

THE UNIVERSITY *of* York

Computing Service

key notes

V o l u m e 2 4 N u m b e r 4 F e b 1 9 9 8

YHMAN takes off



Also in this Issue:

MIS news

UNIX options

Electronic Journals

Microsoft Select 4 Scheme

Termination of Windows 3.1 Service

keynotes

Volume 24, Number 4

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errata

On page 9 of the last issue of *Keynotes*, the editor still did not correctly reproduce the inaccurate path for departmental home directories. It should have read

"...instead of using:

```
/usr/fsa/dept/zxc3/prog
```

use

```
'homedir zxc3'/prog
```

"

From the Editor

A small issue for you this time. It's the quiet time between terms, just before the pace quickens again. Nevertheless, despite its size, this issue of *Keynotes* is full of important information for you.



It has been mentioned before (specifically in last issue), but it is important to remind our readers that the Windows 3.1 service is approaching its termination. Those readers with office PCs who are still running Windows 3.1 should start to seriously consider their migration path to the enhanced operating system.



Have you heard of YHMAN? You will soon enough. The Computing Service, in association with other universities in the Yorkshire-Humberside region, have been developing a high-speed network to meet the University's needs. Mike Jinks has written an article to give you the full details in his feature article.



In other news, we give you a step-by-step guide to printing labels; and note that colour printing has been reduced in price, while (in my opinion) the quality has increased substantially. John Illingworth brings you news of Microsoft's Select 4 Scheme, which has implications for you if you use the same software on (for example) home and office PCs. And finally, in our web news section Sarah Thompson tells you about accessing electronic journals through the Library's web pages.

Ray Drainville

Colophon

The type in *Keynotes* consists of Palatino (the University's official font) at various point sizes for text and Helvetica 95 Black at various point sizes for headlines, sidelines, and pullquotes.

The content for *Keynotes* is assembled digitally with the following tools: Adobe Pagemaker 6.5, Adobe Illustrator 7.01, Adobe Photoshop 4.01; MetaCreations Infini-D 4.01, MetaCreations Vector Tools; Corel WordPerfect 7.0; Microsoft Word 6.01 and 7.0.

Artwork was created on an Apple Macintosh computer, and everything was thenceforth assembled on a Viglen PC running Windows 95. The material was printed by the University of York's Printing Unit.

This issue of *Keynotes* was assembled by Ray Drainville; if you have any questions or comments, feel free to contact him by e-mail at information-officer@york.ac.uk.

Information desk news

Brian Souter tells you the latest

Staff news

Mike Jinks tells the latest

We are pleased to welcome three new members of staff who joined us in January.



Jenny Jackson joins us as a member of the MIS Group from Samuel Smith's brewery in Tadcaster where she worked as a Computer Analyst/Programmer on Digital VAX/VMS equipment since graduating with a degree in Mathematics and Chemistry.

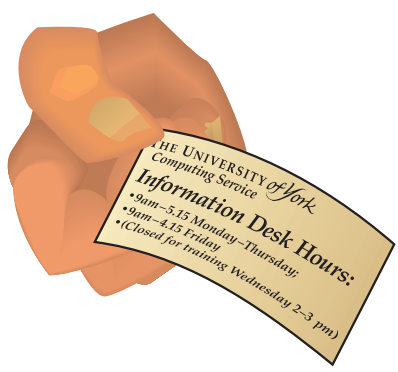
Bob Marriott joins us to work on the project to provide a World Wide Web interface to data and standard analyses to aid the student recruitment process. The second year of the project, funded by the Joint Information Subcommittee of the funding councils will concentrate on financial and space data. Bob is a Mathematics graduate of York with an MSc in Computer Science from Hertfordshire. He joins us from

Information Desk Hours

A friendly reminder of the Information Desk's hours:

Monday–Thursday: 9 am–5.15 pm
Friday: 9 am–4.15 pm

Please note that the Information Desk is also closed from 2–3 pm on Wednesdays for training purposes.



Productivity Computer Solutions in Wakefield, a Sun and Silicon Graphics systems reseller.

Mark Cook joins us as a Computing Assistant, replacing Matt Dowdy. Following a first degree in Geography and an MSc in Information Technology, Mark recently worked for the NatWest Bank and the Humberside Policy.

We hope that all our new colleagues will enjoy their time with us.

Bank holidays

The Computing Service building, including the Information Desk and entrance lobby, will be closed on Good Friday (10 April) and Easter Monday (13 April). All computer systems will be left running with classroom facilities available as for a normal weekend.

