Windows 10, remembers your actions and lists your most used applications and shortcuts.

The operating system also boasts a built-from-scratch web browser that is fast and efficient. Microsoft Edge offers reading list functionality and allows you to annotate web pages which you can save and view later.

If you prefer to manage your applications on various desktops, such as on your mobile device, then Windows 10 has you covered. To work efficiently, you can set up as many virtual desktops as you can handle. You can set up your email and calendar on one, your work applications on another and videos and music on a third. You can then easily toggle between these desktops at the click or tap of a button.

Temporary passwords increased from 8 to 14 characters

Now that UCT uses a non-expiring 14-character password, there was a need to change the temporary passwords that are allocated to new staff members and third parties.

For those with a South African ID the format is the last 6 digits of their ID followed by their UCT username (e.g. 113086 + 01410238 = 11308601410238). For those who do not have a South African ID, their username will be repeated twice (01410238 + 01410238 = 0141023801410238).

These temporary passwords expire shortly after first use, so we recommend that you direct all new staff members to UCT's Password Self-

14 June 2016 (09:00 - 12:00), will cover how to insert content using Quick Parts, re-use content with auto text, save and re-use formatted content in Word's building blocks and how to use Macros to automate tasks.

The *long documents workshop* is more focussed on learning how to control formatting in a collaborative document, use bookmarks, manage navigation, use sections and page breaks and troubleshoot frequent problems. The course takes place **22 June 2016** (09:00 - 12:00).

If you are new to Access 2013 then we recommend that you attend the *Essential Skills* course from **20-24 June 2016** (13:30 - 16:30). Gain an overview of the Access 2013 environment and learn how to design, query and build a database, manage data in a table, design forms and generate reports.

Management training opportunity

Applications for the fifth ASAUDIT Leadership Institute are now open. The Institute is designed as a development program for higher education professionals who manage some aspect of information technology and resources in higher education, whether within their department or for the entire institution.

The registration fees for 2016 are R23 000 (excluding vat) for ASAUDIT members and R25 000 (excluding vat) for non-members.

This fee includes your accommodation, activities, meals and materials for the

Service.

You may also want to show them our New to UCT guide, which will help them get set up in no time at all.

ECAR survey analyses students' technology usage

"Improve access to technology", "teach us how to use technology" and "promote lecture recording" were some of the recommendations that UCT undergraduate students made in order to better facilitate or support their academic success.

These were some of the responses from students taking part in the 2015 Study of Students and Information Technology survey run by the EDUCAUSE Center for Analysis and Research (ECAR). The survey, which takes place during the first quarter of the year, analyses worldwide trends in the use of technology in higher education.

Over 50 000 undergraduate students from 161 institutions in 11 countries took part in the 2015 survey. UCT's participation, at just 470 undergraduate students, was larger than in previous years.

Overall (and at UCT) more undergraduate students own a smartphone than a laptop. At UCT, 73% of students indicated that they felt more connected to what was going on at campus and 60% said they felt more connected to other students.
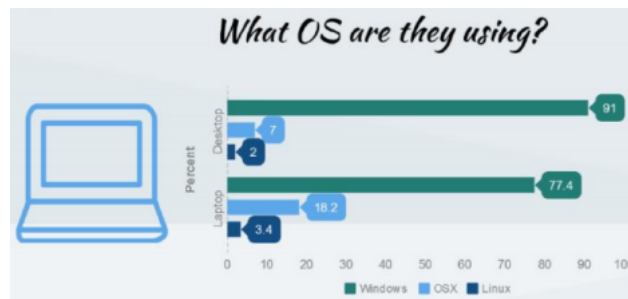
Android was listed as the most used operating system for mobile devices on campus, followed by Apple, BlackBerry and Windows.
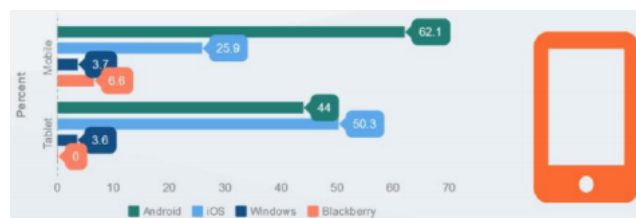
Cyber security is a top concern at universities around the world and so the survey included questions about how securely students use their devices. Worryingly, over 40% of UCT undergraduates let their devices be used by someone else - without checking what they are doing, while 33% said they had shared their passwords with someone else.

