

Use Cabinet to Share Files with Co-workers

Cabinet is a networked data storage drive that allows you to easily back up your files and to share important data with your department and the College, even when you are off campus. For example, if you are at home and want to send a co-worker a document that is larger than 5 MB, the size limit for file attachments in EMail, you can use Cabinet and a VPN connection to transfer the document. You are initially allowed 100 MB disk space in total storage space for your Cabinet folder. That includes posting and retrieving files in your personal folder, files in the Internal folder and Public folders.

Emerson College's VPN (Virtual Private Network) is a secure way for the faculty and staff community at Emerson to access Emerson College computer networking resources remotely. Signing up for VPN takes about ten minutes. Installing the VPN client on your home computer allows you to access otherwise restricted networking resources at Emerson such as drive mapping, Telnet (Waldo) and FTP from off campus. To sign up for and install the VPN, go to <http://www.emerson.edu/vpn/>.

Let's return to our example of sending a large document to a co-worker, In Cabinet, the Internal folder allows you to share essential files within your department The Public folder allows you to make files accessible to other departments. Let's say the person with whom you want to share this document is in another department. Here's what you need to do:

1. Sign up for VPN, download the instructions and install the VPN on your computer at home.
2. Configure the VPN Client using the documentation provided on the download page.
3. Connect to the VPN from your home computer.
4. On your home computer, select the document you want to share. From the Edit menu, select Copy.
5. Go to the web page `\\cabinet.emerson.edu\departments\[your department name]\Public`.

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TEACHING AND LEARNING

WebCT Course Gallery

By Kimberly Hall, Head, ITG

Many of us define ourselves as visual learners and prefer to see something mapped or represented through an image. Even for those who learn better through other senses, visuals are powerful communicators that make learning more effective, and can act as powerful motivators.

The following displays samples of customized WebCT course homepages. The intent is to use color, spatial layout, and representation for more immediate immersion in the course subject through selected use of visuals. Contrast, tone, and particular colors quickly convey information that can take paragraphs of text or multiple verbal explanations. The following course images, designed by an Emerson faculty member, graduate assistant, or the Instructional Technology Group, exemplify the potential of WebCT in representing course themes and topics.

Associate Professor Shujen Wang MA573 *Transnational Asian Cinemas*

Transnational Asian Cinemas examines the political, economic, and global context of Asian cinemas. The course explores the dynamics and culture of issues such as the construction and representation of gender and national differences.



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Cabinet (continued from front page)

6. Paste the document there.
7. Email the co-worker to let him/her know to retrieve the document at the above web site using Drag and Drop.

To install Cabinet and read further about why Cabinet is important, go to http://www.emerson.edu/helpdesk/index.cfm?doc_id=1431.

New Adobe Acrobat Reader Features

Adobe Reader is free software that allows you to view and print PDF files. You may already be familiar with the search capabilities of Adobe Reader (Edit/Search.)

A less known feature includes selecting text and images and pasting them into another document. Click the Select Text tool (T) and select the text that you want to copy. Double-click to select a word, triple-click to select a line of text or click four times to select all text in a page. To select and copy graphics, click the snapshot  tool and drag to create a selection marquee around text and images. You can then use the Edit/Paste command in another application such as Microsoft Word to paste the selected text or image into the document.

Besides using the vertical scroll bar to read a PDF document, here are other ways to navigate the document. Experiment with the navigation pane on the left side of the window. A bookmark acts like a table of contents. Use the buttons on the Navigation toolbar (View/Toolbars/Navigation.) You can also use the status pane on the bottom of the window to page through the document.

How about asking Acrobat Reader to read the document out loud to you (View/Read Out Loud.)

Adobe Reader 6.0 now allows you to play back a variety of embedded multimedia content, such as QuickTime and MP3 files, read and organize high-fidelity eBooks, display Adobe Photoshop Album slide shows and electronic cards and export images for online photo processing. For more information, go to <http://www.adobe.com/products/acrobat/readermain.html>.

Editor: M. Fong Tan We welcome your comments and suggestions. Please email: MengFong_Tan@emerson.edu.

Web Course Gallery (continued from front page)

Designed by former graduate assistant, Shun (Sam) Liang (Technology Analyst, Institute for Liberal Arts and Interdisciplinary Studies), Dr. Shujen Wang uses the course site to post the syllabus, assigned readings, and course notes.

Associate Professor Thomas Vogel GM611 *New Technologies in Global Markets*

GM611 is a graduate level course that introduces students to the new technologies that are changing global marketing communication.

Professor Vogel uses the Homepage to make announcements to his class. He has created a “Vogel’s Presentations” page with links to .pdf



global marketing presentation files, an “Assignments” page with links to .pdf files of all his class assignments and an

“Industry Data and Trends” page with links to case studies and relevant web sites. The GM611 class also uses the discussion board to discuss class topics.

Assistant Professor Robert MacDougall OP100 *Fundamentals of Speech Communication*

OP100 is an introduction to the basic concepts, theories and principles of oral communication as applied to a speaking situation.



Dr. Robert MacDougall and ITG developed this course template for OP100 that is used by the Organizational and Political Communication faculty

to teach numerous sections of the course.

