

July 1998
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Information Technology

Newsletter

Computer Based Training Update for Faculty and Staff

350 CBT (Computer Based Training) Courses
<http://training.micro.umn.edu/training/cbt>

Many Courses are Available through the Web and a Modem Connection

Academic and Distributed Computing Services (ADCS) now offers computer training courses you can access through the web! ADCS has a new CBT campus server that enables you to access most of the newer CBT courses from your home computer via the Internet using a modem connection or from your office computer through your University of Minnesota ethernet connection.

To connect from home or off-campus, you need an Internet connection and a web browser, such as Netscape Navigator (version 3.01 or above) or Internet Explorer (version 3.0 or above).



Some of the older, DOS-based courses are still available only through a Novell connection.

ADCS currently offers a library of 350 CBT courses. Course examples include Microsoft Word and Excel, Microsoft NT Workstation, Novell NetWare, Lotus Notes, Oracle 7, C/C++ Programming and Unix. This library is updated yearly.

Fees

A nominal course fee will be charged to help cover administrative expenses.

Student Access is Coming

The CBT program will be released to students in September 1998.

What are the advantages of this type of computer training?

It's convenient.

- Take the courses directly from your home computer or office desktop!

You can work at your own pace.

- Take courses at your own pace. You have one full week to complete the course(s) you enrolled in. Just add a bookmark where you stop, and you can start again where you left off.

It's cost-effective.

- No expensive registrations, lodging, parking, meals, or other expenses associated with off-campus training.

You can test your progress.

- Tests are administered throughout the course(s) so you can chart your progress. If needed, you can repeat sections in the course and take the tests as often as you like.

For more information on course descriptions and registration information, consult the ADCS computer training website at: <http://training.micro.umn.edu/training/cbt/>

■ Renee Wright, Academic and Distributed Computing Services

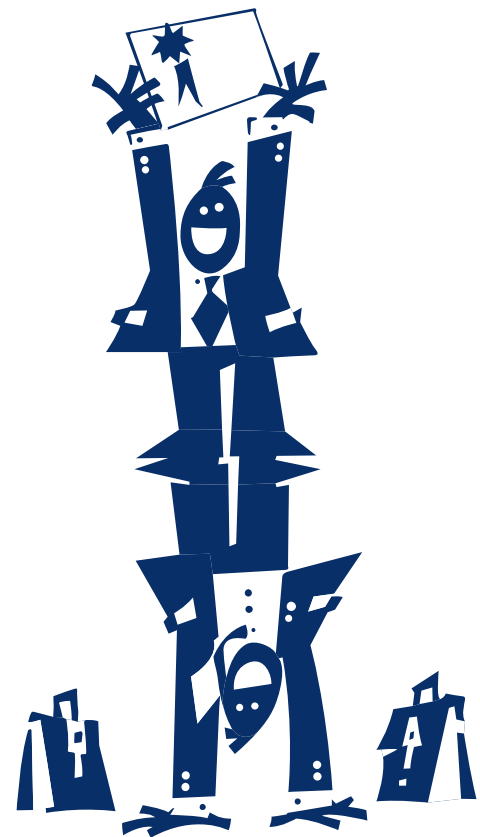
Data Warehouse Updates

▼ New Human Resource Database Available

A new database containing data from the PeopleSoft HRMS (Human Resources Management System) is now available in the Data Warehouse. It is available in Sybase and Oracle but will not be available in DB2. A data dictionary, describing the database, is available on the IDEA website at: <http://notes.ais.umn.edu>

Existing APSO and Staff Demographics Data Warehouse Users

Everyone with access to private data in existing APSO or Staff Demographics databases of the data warehouse has been given access to private data in the new Human Resource database. Anyone with public data access to the Staff Demographics database who used the data within the last 90 days has also been given access to the public portions of the new database.



Mid-July Notification

Existing users of APSO and Staff Demographics will be notified of their new Oracle ID and password by mid-July.

Current Sybase IDs and passwords will be valid on the new HR Sybase tables.

New IDEA Users

If you never had an IDEA id but would like to request access to the new Human Resource database, you can fill out the forms found on our website and submit them to Gary Ogren, Human Resources, for approval. The access process generally takes seven to ten business days. The web address for those forms is: <http://www.umn.edu/ccco/security/sec00032.htm#a31>

Fiscal Year End Data

The APSO and Staff Demographics databases (DB2 and Sybase versions) of the Data Warehouse were updated through the end of fiscal year 1998. This "snap shot" will remain available until further notice.

