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# Bits & Bytes



Volume 3 Number 2

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### Dates to remember:

Scheduled maintenance slot  
The next **ICTS monthly maintenance slot** is scheduled to take place on Sunday, **18 March 2012** from 09:00 to 17:00.

### Training

[Introduction to Word templates, styles and page breaks](#)  
Come and see how you can use these Word features to simplify the way you work. This **half-day workshop** takes place **27-28 March** (13:30-16:30).

### Create and edit PDFs

Want to see how you can create a PDF or edit one that a colleague sent you? Then book yourself on the **Adobe Acrobat X Pro Course** which takes place **3-4 April** from (13:30-16:30).

### Enhance your photographs using PhotoShop

Are you looking for a tool to edit photographs or create graphics? Adobe Photoshop CS5 may then just be what you are looking for.

## Have you sold your (and your friends') privacy down the river?

How many applications have you installed on your Facebook page? Do you have the birthday reminder application or any of the other add-ons that make Facebook and other sites so "friendly" and "useful"? Did you know that you have pretty much handed those companies all your personal information on a silver platter?

They're not stealing the information either; they asked you to "allow" the application to collect information

about you and your friends - and you said Yes!

### Request for Permission

MyCalendar - Birthdays is requesting permission to do the following:

#### Access my basic information

Includes name, Profile picture, gender, networks, user ID, list of friends and any other information I've made public.

So what data are these companies collecting? Well, they're able to see what sort of things you like, who you talk to, what you do and where you are every time you access your personal account. Some applications have even gone as far as to intercept telephone calls, read your text messages and access your address lists - all because you gave them permission to do this when you allowed them access onto your device. The information they collect is then passed on to advertising companies so that they can create marketing campaigns that appeal to you.

Even those tweets that you sent last year aren't safe. Twitter recently sold every tweet sent since August 2010 to a data broker company who will now trawl through the over 250 million tweets that are sent every day looking for information they can use.

So what can you do? Sadly, there is not much you can do about stuff you've already installed. However, in future - before installing anything on your PC or mobile device - first read through everything and then only install the application or software if you feel comfortable with the Terms and Conditions. It may take a while to read through all their Ts & Cs, but at least you will know what you are agreeing to and you may just decide not to install the app! .

## International bandwidth is bumped up

ICTS recently bought more international Internet bandwidth, which was commissioned on Monday, 5 March. This substantial increase takes our international bandwidth from 271Mb to 543Mb. This will ensure that there is enough capacity, not only for the first vanguard of undergraduate and honours students who are using the cloud-based email solution, but also for other Internet usage.

## New email system? No problem...



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Learn what this software has to offer at the [Level 1 \(basic\) workshop](#) from **16-20 April 2012** (13:30-16:30).

### Students win final two myUCT iPads

Kelsey Slinger and Illknur Hendricks recently received the good news that they'd each won an iPad 2 simply by using their myUCT accounts.



Over the past few months, thousands of UCT students have been encouraged to move over to the new myUCT mailboxes and start enjoying the benefits of the new and improved email platform. Time is running out however for those undergraduate and honours students who are still using their GroupWise mailboxes as these will be deleted on 31 March 2012.

### Need help?

Log a call via our:

- [Online call logging system](#)
- Email: [icts-helpdesk@uct.ac.za](mailto:icts-helpdesk@uct.ac.za)
- Telephone: (021) 650 4500

### Laptops on sale at reduced rates

If you haven't had a chance to buy the laptop that you planned to get last year, why not have a look at the [Lenovo](#) and [Acer](#) models that are currently available through the [Student Laptop Initiative](#)?

### Subscribe

If you want to receive this monthly Bits & Bytes newsletter, [subscribe to our icts-newsletter-I](#) mailing list.

You may have been wondering what is happening with the UCT staff and postgraduate students email migration that is set to take place later this year. Well, so far everything is going according to plan and ICTS is making great progress in preparing for this momentous move. The migration should be a fairly simple process from where you're sitting (I'm not sure how our engineers will feel afterwards though) as you won't have to move anything yourself. ICTS will transfer all your emails, calendar entries and address books – even your archived mail - to your new mailbox. You'll also keep your email addresses so there won't be any need to change your contact details. Closer to the time you will also be invited to attend training on how to use the new system.

### New Governance Intranet

Gone are the days of having to search through folders and UCT's network drives to find committee meeting minutes. In the not too distant future you will be able to find all committee documentation, UCT policies and legislation in one central spot on the newly created Governance Intranet.

Currently being piloted by a small group of committees, the Governance Intranet provides a single entry point for all UCT's formal governance documentation. Once they've road tested it, the Governance Intranet will be launched to campus. Servicing officers will be able to store their committees' Terms of Reference, minutes, agendas and attachments in one central place, making it easier for UCT staff to access this information. All of UCT's policies and Principal's Circulars will also be available here, as well as handy reference links to relevant legislation. Full-text search complements browsing through a well-organised folder structure to find exactly what you are looking for.

Enhanced security ensures that documentation for closed committees is accessible only to those with special access rights, whereas open committee documentation can be viewed by all UCT staff.

The Governance intranet will be accessible either while you are on campus or via the Virtual Private Network (VPN) when you are travelling or working from home. All you need to do is log on with your UCT *username@wf* and *password* and then start searching for the information you require. Training for Committee Servicing Officers on how to use this tool will be offered throughout the year.

The Governance Intranet is just one of the initiatives that ICTS is implementing under the Enterprise Content Management Programme.

### eResearch site up and running

UCT has raised the bar for research support by launching an [eResearch site](#) for staff and postgraduate students. This is the first step to a bigger and better eResearch Portal envisioned for later this year.

The eResearch site, another initiative under the Enterprise Content Management Program, provides access to everything from research support to information and management tools. All the information is sorted into various sections; each of which has links to number of portals, external databases and services available for researchers. There are self-help tools which can help with referencing and managing bibliographies as well as a Research Facilities Database that lists equipment and research facilities available on campus.



These are just some of the key features available on the site.



**Contact us**

Email us your feedback, questions and comments.

Log on with your username@wf and password and see what more this newly created platform has to offer.



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