Similarly, the Computing Service will close on the Early May Bank Holiday (4 May) and the Late May Bank Holiday (25 May).



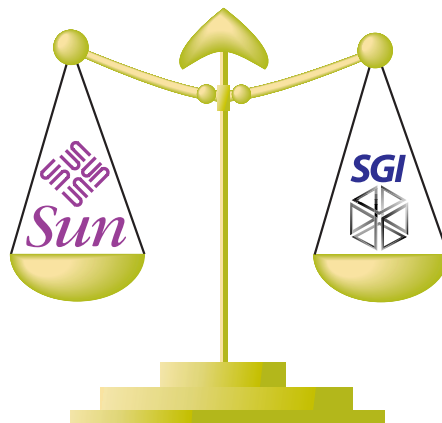
UNIX under review

Chris Joy tells you about our UNIX plans

The Computing Service has been reviewing the provision of central UNIX facilities. After 7 years' service, the Silicon Graphics Indigo machines in Derwent college will be retired in summer 1998 and replacement machines have been investigated. The usage pattern and requirements dictate that this classroom should be replaced with Silicon Graphics machines and these are likely to be the R5K O2.

The provision of central UNIX servers has also been investigated. System pricing and applications issues suggest that we should be looking to Sun Microsystems for replacement

systems. This is in line with the current non-interactive systems that have been procured in recent years to service e-mail, web and database users. Further discussions continue but it is likely that the Computing Service will rec-



ommend a continued move towards Sun equipment.

Although the review of UNIX facilities is taking place, changes will be subject to agreement by the relevant University committees and availability of funds. Further information on the review of UNIX facilities is available by contacting Chris Joy (cj8@york.ac.uk). Interested parties should also note that Sun Microsystems will be exhibiting their latest range of workstations and servers at the University on Tuesday 24th February. Further details will be available through login news items.

The Select 4 Agreement

John Illingworth tells you about the new Microsoft deal.

The University has signed a new agreement for the acquisition of Microsoft Software licences for the next 2 years. The agreement is mediated by CHEST (Combined Higher Education Software Team) and the chosen supplier is Phoenix Software of Barmby Moor near Pocklington.

We hope that extra advantages will accrue through the use of a local firm. For instance we will get discounts when using the services of Phoenix Software's training operation, situated in Tadcaster road opposite the Knavesmire. The potential savings in travel and subsistence costs when using a local training establishment are obvious.

The scheme under which we obtain Microsoft software is called Select 4. It started on Jan 1st 1998 and will end on Dec 31st 1999. We hope that the software will continue to work the day after the scheme expires!

There are few important things to note about the scheme.

What is for sale is a licence, that is, the right to use the software under certain conditions. Media (CD-ROMS or floppy disks) and manuals are available at extra cost to licence holders and loan copies are usually available for installations.

The licences can only be bought by the University, not individuals, and should be installed on Computers owned or leased by the University. In practice this means that they must be bought against an inter-departmental order, or Goods Demand and Charge Note (GDCN).



Microsoft no longer offer the Home Concession with Select 4 licences. They have recently released an explanatory statement in response to a query about Microsoft Office of which I quote the preamble and summary.

“HOME USE RIGHTS FOR OFFICE DEFINED

“In an effort to clarify which customers have the right to make a secondary copy of Office on their home computer, the following information will identify who has home use rights for Office, how their Select or Open License agreement affects home use rights, and what happens when they migrate to a Select 4 agreement.

“Summary

“Customers who acquire Office 97 licenses through their Select 3.0 agreement are eligible to make a secondary copy for their home computer, and they maintain these rights as long as they have the Office 97 license (until the customer upgrades to a new version of Office, enrolls the Office 97 license into Upgrade Advantage under a Select 4.0 agreement, or signs a Select 4.0 Enterprise Agreement).

Office 97 licenses acquired through any other means (FPP, Open License, OEM, Select 4.0, Enterprise Agreement, etc.) are not eligible, including those that have been downgraded to Office 95.”

The Select scheme also includes something called “Upgrade Advantage”, a one-off charge that buys in advance any upgrades to the software released during the period of the deal. There is also “upgrade advantage plus” on certain items which allows the use of fewer licences than you have computers on a network, so long as you maintain a software licensing system to prevent the simultaneous use of more licences than you own. Please consult us before ordering upgrade advantage plus.

The latest prices are normally on YorkWeb in the Computing Service software section. Please check with the information desk if in any doubt.