▼ Web-based Reporting Tool Being Evaluated

The data warehouse group is reviewing a web-based reporting tool that would provide data warehouse customers with a reporting alternative to desktop applications and the IDEA query tool. The evaluation will continue through July 15th, and we will publish the results in an upcoming newsletter.

▼ Changes to Existing Data Warehouse Tables Related to New Human Resource System

With the implementation of the PeopleSoft Human Resource system on June 29, 1998, a key field, **demo_id**, will no longer be available in the system.

A new key field, **emplid**, takes its place. In order to link payroll related data warehouse tables to the new Human Resource Data Warehouse tables, we have to make changes to add the emplid field to the PAYACCT and HERDB data warehouse databases.

Dates of Changes

These changes will occur between June 29 and July 9. Below is a summary of changes:

PAYACCT

- The emplid field will be added to the person_private table and the person view.
- The table/view will have both the demo_id field and the emplid field.
- The emplid field will be populated for all employees.
- The demo_id will remain but will contain blanks or zeros (after the conversion point).

HERDB

- For the prior year file (_pr), a new field, emplid, will be added when we change the table name after the fiscal year end both in DB2 and on IDEA.
- For the current year file (_cu), the demo_id field will be dropped and be replaced by the emplid field.
- The format of the emplid field is character, with length of eleven.

For a graphic of the PAYACCT and HERDB changes, please see: http://notes.ais.umn.edu/DW_PS/EMPLIDCON.html



▼ Keep Informed. Join IDEA-L

We will communicate via our IDEA listserv when these changes actually occur. To become a member of this IDEA mailing list

- send e-mail to LISTSERV@tc.umn.edu
- leave the subject line blank
- place the following text on the 1st line:
SUBSCRIBE IDEA-L your full name
example: SUBSCRIBE IDEA-L John Doe

Once you are a member, you may send mail to the listserv using the address:

- IDEA-L@tc.umn.edu

If you have questions or comments, please send e-mail to x-applic@cafe.tc.umn.edu

■ Pam Combs, Integrated Systems Solutions (ISS), Data Warehouse

A Computer Repair Services Exclusive

CRS Awarded the Micron Warranty Service Center for the Entire State of Minnesota

Computer Repair Services (CRS), formerly Engineering Services, has been selected the **exclusive** Micron Computer Carry-In Warranty Service Center for the entire state of Minnesota as of March 30, 1998.

CRS is now authorized to repair all Micron computer equipment. Just bring your Micron computer equipment to CRS for service.

For University Departments or Residence Halls, CRS can repair your computer equipment on-site for a small fee.

✦ **Warranty Service for Other Products**

Computer Repair Services is also an authorized warranty service center for most products manufactured by Apple, IBM, Dell, Hewlett-Packard, Equus, Compaq, and others.

You can request computer repair services via our Service Request Form at our website or call Computer Repair Services direct.

✦ **Computer Repair Services**

University of Minnesota
152 Shepherd Labs
2716 Summer Street NE
Minneapolis, MN 55413

Service: 627-4525
Contracts: 627-4570
FAX: 627-4696
Web: www.umn.edu/crs

■ Renee Wright, Academic and Distributed Computing Services


<http://www.umn.edu/crs>



Perplexing Problems

Dealing with Two of the Most Perplexing Problems in On-line Searching: Finding the Elusive Journal Article

Nancy K. Herther, University Libraries, <http://www.lib.umn.edu>

 Have you had problems locating articles, even though you think you know the topic and perhaps even the journal name or author's name? We have all had search experiences where our results just don't seem to make sense. Two of the most perplexing areas – even for seasoned searchers – have to do with the way databases are developed. I hope this discussion will help you understand why you sometimes find a dead end even though you *know* some article exists and must be in a database or journal.

Comprehensive versus Selective Literature Coverage

Databases come from different, largely commercial vendors. These vendors have different clientele that they have targeted and different goals in putting together their products. When you look over information on some database, carefully note the terminology used.

