Prentice Centre
Bulletin

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Prentice Centre

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Macintosh Teaching Lab Upgraded
PageMaker Classes Resume!

Prentice has upgraded the Macintosh teaching lab (Course Room 1). The lab now contains Macintosh LC575 computers, which run CPU and memory hungry programs, such as PageMaker, much faster.

Consequently, PageMaker classes will recommence this month. These classes were temporarily suspended earlier this year because PageMaker did not run well on the old computers. Participants will notice improved performance for all courses, not just the PageMaker course.

The first PageMaker class has been scheduled for 17 – 20 October 1994 from 1·00 – 4·00 pm. The computers will run PageMaker version 5·0a. The class is suitable for PC users of PageMaker since the program is identical on both platforms. This is an extra class not advertised in previous course schedules.

See the back of this *Bulletin* for details on how to enrol in the PageMaker classes, or for more information about course content, contact Jane Wilson on ext 54292. PageMaker classes, both Stage I and II, will be conducted on a regular basis from October onwards.

Crackdown on password security for new computer accounts

Prentice is enforcing good computer security practice for issuing usernames and passwords for new computer accounts.

When St Lucia campus clients apply for new computer accounts, they will need to come to the Client Service counter in the Prentice Centre to collect their username and passwords. **This information will not be sent in the internal mail, nor will it be given over the phone.**

For off-campus clients such as Gatton clients, we will supply the information in a sealed envelope if necessary, but please be aware of the security risks. If your username and password are intercepted in the mail, you may be held responsible for all illegal activity conducted using your account.

If you suspect a security breach has occurred, contact Client Service (ext 54400) immediately. Staff will be happy to assist with all security queries.

All clients should change their password as soon as possible after receiving it, and should never disclose it to anyone! For ideas on creating good passwords, refer to *FactSheet 17: Choosing a Secure Password.*

Right Answer Sheets Essential

A reminder to clients using the Multiple Choice Questionnaire Marking Service: Please ensure the correct answer sheets are used for exams. The correct forms are:

• Type A — up to 200 questions a, b, c, d or e
• Type T — up to 400 True/False questions

Central Examinations are supplying the correct answer sheets, but problems will arise if clients use the superseded single sided sheets because these cannot be read by our new equipment. Departmental stock should be replenished with the new double-sided forms from Stores.

Bookings for exam marking and analysis should be made with the **Operations Group (ext 54129).** When booking, clients need to indicate if they are using the MARKUS marking system. Please bring a *Requisition for Interdepartmental Services* to the marking session.

Avoid End-of-Century Date Problems

As the year 2000 approaches, some computing applications will have problems with twentieth century date formats.

Potential problems exist in a computer program where two digits have been allocated for a year field. In these cases, 00 may be interpreted as 1900, so there will be problems with calculations involving time differences.

Is the year 2000 a leap year? Yes it is, but do you know why? We all know a year is considered to be a leap year if it is divisible by 4. **However, if a year is divisible by 100, and not divisible by 400, it is not a leap year.** So year 2000 is a leap year but 1900 and 2100 are not.

Avoid end of century chaos...

• Any new software developments must include all four digits for the year. All arithmetic and date comparisons must involve the full field.
• Whenever a program or system requires maintenance, include a check for end of the century vulnerability. Look for six digit date fields and two digit year fields. Check for date comparisons and for time difference calculations.
• Be aware of the rules for leap years and use correct standard routines.
• Be aware that the problem can be lurking in spreadsheets, databases, statistical packages, programming codes or fourth generation procedures, and anywhere that dates are compared, adjusted, subtracted, read or written.
• One final point: 31 December 1999 is not far away, but there will be cases where that date has been used as "infinity".

Remember that end of the century chaos can strike much sooner than that!