If an individual member of staff or student wishes to purchase Microsoft software, there are attractive Staff/Student deals for the most popular items. Please enquire at the Information Desk (email *infodesk*, phone 3838).

Termination of Windows 3.1 service—a reminder

John Illingworth reminds you to make some plans

As mentioned under Teaching Software in the last edition, we intend to remove windows 3.1 from all computing service PC classrooms before the start of the academic year 1998/99.

Many members of staff have already requested that their teaching software be moved onto the Windows 95 system and have provided us with new versions. We are already en-

gaged in this process, and expect it to take many months in all.

Editor's note: the Personal Systems Group reports that while they have a backlog of Windows 95 installations to perform, they are reducing the queue. You should consider the move to Windows 95—and if you wish to upgrade your office PC, e-mail Infodesk (or phone 3838) for a form.



New label system

Dave Atkin and John Robinson tell you how to take advantage of the new system

A system for printing sticky labels for envelopes etc has been available for many years. A new single size of laser-printed labels has recently replaced the old labels which were printed on a lineprinter.

The new labels are 38mm x 70mm and there are 21 labels per A4 sheet.

Producing labels on UNIX

To produce some labels, first create a file which contains lines of text with the text of each label separated by a line containing an asterisk ("*"):

```
label 1 line 1
label 1 line 2
label 1 line 3 and so on
*
label 2 line 1
label 2 line 2 etc
*
label 3 line 1
label 3 line 3 etc
```

Then use the UNIX command "labels". The command interface is as follows:

```
% labels input_file
number_of_copies
```

If you do not specify any parameters then you are prompted for them.

The text you supply is automatically scaled to fit onto the label. The output will be queues automatically to the central print queue "labels".

Labels cost 15p per sheet of 21 labels (this charge will be reviewed after a year). This charge will be taken from your charge account, and output will be placed in the pigeon holes in the normal way.



Producing labels from WordPerfect 8 on Windows 95

It is quite easy to use the new label printing service from WordPerfect 8 on the Windows 95 network. This allows you to use WordPerfect to format the text of your labels, or to create labels from a Merge document (eg, address labels from a Merge data file).

First, close all open Windows 95 applications.

Then click in turn on **Start | Settings | Printers**.

Double-click **Add Printer**—this takes you step-by-step through the Windows 95 printer installation process.

- a) Click **Next >** ;
- b) Click on **Network Printer** , then click **Next >** ;
- c) In the Network Path box type `\\mickle\labels`. You are asked if you want to print from MS-DOS programs. Click **No** , then click **Next >** ;
- d) If there is a message about the printer being off-line, simply click **Next >** ;
- e) There should now be a printer selection dialog box, with two panels. In the left-hand, Manufacturer, panel, locate and click

HP, and in the right-hand, Model, panel, locate and click HP Laserjet 4Si/4SiMX PS, then click **Next >** ;

- f) In the Printer name box type **Labels**, and click **No** for the question 'Do you want Windows programs to use this as the default?'. Then click **Finish**.

This completes the printer installation process. On an office PC, this sequence need only be done once. On a classroom PC, it will need to be done after each re-load of Windows 95 (ie, at least once each day).

To create labels from within WordPerfect 8, start the application by clicking in turn **Start | Programs | Text Processing | WordPerect 8**.

Select **Format | Labels...** In the Labels panel click on A4 21 (Computing Service), and click **Select**.

This reduces the page display to the size of a single label (7 cm wide by 3.8 cm high); label margins (0.5cm left and right, 0.1 cm at top and bottom) are shown for each label, and the remaining area is light grey. Each label is treated by WordPerfect as a separate page, so use **Ctrl + Enter** to move to next label.

When you have created the document, select **File | Print**. Pull down the **Current** printer list, and click on **Labels**. Fill in the remaining print options as required—there are 21 labels on a sheet, so if you wanted to print only the first 3 sheets of labels from a very long file, you would select pages 1-63. Then click **Print** to send the file to the label printer queue.

Producing labels from other sources

Users with access to central print queues by whatever means can submit a text file in the format described above (ie asterisk-separated) to the "labels" queue and it will automatically be formatted to fit onto the labels.

New colour printer, new prices

The new colour printer (a Lexmark OptraSC1275) is now in service. This is a 600dpi A4 colour laser printer capable of 3ppm full colour output and it replaces the QMS colour printer which is now out of service.

A new driver for PCs will be available soon but in the meantime the old QMS driver can be used.

You will see a faster turnaround for



colour printing at the *new lower price* of 30p per A4 page. Colour printing onto A4 film should be available by the time you read this article at a cost of 70p per sheet.

