April has been another busy month. Systems staff have been working closely with Jeanne Brown to identify all computing equipment and software that must be ordered for the new Architecture Library. Of note will be the purchase of a network switch that will, in effect, make the Architecture Library seem as if it is the 5th floor of the Dickinson Library! Students and staff in the Architecture Library will have a seamless connection to all of the Libraries' electronic resources. There will also be a classroom in the branch library that will be equipped with student and instructor workstations, projection equipment, and a networked laser printer. All computing equipment and software will be ordered, received, and installed by Systems staff. This will be the largest single order for equipment we have placed to date!

This month we have also seen the installation of 13 NEON Web workstations in Reference along with the relocation of some of the old NEON PS/2s to other areas in Reference and in Government Publications. All 13 workstations are connected to a large "work horse" laser printer in the Reference area capable of holding 2,000 sheets, or four reams, in one paper tray!

The new instructor's workstation in JDL-107 is now set up and ready for use. Called the Destination 05-166 (or D5 for short), this workstation is unique in the library in that it has a 31" monitor and a remote keyboard and mouse. The mouse is similar to a remote control used with television sets. New desks and chairs have been delivered and set up in this room in anticipation of two new student workstations to be installed this summer. The D5 is ideal for small class demonstrations and staff meetings where participants need to view information from a networked microcomputer. Reservations for the room can be made by calling or sending an email message to Colleen Freeman, Kay Tuma, or Alison Armstrong.

The INNOPAC Module Coordinators' efforts were much appreciated in determining the scope of the training sessions given by a trainer from Innovative Interfaces, Inc. in mid-April. The group is also discussing the creation and refinement of branch locations for the new Architecture Library as well as other issues involved in reflecting a new branch collection in the INNOPAC system. The Module Coordinators will also review options available to us to refine management reports displayed by call number. Solutions to our current problem (skewed data in the call number reports) will involve re-indexing and the purchase of software products and revision of our load tables. The Module Coordinators will, in consultation with staff involved, review ways in which we can manage checking materials out to "bindery" as this is skewing our circulation reports. These are just two of the items for discussion that came out of the INNOPAC training. We had broad participation in the four training sessions with 16 participants in the Circulation session, 11 in the Acquisitions session, 20 participants in the Management Reports/Statistics session, and 16 participants in the Serials session excluding staff from CCSN and DRI.

On an informal note, I appreciate your taking the time to read this column as I take the time to write it. I am very careful not to repeat information here that I have sent to you via email so that this column stays relevant and worth your time to read!

Camille Clark Wallin
Do you know how to use your tools properly? Hmm?

PC Mechanic

Working Smart(er)

"When you have a hammer, everything looks like a nail." I probably have the quote wrong, but you get the idea. We tend to use the tools at hand, and we tend to use them for everything, rather than hunting up the "rrrrright tool for the rrrrrright job." (Sorry, Scotty).

Another side of this is the tendency to continue using tools the way we originally learned, even if the tasks are now different. Using a wood chisel to gouge out slots for the hinges on a new door makes sense, but not if you just bought a brand new metal security door.

Learning to properly use the tools at hand is, face it, part of the job. And more and more of our jobs consist of moving data of one sort or another around on a computer screen and doing "stuff" to it. The PCs on our desktops each contain more power than was available for the Apollo moon landing, but most users barely scratch the surface of that power, often continuing to pound in screws with a hammer.

Of all the hidden (not really) features built into your Windows desktop, the most underutilized (and most misunderstood) is probably cutting and pasting. Most of us know how to cut a paragraph out of a document while working in a word processor, and paste it into a different part of the document. But how many of us know that you can paste that same chunk of text into:

- an email letter;
- a spreadsheet;
- an image in Paintbrush;
- a Web page we're editing in Notepad; or
- a field in a database?

Did you know that you can capture one of the windows open on your screen (such as a program you're viewing or a chat window) and paste it into a Word document? (Make sure the window you want to capture is the foremost one, and press <Alt><PrintScreen> to capture it to the Windows clipboard. Click in your document where you want the image to appear and press <Ctrl><V> to paste it into your document.)

Another powerful feature of Windows is the ability to "multitask." This simply means that more than one program can be running on your screen at a time. I don't know how often I've seen someone open a program that contained something they needed, copy out some information, exit from the program, realize they needed something else from the same program, open the program again, copy something else, and exit from the program again, ad infinitum. Do yourself a favor, start the programs you'll need and LEAVE THEM RUNNING. They'll be there when you need them at the touch of the <Alt><Tab> keys.