The UCT results have been added to the ECAR infographic that is sent to all participating institutions and gives UCT an indication of the levels of satisfaction experienced by the students regarding teaching, learning and IT.

Report suspicious emails to UCT's CSIRT

UCT makes use of extensive spam filtering technology to prevents millions of spam and phishing emails from arriving in your mailbox. There are times

duration of the Institute which is from 05-09 September 2016.

More information about ALI 2016 is available on the ASAUDIT website.

Editing PDFs is a lot easier than you think

Working with PDF documents has become a lot easier thanks to Adobe Acrobat Pro DC. This useful tool not only converts Word, Excel and PowerPoint files, images and HTML pages into PDF documents, but allows you to edit and annotate these documents at the click or tap of a button.

You can edit PDFs by writing or drawing on them just as you would on a standard paper document. But if you prefer to work in Word, you can easily convert the PDF to Word and make your changes that way. In the event that you only have a print out of a document that requires changes, Acrobat has you covered. Simply scan the document to PDF format and either edit it as is or convert it to Word or Excel.

If pages need to be removed from the PDF file, don't fret about having to start from scratch. Simply select the page that you want to remove and click delete. In the event that you need to add another file, you can insert it just as easily into the PDF pack. The possibilities are endless.

The best part is that Adobe Acrobat Pro DC is available to all UCT staff who use Windows and Apple devices via the Downloads section on the ICTS website. Remember though, that you

though when an email may slip through and land in your mailbox.

The majority of these emails are harmless attempts to sell a product or promote a service. There are, however, those fake emails that scare you into clicking on a link to avoid some disaster such as your mailbox running out of space. But rest assured, UCT staff and students have large mailboxes (50GB) and any message to alert you to a space issue will not contain a link.
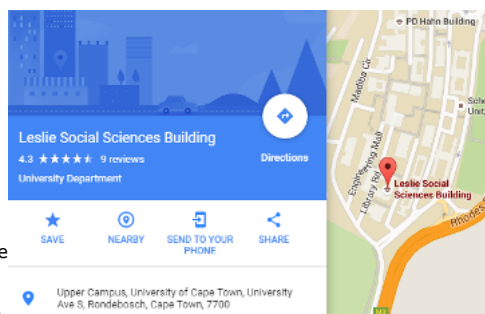
If you receive an email that you think is suspicious, send it to CSIRT (the UCT Computer Security Incident Response Team) for investigation. The team, established in 2015, will respond, control and manage the incident and facilitate a safe solution. In addition to these types of incidents, the team also investigate breaches of facilities and systems that store confidential information, computer security policies violations, unauthorised computer access, compromised user accounts, physical damage to computer systems as well as spyware and ransomware.

Send directions to your mobile device using Google Maps

Cape Town is such a diverse city and there are always new places to try out. Whether it's a trendy tea shop located in Long Street or an antique clothing and music store housed in a garage down a side road, there is no doubt that there is plenty to see and do in this city.

While it may be easy to find the iconic Long Street, venues that are located in quieter streets may be a bit more difficult to find, especially if there are one-ways and cul-de-sacs. This is where Google Maps comes to the rescue.

If you are going to an unfamiliar area, use Google Maps from your PC to send directions to either your mobile device or GPS. Before you begin the search from your PC, ensure that you are logged on to the same Google account that you use on your phone. Search for the building or street that you are going to and, once located, select your preferred option from the left-hand menu to receive the map on your mobile device. In a matter of seconds you will receive a notification on your phone which you can then open to view the map or get directions.

You can also use the SHARE option to create a link to the map. This comes in handy if you are hosting an event and want to share the location with guests. If you have an event website, you can embed the map on your directions page.

Gone are the days of fussing with upside down map books - let Google Maps show you the way.

need to be on campus to download the software.

If you are keen to learn how to use this software, then have a look at the ICTS training calendar to see when the next Adobe Acrobat course is running. Alternatively, you use the lynda.com online training resource to learn more.

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