A3 colour printing is no longer available as a central service.

MIS News

Kay Robinson and Trevor Bolton bring you up-to-date with MIS

Management Information Systems Courses for May–July

Paradox for Data Warehouse Users and Students Records Data
 Paradox for Data Warehouse Users and Physical Resources Data
 Paradox for Data Warehouse Users and Finance Data
 Paradox for Data Warehouse Users and Finance Report Production
 Introduction to Powerhouse
 Introduction to Impromptu
 Introduction to Powerplay

See <http://www.york.ac.uk/services/cserv/training/mis.htm> for more details and dates

MAC Open Day

Trevor Bolton has a date for your diary

The Management and Administrative Computing (MAC) Open Day will be on the 10th June in Vanbrugh College Dining Room.

The current applications Student Administration, Finance, Physical Resources, Research and Consultancy will be on demonstration along with other applications that are linked to the MAC database.

New data enquiry tools Impromptu and Powerplay used to extract data from the Data Warehouse will also be demonstrated.

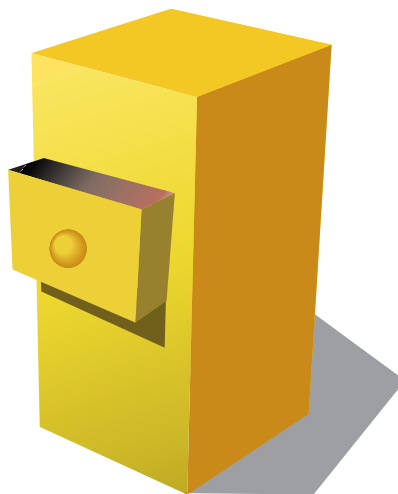
Also other application suppliers are been invited to the open day to demonstrate their current applications and explain future application development strategy.

Management Information Systems Surgery

The Management Information Systems group within Computing Service are holding a surgery in Room H/B40 (On the left down the corridor to the Print Unit in Heslington Hall). The times are:

Monday 9.30–12.30
 Wednesday 14.30–16.00
 Friday 9.30–12.30

A member from the MIS group will be available during these times to help with any questions you may have regarding administrative computing, be it central or departmental computing.



Tools to be more productive

The Management Information Systems group within Computing Service are now using Project Management software—Microsoft Project, to aid the management of its projects in preference to spreadsheets.

This application provides us with a method to plan, monitor and track activities being undertaken by the group. It also enables us to best utilise the limited resources and identify the availability of skills to match those required by particular projects with the aim to provide a more efficient service to our users. If you have any questions regarding current or future projects with the group please contact Kay Robinson or Trevor Bolton.

MIS—New developments

Data Warehouse

1. With the departure of Richard Shepherd from Finance, MIS are developing software for the administration of the Data Warehouse security. The software will replace Richard's current system which is based in Paradox and which is for a single user. The MIS software, which will be written using Powerhouse, will be used by the Database Administrators and will enable them to set up new users and amend the access for existing users.

2. During recent months a number of requests have arisen for modifications to the Student Data Warehouse. Caroline Hall has co-ordinated these requests and has provided MIS with the details. The required changes are due to be implemented at the beginning of February. Caroline will circulate more details for student Data Warehouse users nearer the time.

Debt collection

MIS has developed a Powerhouse system to enable the Finance department to more effectively chase University debts and thereby improve cash flow. The software extracts information on unpaid invoices from the MAC Finance Sales Ledger and produces personalised letters for each customer. Peter Halls, from within Computing Service, has helped us to produce the letters using the Postscript language. This means the letters have the appearance of coming from a word processing package—a major enhancement on the normal MAC output. We are investigating the potential for using this system for the production of other letters from the MAC system.

Upgrades

The Management Information Systems group are currently assisting the Personnel and Payroll sections with the upgrade of their computing systems from Version 3 to Version 5. The SBS software will next be upgraded in April.

The regional networking project

YHMAN promises the University high-speed networking. *Mike Jinks* tells you more.



YHMAN:

The high-speed capabilities makes hitherto-unfeasible collaboration possible.

The Yorkshire and Humberside universities are collaborating in a range of initiatives under the auspices of the Yorkshire and Humberside Universities Association (YHUA) formed by the Vice Chancellors in the region.

A major early development was to investigate the possibilities of taking advantage of the regional telecommunications infrastructure to provide high speed network access between the universities—and thence to SuperJANET—at a cost significantly lower than could be obtained either from the national SuperJANET re-procurement or from purchasing individual links. Initial investigations indicated that the regional telecommunications infrastructure had developed to a level where there would be commercial competition between providers for the level of service we desired.

