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Library Tech Notes

The UNLV Libraries Technology Committee

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Camille's Comments

There have been some changes to the time frame established for NEON II (a graphical user interface to NEON). Originally scheduled to be ready for testing at the end of the semester, NEON II is expected to be ready by the first part of July. Because of this delay, Myoung-ja Lee Kwon, Associate Dean, has decided to postpone our purchase of NEON II workstations for the public areas until July. As is the case with all microcomputer purchases, if you wait a few months, the price for the PC you want will have gone down. This will allow us to get a little more for our money.

John Fox is finishing up the translation of the NEON menu and authorization files for the move to a new hardware platform. SCS has asked for an extension from Digital Equipment Corp. for return of the old NEON machine. This gives us until the end of March to get the files converted and to start running the NEON terminals off the new machine.

Progress continues to be made on the redesign and revision of the Library's Web pages. Kay Tuma has graciously served as our host allowing us to utilize room in her computer account at the College of Engineering for the Library's current Web site. We have applied for and received access to computer space on a machine at NSCEE (National Supercomputer Center for Energy and the Environment) which will give us room to grow. Rick AmRhein has been coordinating the revision of the Library's Gopher files as most all of them are prime material for the Web site. In addition, a systematic review of the current Web pages is being conducted now and those pages that are not obsolete are being revised into a standard format for consistency across the Web site (e.g. standard navigational buttons at the bottom of each page). A standard UNLV Libraries graphic has been developed that will appear at the top of each page so the user knows they are at the UNLV Libraries web site. The graphic is also “clickable” allowing the patron to use it to jump back to the Libraries’ Home page. It is envisioned that we will “go live” with the new site and “turn off” the old site. Aliases and pointers will have to be put into place so that past users of our current Web site will be able to find us at our new location. I will let you know via email when the new site is ready.

I am pleased to announce that our new Computer Systems Technician will be starting in early April. His name is Martin Hellmann and he will be re-locating here from Reno. He previously worked at UNR’s Seismological Laboratory and is happy to be returning to a university environment. He will be working very closely with John Fox as he becomes familiar with our automated systems and the PC and network setups we have around the library. John and I are very happy to have him join our team.

Camille Clark Wallin
PC Mechanic
Aaaaurghh!!! I've Lost My File!

ANNRPT95.DOC; TSWTMIN.63F; EQPFLST.95; APRWNCLS.TXT. Aren't DOS file names fun? Then stash them away in a directory, so their full names become horrors like C:\WORD\TECH\WWWPROJ\TSWTMIN.95. Then try to find them a month later...

There's nothing quite as sickening (well there is, but I won't go into that here) as having a meeting coming up in ten minutes, suddenly remembering you promised to print out a copy of those minutes you typed in last month, and then realizing you haven't the foggiest idea where on your hard disk you put them. Or what exactly you called them. After a few dozen DIR commands you've used up your ten minutes and start formulating excuses instead.

Actually, there are a number of useful tools built into DOS and Windows for finding files on your PC (Windows 95 has a spectacular one called Find; if you have Win 95 on your machine you can skip all the rest of this right now because you don't need it).

It's actually not at all difficult to find a file on your hard disk in DOS, provided you know all or most of the file name. The catch is that there's no "search" command per se in DOS, and that's why this feature is relatively unknown. In fact, it's pretty well hidden inside the "DIR" command; even the help screen you get by typing "DIR?" doesn't tell you about it directly.

The magic cookie is the "/S" switch, which the help screen describes as "Displays files in specified directory and all subdirectories." If you type, for example, "DIR *.TXT /S" at a C:\> prompt, you'll get a list of every file on your hard disk that has the extension "TXT," regardless of how far down in the directory structure it's buried. To use this (unless you're a demon speed reader) you'll need to add "/P" at the end, so that you get the results one screenful at a time. So, the complete syntax would be DIR [file name or part of a file name] /S /P.

The "part of a file name" above is the real key. You don't have to know the complete file name, just the rest of it. The rest you can replace with a "wildcard" (either an asterisk or question mark or both). The asterisk means "anything or nothing can go here up to the next period or end of the file name." For example, B*.DOC would give you all files that start with the letter "B" and have any number of characters (including none) between that and the period, and have the extension "DOC." Similarly, README.* would give you all files called README with or without an extension.

The question mark, on the other hand, only replaces one character (or no character). So, README:TXT would bring up README.TXT, READMEU.TXT, README.TXT, and READMEZ.TXT, but would not find README.TXT. You can use more than one question mark, by the way.