- Do they claim to give comprehensive indexing? (And if so, what does that mean to them? All articles? All articles plus reviews, letters, etc.? Or selective coverage?)
- Is their intention to cover a subject by providing broad coverage of the field?
- Does the vendor instead promise complete indexing to a core set of journals?

Databases available through the Libraries include databases which do both, although most databases today do *not* provide cover-to-cover indexing. If you are beginning a major, comprehensive research project – such as a dissertation – you will want to schedule a meeting with a librarian to discuss your needs in detail and get the help you will need in developing your research strategy.

Two Approaches

There are two basic approaches to indexing information: selective or comprehensive coverage of the literature. Neither of these approaches is perfect in terms of giving you *everything* on any topic, and both have advantages as well.

1. Comprehensive Indexing

The Applied Science and Technology Index, Education Index and the other indexes from H.W. Wilson, as well as the Current Contents database, are all good examples of vendors and databases which basically provide cover-to-cover indexing for a core set of publications. This is great if you want to do a comprehensive search of a particular literature. However, you will be missing the occasional coverage from publications which might not be core to your field, since these databases do not try to drop in citations which might be relevant from *other* publications.

2. Selective Coverage

This approach casts a net broadly and sifts through what they find to present the state-of-the-art on some particular topic. Women's Resources International, ABI/Inform, and PAIS are good examples of databases that include a variety of information resources – in some cases dissertations, popular magazines, research journals, books and other items – that their team of indexers believe to be important in terms of covering their fields.

In an ideal world, you would probably want to cover both types of databases in your search. However, since most people have neither the time nor the ability to look through *all* possible sources, you will need to be very specific about your needs up-front so that the choices you make will help and not hinder your research.



LUMINA is the on-line computer system of the University of Minnesota Libraries–Twin Cities, and includes MNCAT, the catalog of most of the books and periodicals in the Libraries' collections. Access to MNCAT is available free of charge with no password. Due to contracts with commercial vendors, many of the other databases available through LUMINA may be accessed only by University of Minnesota faculty, staff, and students; this restricted access also requires a campus e-mail username (ID) and password.

**Figure 1:
Original Citation and Abstract from
Social Sciences Abstracts Database**

AUTHOR: Powell, Mary Ann.; Parcel, Toby L.

TITLE: Effects of family structure on the earnings attainment process: differences by gender.

SOURCE: Journal of Marriage and the Family v. 59 (May '97)
p. 419-33

ABSTRACTS: A study was conducted to compare how being raised in an original, two-parent family and being raised in other family structures impacts on the educational achievement, occupational status, and earnings attainment of a national sample of 30- to 59-year-old women and men. The findings reveal that family structure has different effects by gender. Although both men and women from original, two-parent families earn more on average than those from other family structures, this effect takes place via educational attainment for women. For men, other variables, such as smaller family size, being Catholic, higher levels of parental education, and being white, explain the association between family structure and attainment. Those men who are brought up by both natural parents are not advantaged educationally in comparison to those from other family structures. However, a cohort analysis for men that compares baby boomers with pre-baby boomers indicates contradictory effects of family structure that warrant more research.

**Figure 2:
Abstract for Same Article from
Expanded Academic ASAP**

Abstract:

The impact of family structure on the occupational status, educational attainment and income status of a national sample of 30- to 59-yr. old women and men is examined. An original, two-parent family structure is compared with other types of structures. The data acquired from the 1989 Panel Study of Income Dynamics reveal that the effects of family structure may vary according to gender.

LUMINA's Indexes Section

Each database in the *Indexes* section of LUMINA includes an option to learn more about that particular database. In addition, each database includes background information and help sections to guide you in the best selection and use of the materials.

Multiple Citations for the Same Articles: Examples of Good versus Not-So-Good Indexing

Many publications are core to more than one discipline and so will be indexed in more than one database. In some cases, this duplication may work in your favor. You will find that the quality of indexing varies from database to database, vendor to vendor and, in some cases, from indexer to indexer. Quality control is often a problem, and it's one that can create major problems for researchers.

Presented here, as an example, is the indexing from four different databases for the same article. Notice the differences that exist in what the indexers determined to be the major issues and concepts being presented in the single article. Note, too, the extreme importance of words.

Figures 1-4 are examples of indexing from four different databases for the same article.

Notice the differences that exist in what the indexers determined to be the major issues and concepts being presented in the single article.