Accordingly, a regional project team, headed by Leeds University as the SuperJANET connection point, was set up to provide links to all the regional universities except the University of Lincoln and Humberside. Following an EU procurement exercise, a consortium of cable companies secured the contract for the infrastructure and Chernikeef secured

the contract for the ATM switches and routing equipment with Cisco systems. The infrastructure installation is being led by Yorkshire Cable Communications Ltd (YCCL) and you may well have seen the laying of the optical fibre cable along the side of University Road in recent weeks. The cable is due to be available for testing by the end of February.

The topology of the network is a ring connecting Bradford, Huddersfield, Leeds, Leeds Metropolitan, Sheffield, and Sheffield Hallam universities with each link operating at 155 Mbit/s. York and Hull are connected to Leeds by separate spurs: Leeds to York operating at 155 Mb/s and Leeds to Hull operating at 34 Mbit/s. The network is scheduled to be fully operational by the end of April and will then provide our SuperJANET access via Leeds.

In addition to the main contract for the network connecting institutions, the agreement contains the option to purchase individual point-to-point links within the cable companies' franchise areas at significant reduction over the commercial rates. It is likely that we will take advantage of these options, particularly within the City of York and to some of the sites of Health Studies.

Although a very cost-effective infrastructure is itself of considerable benefit to the University, the high-speed transmission capability makes possible some collaborative activities which hitherto were not feasible. Groups within YHUA are investigating collaborative teaching initiatives including the use of virtual laboratories. In addition a regional 'information infrastructure' is being created to facilitate collaborative work and to support rapid responses to opportunities to gain funding from external agencies where either collaboration between institutions is beneficial to the project or where a single institution does not have all the skills necessary to make an effective proposal. It is also likely that collaborative research will be promoted where high data rates are required, for example for high-quality video and audio transmission.

The University is committed to collaboration in the region for the mutual benefit of the participating partners and the new networking infrastructure will provide a sound base on which to support and promote future activities. As ever, the opportunities are limited only by the imagination!

kn

feature: yhman

Electronic Journals

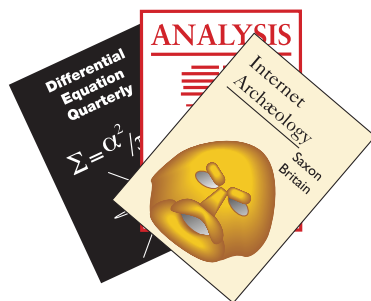
Sarah Thompson tells you about the convenient way to access academic information on-line

Have you taken a recent look at the electronic journals current available in your subject area? The Library's Electronic Journals pages now include subject listings of electronic journals, as well as the alphabetical list. If you've not really used electronic journals before, now could be the time to start.

Electronic journals, sometimes called online journals, are available via the Internet. While the print journal remains the favoured medium for most people, electronic journals have many advantages. Access to them is not restricted to the location of the Library, or by its opening hours; all networked PCs on campus are equipped with the necessary software and Internet connection to download electronic journals. Electronic journals exploit IT to the full; not only can information be published more quickly than in a print journal, but they have capabilities beyond their print counterparts. Still and moving images and sound, can be incorporated within the text. The text can be searched or browsed. Links may be given from references at the end of an article to the text or abstract of the reference. They can be interactive—often readers are invited to email their responses to an article and enter into discussions on various topics. Many offer an e-mail contents awareness service, where you can register to receive e-mail updates on new articles of interest.

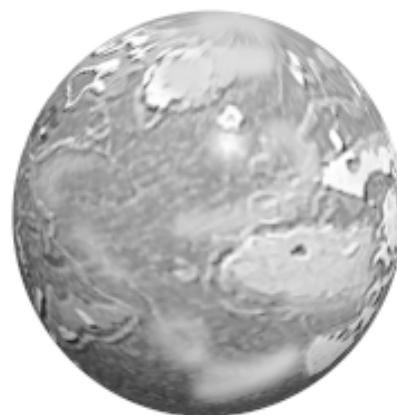
It is possible to divide electronic journals into two basic categories: those published in electronic form only, and those which are electronic editions of existing print journals. Academic journals published in electronic form only are often freely available, and may have been developed by a special project. One of these, *Internet Archaeology*, is based here at York University. Other electronic-only journals range from subjects as diverse as the *Journal of Buddhist Ethics* to the *Electronic Journal of Differential Equations*. There is something for everyone.