Two things to remember: First, the search starts in whatever directory you're in and looks in that directory's subdirectories, and their subdirectories, etc. Only. So if you want to search your entire hard disk, be sure to type the command in your "root" directory (C:\>). Second, without the "/P" switch, the results will scroll by too fast to read. You can if you want send the results to your printer instead by replacing the "/P" with >LPT1 (or LPT2, or whatever printer port your printer is connected to).

Windows has a similar function, but it's somewhat easier to use the results. In File Manager, click the directory you want to start searching from (usually your C\ folder, but you might want to look only in a certain set of subdirectories). Then click "File," and in the File menu click "Search." In the resulting "Search" window type your search string in the first box, and be sure the "Search all subdirectories" box is checked. Then click the "OK" button to start searching.

The neat thing about File Manager is that the results are displayed in a separate window, which you can work with just like any other set of files. For example, if one of the files you find is one you want to delete, you can just click on it and press the "Delete" key.

Unfortunately, none of these things help if you only remember what's in the file, not its name. For that you need to download or purchase some special software tools. There are programs that will literally look inside every file on your hard disk for a certain string of text you specify, for example. As one of the popular computer magazine columnists often writes, "If you need this, you need it bad."

Lamont Downs
Accolades to Lamont!

Here at the University of Nevada, Las Vegas we have a program written in Visual Basic called WebSort. It uses lists from Imopac to create files. From the WebSort manual, WebSort is a software tool into which you feed MARC records and receive lists of bibliographic citations sorted into separate files by subject, call number, or location as you define. You have the additional option of automatically adding HTML coding as the files are created, making the resulting files ready to post on a World Wide Web page without further editing.

It runs very quickly; a file of about 2000 MARC records from Imopac takes only a few minutes to process so it is easy to do as often as needed. We are really excited about this software and all the potential it gives us. At the moment, if you are interested in more information, write to Lamont Downs, the author of the software, at downs@pioneer.nevada.edu.

Laralee Nelson

Tuma's Wondrous Web Sites

The Bibliophile Home Page
Billed as the largest collection of out-of-print books, this site offers the catalogs of over 100 dealers. Happy browsing.

Cairo, Egypt
This is one of the richest sites I've seen, replete with a wealth of researched texts and images. If you have time, follow some of the links and delve into Egypt. I highly recommend the 7 Wonders of the World page as a starting point.
http://pharos.bu.edu/egypt/cairo/

MetaCrawler
MetaCrawler is a Multi-Threaded Web Search which sends your queries to eight different services: Open Text, Lycos, WebCrawler, InfoSeek, Excite, Inktomi, Alta Vista, Yahoo, and Galaxy. When it is fast it is very, very good, and when it is slow it is awful. Try this one out and see for yourself.
http://www.metacrawler.com/

Library of Virginia
Phase I of their Digital Library Project has been completed. This library has scanned over 600,000 images and developed 40 electronic finding aids to access the images as well as other materials in the Library's collection. The major components of Phase I are the Virginia Colonial Records Project, the U.S. Army Signal Corps Photograph Collection, the collection of family Bible records, and the Electronic Card Indexes Project (indexes to 36 separate archival and library collections). Interested in how we may present our special collections materials in the future? Surf here for a preview.
http://leo.vsla.edu/lvallva.html

Electric Library
Where's the librarian? Students can subscribe to this service for under $10 a month. They perform searches on topics of their choice and receive full texts of articles, maps, photographs, newspaper articles, etc. One UNLV student reported that she found enough information to complete a term paper without having to visit the library. The coverage seems pretty public library oriented, but some undergrads may find this site to be just what they need. I strongly urge you to visit this service, and keep in mind that more sophisticated services are sure to be offered in the near future.
http://www.elibrary.com/

Kay Tuma
Technology Booklist


Kathy Rothermel

TechBook Review


Credited with the founding of the ten-year-old Media Lab at MIT, Professor Nicholas Negroponte conveys an easy to understand, positive view and history of technology development. His optimism he says, "comes from the empowering nature of being digital...as children appropriate a global information resource, and as they discover that only adults need learner's permits, we are bound to find new hope and dignity in places where very little existed before."