**Figure 3:
Abstract for Same Article from
Population Index Database**

This study compares how being raised in an original, two-parent family and being raised in other family structures affects educational achievement, occupational status, and earnings attainment for a national sample of 30- to 59-year-old women and men. Data are derived from the 1989 Panel Study of Income Dynamics. Findings suggest that family structure has different effects by gender. Although both men and women from original, two-parent families earn more, on average, than those from other family structures, for women, this effect occurs through educational attainment. For men, the association between family structure and attainment is explained by other family background variables, including smaller family size, being Catholic, higher levels of parental education, and being White.

**Figure 4:
Abstract for Same Article from
Family Studies Database**

ABSTRACT: This study examined how being raised by both natural parents affects educational attainment, occupational status, and earnings, compared with growing up in other family structures, and whether these effects differ by gender. For this study, a subsample of 3,523 respondents were drawn from a 1989 Panel Study of Income Dynamics, a longitudinal survey that gathered data on income, family structure, and socioeconomic background. Sample members were from original families, and were between 30 and 59 years old in 1989. Findings indicated that although both men and women from original, two-parent families earned more, on average, than those from other family structures, for women, those effects occurred through educational attainment, suggesting that family structure had different effects by gender. For men, the association between family structure and attainment was explained by other family background variables. Further research in this area was recommended. (CWB)

No Easy Answers

In on-line databases where the articles are indexed, you are forced to search through the words and concepts chosen by the indexers. As you can easily see, this same article would be difficult to find in the four databases if you used a standard set of search terms in all of the databases. Even searching by keywords in the full-text of the abstract or article can be problematic, as the words used for a given concept can change over time or from researcher to researcher (for example, pigs used in one article and swine used in another).

This is a major problem and one without an easy answer. We are in the information age, and we do not have standards for indexing which would cover these situations. Information today is also a commodity and one which is carefully treated as a revenue resource by the vendors which own the various databases. The best advice is *user beware!* If you have problems or note inconsistencies, please work with the reference staff of the Libraries or feel free to contact the vendors yourselves to seek clarification or corrections.

In some ways, some of the duplication is worthwhile. For example, let's say the article you want is available also in Academic Index or ABI/Inform. Since many popular titles in ABI/Inform and Academic Index are included *full-text*, you may not need to go any further in terms of getting the source document.

You will want to check any vendor's definition of full-text if you plan to do extensive research using only the on-line full-text editions. Many vendors will not include side bars, picture captions, charts or perhaps some other types of materials that would be present with the print copy.

■ Communications about this column can be sent to: Nancy K. Herther, Ed/Psych Reference Service, University of Minnesota Libraries, 108 Walter Library, East Campus; 4-2020; n-hert@tc.umn.edu



Virus Protection Software for Windows 95, NT, 3.1 and DOS

Available for Departments and Individuals

Command AntiVirus

<http://www.commandcom.com/>

A year ago we announced that we had an agreement with Command Software, Inc. (the USA distributor of F-Prot software) that lets us distribute personal copies of F-Prot Professional to individual students, staff, and faculty at the University of Minnesota at no charge. We still have that agreement, which also requires that we charge departments, who must purchase software licenses for \$8 per machine. (The retail price for a single license is about \$50.)

Since vigilance against new viruses is very important, it's not surprising that the software we're distributing now has changed; it even has a new name: Command AntiVirus—also known as CSAV. Now that one program offers protection for Windows 95, NT, 3.1, NetWare and DOS users, including protection from Microsoft Word and Excel viruses.

Obtaining the Software Obtaining Updates

If you purchase a CD version of our Internet Kit, you'll find the Command AntiVirus software on it. (Distribution of the kits is restricted to qualified members of the University community.)

Qualified individuals who have older versions of F-Prot Professional or Command AntiVirus can get updates to the latest versions from our PC Information Server. This server is accessible from our three walk-in Computer HelpLines (locations and times are on the back page of the newsletter). Since distribution of the software is restricted, individuals can only copy the software in our helplines. Look for update notices in the *announcement* section of our website:
<http://www.umn.edu/adcs>

You'll need five formatted disks to copy the software, which is self-extracting (meaning you don't need software such as WinZIP or PKUNZIP to "reconsti-



tute" it). We've setup batch files to make copying the software easier, such as FP-PRO95.BAT for the Windows 95 version.