Prentice Course Schedule
October 1994

Course	UQ Price	Ext Price	Date	Time
Mainframe Courses				
Using Pine Mail (dingo)	$20	$60	October 14	1-4pm
Using Archie/Gopher	$20	$60	October 3	1–4 pm
Using AARNet (telnet, ftp)	$20	$60	October 10	1-4pm
Introduction to UNIX	$80	$240	Oct 3-Oct 6	9–12 am
Introduction to SAS	$100	$300	Oct 3-Oct 7	1-4pm
Introduction to SPSS	$100	$300	Oct 17-Oct 21	9-12am
Macintosh Courses				
Introduction to Macintosh	$40	$120	Oct 27-Oct 28	9–12am
Using Eudora	$20	$60	October 21	1–3 pm
WORD (Mac) — Stage II	$40	$120	Oct 5-Oct 6	1–4 pm
WORD (Mac) Tables	$20	$60	October 7	9–12am
Introduction to EXCEL (Mac)	$60	$180	Oct 10-Oct 12	9-12am
EXCEL Databases (Mac)	$20	$60	October 25	9-12am
PageMaker — Stage I	$80	$240	Oct 17-Oct 20	1–4 pm
PC Courses				
Introduction to Windows	$60	$180	Oct 11-Oct 13	1–4 pm
Intro to WordPerfect 5·1 (DOS)	$80	$240	Oct 17-Oct 18	1–4 pm
Intro to WordPerfect 6.0 (Windows)	$80	$240	Oct 10-Oct 13	9-12am
WordPerfect 6.0 (Windows) - Stage II	$40	$120	Oct 20-Oct 21	1-4pm
Introduction to WORD (Windows)	$60	$180	Oct 3-Oct 5	9-12am
WORD (Windows) — Stage II	$60	$180	Oct 18-Oct 20	9–12 am
WORD (Windows) Tables	$20	$60	October 24	1–4 pm
Introduction to Paradox (Windows)	$80	$240	Oct 25-Oct 28	9-12am
Introduction to QuattroPro	$60	$180	Oct 25-Oct 27	1-4pm
Video Production				
Video Camera Techniques	$40	$120	October 4	9–12+1–4
Television Interview Skills	$40	$120	October 5	9–12+1–4
Desktop Video	$40	$120	October 6	9–12+1–4

Bookings and Payment

To enrol in any course, telephone **365 4400**, email **help@cc.uq.edu.au** or come to **Client Services** on Level 2 (ground floor), Prentice Building, from 8·30 am to 4·30 pm. Bookings must be confirmed by payment within 3 days, and prior to start of course.

Payment can be made either by Requisition for Interdepartmental Services, or by cash or personal cheque. The UQ Price is only available to University of Queensland staff and students.

Please address all correspondence to *Course Bookings, Prentice Centre*.

Free UQVAX Email Accounts to Discontinue

Free UQVAX Email Accounts will be disabled soon, so anyone still with one of these accounts should arrange transfer to a Resource Kit.

The Resource Kit is an improved service, offering clients access to UQnet along with some network services such as electronic mail and Internet tools (Archie, Gopher).

Clients can attend a **free** training course on Using Pine Mail — we are keen to help clients make a smooth transition. Clients needing more information should contact Client Service on ext 54400.

Note this does not affect clients with charged accounts, nor does it affect UQADM clients.

FactSheets are available from the Client Service Counter

New *FactSheets* in September:
2: Mainframe Software Summary

FactSheets Updated in September:
8: Charges for Computing and
    Operations Services

Client Service
365 4400

Prentice Centre Services
Recorded Information
365 4124 (24 hours)

Online Doco on X-Terminals replaces manuals

Clients who use UQVAX and UQADM with an X-Terminal now have access to complete and detailed computing manuals online.

Online documentation provides information on basic commands, programming languages, and computing applications. Clients can search for information on hundreds of subjects from electronic mail to VAX Pascal.

The manuals are also online for departmental computers running VMS, Ultrix and OSF/1 operating systems. The documentation is updated approximately every 3 months.

A feature of the online documentation is hypertext hotspots, which highlight references, examples, and figures. Click on a hotspot, and Bookreader zooms you to that referenced section, or shows you that example or diagram. For example, the documentation may say "See Section 5 for more information." Click on "Section 5" and Bookreader zooms you to Section 5.

Online documentation has been limited until now. Only the help documentation has been available which is a short summary of specific commands. Help is meant to remind you of what you already know. Online documentation is an alternative to help.

To access the online documentation you need to have an X-terminal, workstation, or "X-Server" on your PC or Macintosh. Bookreader, a menu driven application, is used to read the online documentation. After choosing a topic, Bookreader opens two windows, the first displaying a table of contents on the topic, the other window containing the documentation/ book. The screen layout is clear, with the text formatted in easy-to-read fonts.

The online documentation is housed on CD on Prentice's Infoserver 150, and is permanently available.

Online documentation is available to anyone on campus. A small software package needs to be installed to make it available. Initial enquiries should be made through Client Service on 365 4400.