A more complete review of Professor Negroponte's book is available at: http://www.well.com/user/gmartin/reviews/being_digital/

A biography about the professor, which includes links to the MIT Media Lab web site, and links to his many articles written for Wired magazine, is available at: http://nicholas.www.media.mit.edu/people/nicholas/

Paulette Nelson

NETWORLD+INTEROP 96

*At the Las Vegas Convention Center*

Exhibition hours are:

- Tuesday, April 2: 10 am-6 pm
- Wednesday, April 3: 10 am-6 pm
- Thursday, April 4: 10 am-4 pm

Free exhibits passes also entitle you to demonstrations, keynote addresses, classes, InteropNet tours, and Birds-of-a-Feather sessions.

For further information visit the Interop web site at http://www.interop.com

Kay Tuna
New CD-ROM & Electronic Products

The library has made quite a few purchases recently that everyone should be interested in. Below is a list and brief descriptions of what has been recommended for purchase and ordered:

**Blackwell, North America's Table of Contents Product:** (aka BNA's T of C)
This product will provide the tables of contents for about 45,000 records dating back to 1992 in the INNOPAC. The BNA T of C enhancements will be searchable and can be displayed to allow for in-depth research right on NEON. A wide range of subjects are covered by BNA and more tables of contents will be added as BNA expands their database.

**Books in Print for the LAN:**
We will have BIP available on the CD-ROM LAN here in the library so that 5-10 users can have access at one time. Initially this will be available only to library staff on the library server.

**WORLDSCOPE on CD-ROM:**
This Disclosure product will provide annual report types of information for foreign publicly traded companies.

**IDIOM on CD-ROM:**
This Chadwyck-Healey CD-ROM product provides in-depth indexing to monographs. It covers 15 subject areas in the humanities and social sciences for over 5,000 scholarly books. The database will grow as more titles are added to the CD-ROM. This is available for demo-ing on the CD-ROM LAN right now.

Some of the other CD-ROM products that were ordered are:
- Anthropological Literature on-disc
- Biography & Genealogical Index
- Criminal Justice Abstracts on-disc
- Dissertation Abstracts on-disc
- F & S Plus Text, U.S. & International Historical Abstracts on-disc
- Social Work Abstracts plus
- Women's Studies on-disc

A Collections Technology Group is being formed to facilitate the information gathering process that is necessary in providing all the information that is needed to make decisions in purchasing new products. This group will include bibliographers, reference/instruction staff, and systems and technical services staff so that all components of the library can be involved in this process. If you have any questions about these products, please contact me or any of the bibliographers.

Susan Biery

Universal Access to E-Mail: Rand Corporation Study

This report is also accessible on the World Wide Web at http://www.rand.org/publications/MR/MR650/

This is the final report of a two-year RAND study attempting to develop some answers about the need to provide a universal access to email. It is designed as a sourcebook on key social, technical, economic, and international issues related to providing universal access to email within the United States.

The study was sponsored by The Markele Foundation and has benefited greatly from the personal interest and commitment to this study by its president, Dr. Lloyd Morrisett.

The study was carried out under the auspices of RAND's Center for Information Revolution Analyses (CIRA), directed by Dr. Bryan Gabbard.

Paulette Nelson

scrolling n. [Old English scrœwl "a convoluted ornament."] An option allowing lines of data to move quickly up and off a VDU screen before they offend the operator.

=>Scrolling rates are being improved to counter the insidious spread of rapid-reading techniques.

excerpted from

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**Picture This...**

You are staffing a public desk when a patron approaches with this information request, "I need a copy of the speech John F. Kennedy gave at the Berlin Wall." Despite your best efforts, the collection does not yield the full text. What do you do? Try the Internet.

Traditionally, using the the basic search engine of Netscape for this request would yield at least 100 hits, arranged in a manner that a MENSA member would be hard-pressed to understand. You want a method of narrowing the search and arranging the hits in an understandable and utilitarian manner. Solution, use one of the updated or new search engines which allow advanced searching. ALTA VISTA is one such engine.

To access ALTA VISTA, 1)click on NET SEARCH; 2)scroll down to "Other Distinguished Net Search Services"; 3)click onALTA VISTA; 4)click on "Advanced Query." (There is a HELP option which serves as a tutorial session.) Type the search terms in the top box, using Boolean operators and enclose phrases in quotation marks.

In the top box, type:
"john f kennedy" and speech and "berlin wall"

In the second box, type:
john f kennedy and speech and berlin wall

Finally, click on "Submit Advanced Query." There should be a definite reduction in the number of hits and the hits should be sorted in a more facile manner.

If you can identify the field in which your search term appears, you can narrow searches even more. Try these to gain some experience and confidence:

host:nevada.edu and library
title:southern historical collection and host:unc.edu
text:neon and host:nevada.edu and library

With the field searches, you usually do not need to put any terms in the second box.