Contacts for Departments

Departments that have purchased software licenses receive separate notices about updates. Departments that have questions about licensing the software or about updates can contact Phil Kachelmyer at: phk@tc.umn.edu or 612/625-6821.

Installation Notes

Before installing any version of Command AntiVirus, look at the contents of the README document that accompanies the software. This document contains information about the latest upgrade as well as helpful,



and sometimes essential, information. The README file's reference to the *Multi-Platform Quick Start Guide* notes that the unzipped file is in RTF format, which Microsoft Word and some other applications can convert or open:

read the Multi-Platform Quick Start Guide that is included with the installation files. It provides installation instructions and an overview of Command AntiVirus. To read the Multi-Platform Quick Start Guide, double-click the file named MQCKST.EXE. The unzipped file is an RTF file.

The multiplatform reference means the guide contains information about several operating systems, in this case Windows 95, NT, 3.1 and DOS—the systems Command AntiVirus supports.

At press time we were alerted to upcoming changes in the software, so we're not including information about any specific version here.

Getting Started with Windows 95

Installation for Windows 95 is easy. Double-click on the SETUP.EXE *application icon* on disk 1 and let the wizard guide you through the rest of the installation, including creating a rescue disk.

If you're updating from a previous version of Command AntiVirus, you can select the *Update* option, which replaces "only those files which have changed and are already on the computer."

QuickStart Guide Contents for Windows 95

- System Requirements
- Installation
- Quick Install
- Creating A Shortcut
- Creating a Rescue Disk
- Scanning Features
- Scheduled Scans
- Manual Scans
- Custom Scans
- Dynamic Virus Protection
- Memory Scanning
- Automatic Update
- Removing Command AntiVirus

System Requirements

The three Windows versions require at least 4MB of available of hard-disk space; the DOS version needs 1.5MB of hard disk space. Below are the version and memory (RAM) requirements:

- Windows 95 needs at least 8MB of RAM
- Windows NT 3.51 or higher needs at least 16MB of RAM
- Windows 3.1 or higher or Windows for Workgroups 3.11 need a least 4MB of RAM
- DOS 3.3 or higher needs at least 640K of RAM

Available for Departments and Individuals

CSAV offers protection for Windows 95, NT, 3.1, NetWare and DOS users, including protection from Microsoft Word and Excel viruses.

Shareware F-Prot for DOS

Our PC Information Server also has a copy of the shareware version of F-Prot; it's in the p:\virus directory. This is the version that came from Frisk Software and is only meant for DOS and Windows 3.1; it is not the enhanced version that you get by creating the Command AntiVirus diskette sets.

You can also download the shareware version from this DataFellows website: <http://www.datafellows.com/gallery/anti-virus/download.htm>

■ Tips from the Academic and Distributed Computing Services (ADCS) HelpLines, Mary Kelleher

Adobe Acrobat Accessibility



Acrobat Conversions via E-mail

Feel abused by Acrobat? Peeved at PDF? Help is here. Even if you have not or cannot setup Adobe's free Acrobat Reader software on your computer, you can still read the contents of PDF (Portable Document Format) files. And, the solution is easy and fast.

How's It Done?

You e-mail the URL (also called page address or location) of a PDF file that is on the Internet to one of these Adobe addresses:

pdf2html@adobe.com
pdf2txt@adobe.com

Put the PDF's URL in the body of the message. You can use whatever subject you want, and it's OK to include your normal signature.

If you encounter PDF files often, you could add one of the above PDF addresses to your e-mail software's address book.

Common Mistakes

If you put the URL in the subject line, you'll get this message by return e-mail:

```
i'm sorry, Could not find URL in message
```

If you use the URL of a non-PDF document, you'll get a message like this by return e-mail:

```
<HTML><HEAD>  
<TITLE>Please submit only URLs to PDF Documents</TITLE>  
</HEAD><BODY>  
The URL you submitted <BR>  
http://www.umn.edu/oit/newsletter/0698-itn/  
0698cont.html<BR>  
does not look like it points to a PDF document. Note  
that this convertor translates PDF to HTML or plain  
text, and should not be used to retrieve other forms  
of WWW content.  
</BODY></HTML>
```

*Even if you have not
or cannot setup
the Acrobat Reader software
on your computer,
you can still read PDF files.*

What Do You Get?