Electronic editions of print journals may be free to you, the end user, but are not usually free to the Library. Sometimes electronic access is included with the Library's print subscription to a particular title. Sometimes a small surcharge, say 10-20%, may be charged in addition to the print subscription. Often, separate subscriptions will be charged for the print and electronic versions of the same journals. When the Library does not subscribe to the electronic edition, tables of contents and abstracts will usually be available online, even though the full text is not. The Library has not yet cancelled any print journals in favour of taking out a subscription to the electronic product; such a change would have to be driven by demand. There are also worries over archiving. After paying an annual subscription to a print journal you have a product



you can keep. There is often no guarantee of this with electronic journals.

Some drawbacks to using electronic journals are knowing where to find them, how to connect to them, and familiarising yourself with the different layouts of each one. Each major publisher has their own site providing access to the titles they produce, so the user is likely to encounter many different interfaces. Some services have been launched which offer a single point of access and a single search interface to journal collections from a variety of publishers. One of these is BIDS JournalsOnline, currently free to all HE institutions, which



provides access to journals from Academic Press, Blackwell Publishers, Blackwell Science, Arnold and Gordon & Breach, with more publishers expected to join shortly.

The Library has attempted to lessen the problems of accessing electronic journals by providing web pages which link directly to individual titles. Instructions on how to connect, with usernames, passwords and other important information, are given where necessary. The Library has offered an alphabetical index to all the full text journals freely available to University of York members since 1996. As this list has grown, it has become more difficult to use for people just browsing to find titles of interest to them. In response to this, the Library has now produced subject lists of electronic journals. These subject lists do not just include full-text titles, but also others which may offer only selected articles in full text, or only abstracts or tables of content information.

So, check out what's available in your subject area by visiting our Electronic Journals pages at <http://www.york.ac.uk/services/library/ejournal/home.htm>. And please give us your feedback! **kn**

Editor's note: Sarah Thompson is an Acquisitions Librarian (Periodicals) in the J.B. Morrell Library.

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Email: username@york.ac.uk

Also, try the World-Wide Web: <http://www.york.ac.uk/services/cserv>

Information Desk

Telephone: ext 3838
Email: infodesk

The Information Desk is open from 9am to 5.15pm Monday to Friday (*closed for training Wednesdays 2pm-3pm*), for problem solving, advice and information, fault reporting, network connections, file conversion, sales, course bookings, registration and documentation. Printed output can be collected from the lobby entrance which is open from 8am to midnight.

Contacting Computing Service Staff:

Director:	Mike Jinks	3801	<i>kmj1</i>
Deputy Director:	Peter Roberts	3802	<i>pdr1</i>
Departmental Secretary:	Lorraine Moor	3801	<i>lsm1</i>
Head of Technical Services:	Dave Atkin	3804	<i>dla1</i>
Head of MIS:	Trevor Bolton	2100	<i>tfb1</i>
Head of User Services:	John Illingworth	3803	<i>jj1</i>
Head of Personal Systems:	Doug Moncur	3815	<i>dgm1</i>
Operations Manager:	Brian Souter	3814	<i>bs1</i>
Information Officer:	Ray Drainville	3805	<i>rad4</i>

Su Ashton	3825	<i>sma3</i>	Vivienne Hemingway	3818	<i>vw1</i>
Sue Bolton	2102	<i>sjb28</i>	Jenny Jackson	2101	<i>jj5</i>
Paul Bowen	3821	<i>pab7</i>	Chris Joy	3807	<i>cj8</i>
Mike Brudenell	3811	<i>pmb1</i>	John Mason	3813	<i>jrm13</i>
John Byrne	3812	<i>jcb1</i>	Bob Marriott	4454	<i>bdm2</i>
Paul Conacher	4346	<i>pac1</i>	Operators	3832	<i>opr</i>
Mark Cook	3897	<i>rmc12</i>	Colin Rea	3817	<i>cr9</i>
Robert Demaine	3808	<i>rld1</i>	John Robinson	3833	<i>jsr1</i>
Debra Fayter	3839	<i>daf3</i>	Kay Robinson	2101	<i>kr7</i>
Rob Fletcher	3816	<i>rpf1</i>	Andrew Smith	3809	<i>abs4</i>
Kevin Gardner	3739	<i>pkg4</i>	James Walker	4347	<i>jaw1</i>
Peter Halls	3806	<i>pjh1</i>	Timothy Willson	2123	<i>ftmw1</i>

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□□□

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