Make up your own searches and see how "tight" you can get them.

Good luck and have fun. Let me know of your success (haynesa@nevada.edu).

Anita D. Haynes

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**Glossary**

**Platform:** Specific computer hardware, as in the phrase "platform-independent." It may also refer to a specific combination of hardware and operating system and/or compiler, as in "this program has been ported to several platforms." It is also used to refer to support software for a particular activity, as in "This program provides a platform for research into routing protocols."

**Alias:** A name, usually short and easy to remember and type, that is translated into another name or string, usually long and difficult to remember or type. Most command interpreters (e.g. Unix's csh) allow the user to define aliases for commands, e.g. "alias ls -al". These are loaded into memory when the interpreter starts and are expanded without needing to refer to any file.

**Pointer:** An address, from the point of view of a programming language. A pointer may be typed, with its type indicating the type of object to which it points.

**Menu:** A list from which the user may select an operation to be performed. This is often done with a mouse or other pointing device under a WIMP or Graphical User Interface but may also be controlled from the keyboard. Menus are very convenient for beginners because they show what commands are available and make experimenting with a new program easy, often reducing the need for user documentation. Experienced users, however, usually prefer keyboard commands, especially for frequent user operations, because they are faster to use. In situations such as text entry where the keyboard must be used anyway, having to move your hand to the mouse to invoke a menu operation is slow.
Standardizing Word Processing Software in the Library

Several library staff members have asked if the library has selected a “standard” software for word processing. For a long time, our standard has been WordPerfect 5.1. It is DOS-based, available on the library server, and runs on a wide range of PCs — from IBM PS/2s to Gateway 486s. As more and more desktop software programs are written to run under Windows, we began moving staff to the Windows environment. New microcomputers have come shipped with Windows and Microsoft Works (a combination package that has a word processor, spreadsheet, and database manager). A few copies of WordPerfect 6.0 for Windows were purchased but some staff have found that WordPerfect does not run efficiently under Windows.

The University is able to get a substantial discount on Microsoft products. Microsoft Word for Windows (or MS Word) has always been a well-developed product and competitor of WordPerfect. The library began experimenting with several copies of MS Word. We have discovered that it runs quite well under Windows. This is something that staff have said repeatedly: you want a word processor that runs well under Windows. Lamont Downs, who has spent a significant amount of time training staff on a variety of software programs, has found Word for Windows to be a fully functional word processor that is for many, easier to use than WordPerfect 6.0 for Windows.

Thus, the library has been slowly moving staff over to Word 6.0. This will be a long process. First, many staff machines are not powerful enough to run Windows. The library has been slowly replacing low-level staff PCs with faster machines. This migration to higher level microcomputers will not be a speedy process due to budget limitations. In the interim, staff still have access to WordPerfect 5.1 on the library server. Second, some staff machines do not have enough memory to run Windows efficiently. We plan to upgrade the 486 staff machines that have limited memory. An order for memory upgrades will be placed in April. Lamont will continue to offer classes in using Microsoft Works which has a basic word processor. When staff who use Works later get Word 6.0, they will see striking similarities in layout and location of frequently used features. This will cut down on the time it will take to become familiar with MS Word. This is definitely a period of transition for us as we have staff using WordPerfect (DOS and Windows), Microsoft Works, and MS Word.

The library will not be able to support both Word 6.0 and WordPerfect 6.0 forever. Greater efficiencies can be made in terms of staff training, trouble-shooting, and PC support if the library standardizes on one word processor. The same holds true for spreadsheets and databases. As funds become available, we will be purchasing additional licenses for MS Word, Excel (a spreadsheet), and Access (a database manager). Microsoft bundles these three software programs with PowerPoint (a presentation software package) which can be less expensive than getting the software separately.

If you are still using WordPerfect 5.1, don’t despair. You can still save files in DOS text to share with others who may be using Works. MS Word can automatically convert WordPerfect 5.1 files and even save files in this format. If you are using Works, continue to work with it, experiment with its features and options. You will be laying the foundation for an easier transition to Word and Excel. Finally, if you are using WordPerfect 6.0, we will continue to provide support and assistance. We may not, however, purchase an upgrade to WordPerfect 6.1 or 7.0 or whatever the next version might be. Instead we will move you over to Microsoft Word. Eventually I hope to have all staff using the same word processor, spreadsheet, and database manager so that we can help each other learn the powerful features available in these products.

Camille Clark Wallin