At this point some of you who actually read this column may be shouting "Aha! Gotcha! If you do that, eventually you'll run out of Windows resources!" (See "When Windows Crashes," January 1996 TechNotes.) Well, yes, if you start up Word, Excel, Powerpoint, Access, and everything else you can find. However, one of the biggest drains on resources is opening and then closing a program (such as Microsoft Word) which doesn't give back all the resources it grabbed. As a general rule, repeatedly opening and closing programs will run you out of free resources far more quickly than opening several programs and letting them running, odd as it sounds.

Arrange your desktop! Not the one with all the papers strewn about (and coffee mugs, and candy wrappers, and that inch-thick layer of dust), but your Windows desktop. If you find that in order to cut and paste data from one program to another you keep bringing the first program to the top with <Alt><Tab>, copying something, bringing the other program to the top with <Alt><Tab>, pasting it in, bringing up the first program, etc., etc., etc., you should be getting a clue by now that is not exactly "working smart." Windows allows you to resize the window that a program is running in, so if you're going to be using two programs for a while and jumping back and forth between them, why not "tile" them—adjust their sizes so they both fit on your screen side by side? Then you just click on one, then the other, without waiting while your whole screen redraws and readjusts itself each time you switch.

These are just a few of the possibilities for getting more use out of your time. A few minutes planning ahead and setting things up for an effective work session can pay major dividends.

Kathy Rothermel

April 1997

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A Comprehensive List of Books on the Web

CARRIE, The Full Text Electronic Library sponsored by the University of Kansas Libraries, offers a long list of full texts of books available on the Internet. The best way to access the files is to visit the site, let the rather extensive list load, then click on the "Find" button on Netscape, and type the name of the author or word in a title. Once you've found the item, just clicking on the title will take you to the full text.
http://kuhttp.cc.ukans.edu/carrie/stacks/az.html

...and speaking of books,

The New York Times' Book Review site on the WWW has enhanced its services with Booksmart Search, a search engine that will search the Times Book Archives back to 1980, or search the web site for reviews, first chapters and other options for the year 1997. An indispensable tool for book selectors. (Please note that this site does not charge a fee but does require a one time registration.)
http://www.nytimes.com/books/home/contents.html

Feast or Flight -
Remember Epicurious, that wonderful food site featuring recipes and information from Gourmet and Bon Appetit? It has been joined by Epicurious Travel, which incorporates the Conde Nast Traveler and offers such features as Fodor's City File (I found the Las Vegas information dated) and other gems. Check out dining, or traveling, the choice is yours.
http://www.epicurious.com/

In the News
Here are several sites to check if you want to see what all the media fuss is about:

Heaven's Gate Suicides. The original site has been so heavily visited that access is virtually impossible. Ziff-Davis has mirrored the site at http://www5.zdnet.com/yil/higher/heavensgate/index.html

Cloning. This New Scientist site offers articles, links, and photos of Dolly; one of the links is to the original Nature article.
http://www.newscientist.com/clone/

The Virtual Chase™
A Research Site for Legal Professionals

Company Information on the Web:
An Eight Step Guide

Genie Tyburski has created a web site, targeting legal information, which includes company information (http://www.hsic.org/~tyburski/coinfo/steps.htm). The guide is divided into eight steps, arranged by the type of information sought. The options are:

1. Locate the company home page;
2. Review information at the company home page;
3. If investigating a public company, check its securities filings at EDGAR;
4. Look for current news items;
5. Discover recent lawsuits;
6. Discover legislative and regulatory interests or legal encounters with specific agencies;
7. Look for public opinion about the company, its products or services; and
8. Scan the Web with metasearches for other tidbits.

i will highlight a few of the steps. Under "Locate the company home page," you may search by company name or industry. "Look for current news items" links provide access to Newspage (Reuters and Businesswire), Yahoo! Financial News, CNN Interactive, Fox News Network, Vanderbilt Television News Archive (searchable database of the evening news broadcasts of the three major networks, ABC, CBS, and NBC), and New York Times.

Option number 6 allows access to federal and state agencies, particularly SEC enforcement actions. Searching is allowed by litigation release, administrative orders, ALJ (Administrative Law Judge) decisions, and Commission opinions.

The site offers many options for accessing company/industry information - IN ONE PLACE! That's the beauty of this site, and it was created by someone who required the information and knew how to use it. This would be a good site to bookmark.

Anita Haynes

Library TechNotes

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UNLV Libraries, Box 457001, University of Nevada, Las Vegas
Las Vegas NV 89154-7001

Editorial team: Colleen Freeman, Editor; Paulette Nelson; Kathy Rothermel

Committee members: Camille Clark Wallin, Chair; Holly Huckeba, Associate Chair; Susan Biery; Colleen Freeman; Shelley Heaton; Laralee Nelson; Paulette Nelson; Metta Nicewarner; Aimee Quinn; Kathy Rothermel; Pam Sitton; Cheryl Taranto; Kay Tuma; Chris Wiatrowski

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