



IT Matters

Elizabethtown College Information & Technology Services Newsletter – April 21, 2016

Coming This Summer: Windows 10 & Office 2016

This summer, ITS will begin upgrading campus computers to Windows 10 and Microsoft Office 2016 (Windows and Macs). This process will start with all computer labs and classroom computers in June 2016. Office computers will be automatically upgraded when they are replaced or updated over the next few years. Options for advance upgrades will be available if you'd prefer to start using the new software this summer, beginning in June 2016.

Additional details about the specific timeline, options for upgrades, and change guides will be provided over the summer. If you'd like to learn more about the new features in Windows 10 or Office 2016 in the meantime, please feel free to browse these pages:



- Office 2016 (Windows) - <https://products.office.com/en-us/whats-new-office>
 - Office 2016 (Macs) - <https://support.office.com/en-us/article/What-s-new-in-Office-2016-for-Mac-2a0540c7-4ce7-4c4a-8b64-6d97ebca92b9>
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- Windows 10 Getting Started- <http://windows.microsoft.com/en-us/windows-10/getstarted-whatsnew-cortana>
 - Windows 10 Introduction for Education - <https://education.microsoft.com/GetTrained/Introduction-to-Windows-10>

Computer Lab Software for 2016-2017



The end of the semester is just around the corner, but ITS is already working on the software upgrades for next year. If you use classroom lectern computers or labs, please review this document to ensure the software you use is listed in the right rooms. If you need a change to this list, please email helpdesk@etown.edu by Friday, May 13th.

[See the Software »](#)



Don't be Snowed by Ads and Viruses

Is your computer safe from viruses? How do you know? Don't Be Snowed by pop-ups or fake ads or links. Find out how to protect your computer with this article.

[Don't Be Snowed »](#)

Maximize Wi-Fi on Campus, Don't Be a Wi-Fi Monster!



Spending your time waiting for that webpage to load? We think your time could be used for something better. Help ITS catch the Wi-Fi monster red handed. Check out this article to find out who is hogging the Wi-Fi.

[Keep up the Speed »](#)

Preventing Device Theft



Everyone thinks it won't happen to them, but device theft happens. Don't get caught off guard. Read this article and make sure that you are prepared to protect your devices.

[Protecting Devices »](#)

Swivl Your Thinking



If traditional PowerPoint presentations are starting to feel outdated, then try mixing things up with Swivl. This device allows you to audio or video record your presentation or project to give you more freedom than you ever imagined. Check out this article on how you can Swivl Your Thinking.

[Start Swivling »](#)

ITS Technology Workshops



- [Cookies and Canvas](#) - Sessions will be held in CETL in Nicarry 114
Every Tuesday or Wednesday 10:50-11:00 or Fridays from 12:20-12:30
 - Week of April 18: New Canvas Features
 - Week of April 25: Discussion Board Tips and Tricks
 - Week of May 2: Assignments vs. Content Pages vs. Files
- [Faculty Technology Institute](#): How Physical Space Correlates to an Effective Active Learning Environment – Wednesday, May 4th in Nicarry 127 from 11:00-12:00.

Users can view the entire [training workshop schedule](#) and register to attend workshops and webinars.



Tech Tips from the ITS Blog

[Change Screen Size in PowerPoint »](#)

[Recent Updates to Canvas: February 2016 »](#)

[Open a Copy in Microsoft Office »](#)

[Canvas Tip of the Week: Student View »](#)

[Don't Add Spaces Between Paragraphs »](#)

[Recent Updates to Canvas »](#)

[Turn on BCC in Outlook »](#)

[For Faculty: New Ways to Use Rubrics to Enhance Teaching and Learning »](#)

[Malicious Email Attachments »](#)

[Ignore Unwanted Email Conversations »](#)

[Recent Updates to Canvas – March 2016 »](#)

[Customize the Ribbon in Microsoft Office »](#)

[PowerPoint Slide Master »](#)

[Sign out of Microsoft Account »](#)

[Do Not Save Passwords in Browser »](#)

[Office 365 Multiple User Edits »](#)

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Website: www.etown.edu/its

Knowledgebase: Helpsheets and videos for 24/7 tech support
Atomic Learning: On-demand video tutorials on common technology topics