A process that Adobe Systems has set up converts the Acrobat PDF document into an HTML (web) document or a plain text document, depending on which address you used. The resulting translation is sent to you by return e-mail.

- Use the **pdf2html** address to get an HTML (web) document).
- Use the **pdf2txt** address to get a plain text (ASCII) document

When you get the message, you can read it as is. You can also save it as a separate file. Then you can open the resulting plain text document in a word processor or screen reading program, and open the HTML document in a web browser.

More Information

For more information visit Adobe's website:
<http://www.adobe.com/prodindex/acrobat/accessmail.html>

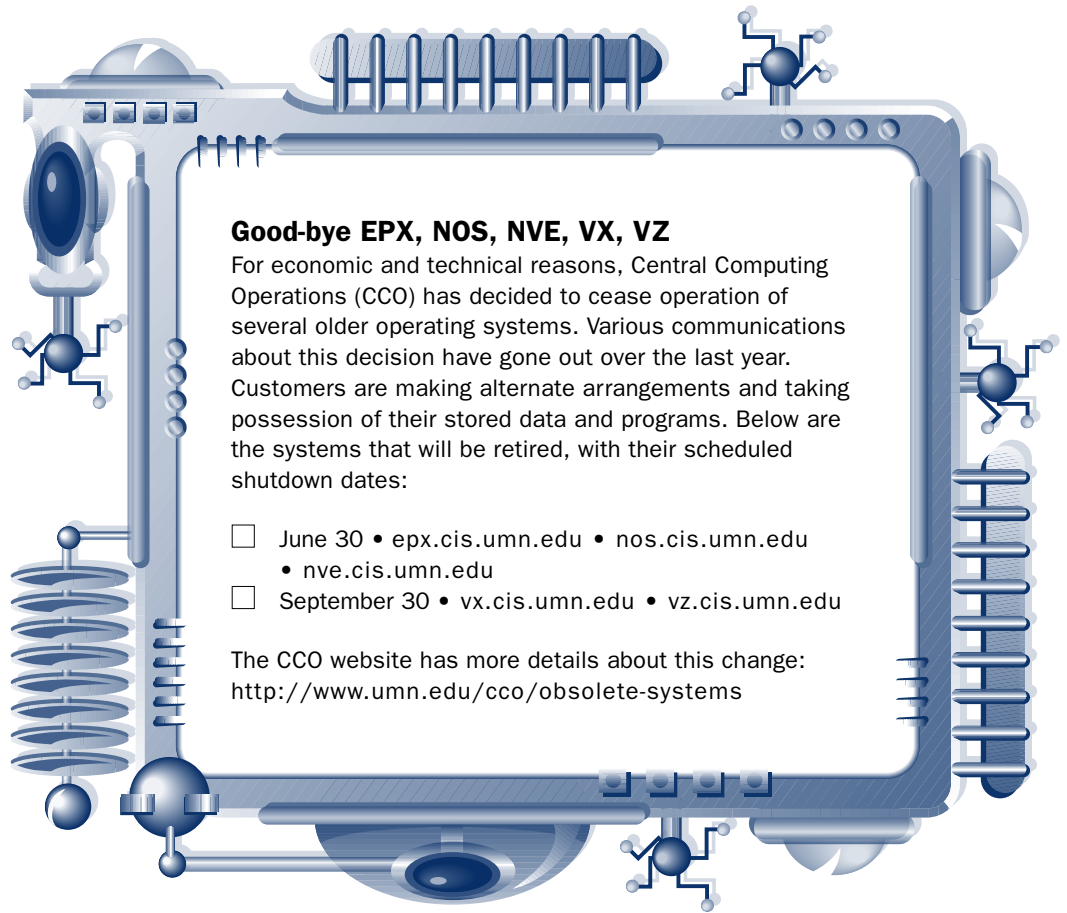
Files Not on the Internet?

If the PDF files you want to access are not on the Internet and you're a Windows 3.1, 95 or NT user, Adobe has a web browser plug-in that will let you access the files. For more information about this option, see Adobe's website: <http://www.adobe.com/prodindex/acrobat/accessplugin.html>

■ Tips from the Academic and Distributed Computing Services (ADCS) HelpLines, Mary Kelleher



Central System Update



Good-bye EPX, NOS, NVE, VX, VZ

For economic and technical reasons, Central Computing Operations (CCO) has decided to cease operation of several older operating systems. Various communications about this decision have gone out over the last year. Customers are making alternate arrangements and taking possession of their stored data and programs. Below are the systems that will be retired, with their scheduled shutdown dates:

- June 30 • epx.cis.umn.edu • nos.cis.umn.edu
• nve.cis.umn.edu
- September 30 • vx.cis.umn.edu • vz.cis.umn.edu

The CCO website has more details about this change:
<http://www.umn.edu/cco/obsolete-systems>

Information Technology Newsletter

Hardcopy Add/Change Subscription Request

Add

Change (include mailing label if possible)

Name _____

If University of Minnesota Twin Cities Campus Mail:

- Use your departmental mailing address. Do not use your personal office address.
- Mail processed through the Hospital mailroom must be addressed to a UMHC Box number.
- *Optional:* Include Campus Mail Code

Department _____

Department Mailing Address _____

If U. S. Postal Service:

Address _____

City _____ State _____ Zip _____

E-mail & FAX options:

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▼ Help Monday–Friday

CCO (BASIS/AIS/CCS), 7 am–4:30 pm 624-0555
 • central systems: IBM, EPX, NVE, UZ, VX, VZ
 • web: <http://www.umn.edu/cco>

Internet, E-mail and Microcomputers and Distributed Systems 626-4276

- call-in: 8 am–11 pm, Mon–Thurs
- call-in: 8 am–5 pm, Friday
- walk-in 152 Shepherd Labs: 8 am–5 pm, M–F
- walk-in 50 Coffey Hall: 8 am–5 pm, M–F
- walk-in 93 Blegen: 1-5 pm, M-F
- web: <http://www.umn.edu/adcs/>
- by e-mail for U of M: help@tc.umn.edu

Password: Forgot it?
 • Call the ADCS helpline 626-4276
 • Students go, in person, to any Microcomputer helpline.

NTS: 24-hour Repair Desk 625-0006
 • web: <http://www.nts.umn.edu>

ADCS Hands-on Training and Seminars 625-1300
 • self-paced training: audio, video, CD-ROM, CBT
 • customized training
 • web: <http://training.micro.umn.edu/>

▼ Dial-in Computer Access

Internet/SLIP: up to 56,000 bps at v.90 612 852-5252
 Internet/SLIP: up to 28,800 bps (v.34) 627-4250
 Internet/SLIP: ADI and ITE (with MKO) 3-0291
 SecurID Access High Speed (V.32) 19200-N81 6-1061
 2400-N81 (no parity/8 data bits/1 stop bit) 6-7770

▼ Web and Internet Addresses Quick Guide

- Modem Usage (current activity on your account)
<http://www.nts.umn.edu/services/modemusage.html>
- Internet/E-mail account management/validation
<http://www.umn.edu/validate>
- Information Technology Newsletter
<http://www.umn.edu/oit/newsletter>
- LUMINA (Library)– <http://www.lib.umn.edu>
via Telnet/TN3270: admin.ais.umn.edu
- OIT – <http://www.umn.edu/oit>
- Students (manage your academic program)
<http://www.umn.edu/tc/students/academic.html>
- UM Bookstores – <http://www.bookstore.umn.edu>
- UM News Server: news.tc.umn.edu
- UM Twin Cities – <http://www.umn.edu/tc>

▼ General Phone

Computer Accommodation Program | voice/tty ... 626-0365
 Computer Repair Services/Engineering Services 7-4525
 Computer Store, Williamson Hall 5-3854
 Digital Media Center 5-5055
 Data Custodians • Data Warehouse Databases varies
 IDEA web: <http://notes.ais.umn.edu>
 NTS (Networking & Telecom Services) Helpline 6-7800
 Statistical Software Support:
 including SAS and SPSS 4-3330

Interim Chief Information Officer and Assistant Vice
 President for Information Technology Operations
 Steve Cawley 625-8855

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 Cancel
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 your address,
 or name,
 please send
 the entire
 mailing label
 to us.

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 U. S. Postage
 PAID
 Minneapolis, MN
 Permit No. 155

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 University of Minnesota
 Office of Information Technology
 190 Shepherd Labs
 100 Union Street SE
 Minneapolis, MN 55455-0421

