



Enabling people

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## Information and Communication Technology Services

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# Bits & Bytes

Volume 4 Number 8

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### Dates to remember:

[Scheduled maintenance slot](#)

On **Sunday, 13 October 2013**, ICTS specialists will be performing necessary maintenance tasks on the university's IT infrastructure during the [scheduled maintenance slot](#). There will be no or limited ICT services available from 09:00 - 17:00.

[Scheduled UPS](#)

### ICTS makes wireless Internet access easier

Up until now, each time you accessed the Internet wirelessly at UCT, you had to enter your UCT credentials twice. Thanks to the changes made by ICTS engineers, this is no longer the case.

Provided that your laptop is set up to use [cache.pac](#) and you are using the [correct browser settings](#), you no longer need to authenticate when accessing the Internet via eduroam. Mobile devices that only use the wireless network do not need [cache.pac](#), because it only applies to devices that use the wired and wireless network.



This change not only makes it quicker to access the Internet, but it also allows you to use applications that previously couldn't work or only partially worked via the proxy servers.

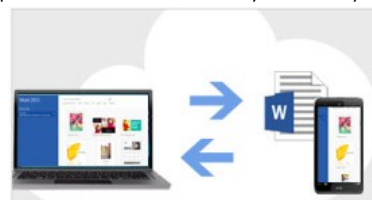
Note, however, that these settings don't apply to the wired network - where you'll still need to enter your UCT username and password when accessing the Internet.

So if you use eduroam to browse the Internet wirelessly, check that you're using the correct settings so that you can avoid unnecessary authentication.

### Microsoft Office 2013 successfully tested

Following the launch of Microsoft's Office 2013 earlier this year, our technicians needed to perform [compatibility testing](#) to ensure that the suite works with the software already in use on campus. Using Windows 7, testing has successfully been completed. This means that UCT staff, third parties and post-doctoral fellows can install the software on their workstations.

Office 2013 aims to enhance efficiency and productivity, and its latest functionalities allow you to use any of the applications on a PC, laptop or mobile device. Thanks to Office 2013's cloud capabilities, you can collaborate on projects with people across the world. And if you're always on the move and rely on your mobile device to get work done, Microsoft has included touchscreen capabilities so that you can easily perform various functions - with some content being repositioned according to your screen size.



As with each new Microsoft release, the company has added new features to each of its popular applications - such as Word, Excel, PowerPoint and

Projects

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myUCT

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## [maintenance](#)

Starting **Sunday, 29 September 2013** and continuing over the next few days, you may experience intermittent service to the UCT network (e.g. email, PeopleSoft, SAP), Internet and telephone services. This is due to ICTS conducting necessary maintenance work on the Uninterruptible Power Supply (UPS) units at some campus buildings.

View the [UPS maintenance schedule](#) to see if your building will be affected.

## [Training](#)

[Outlook's calendar and tasks features](#) can help you to manage your day and workload more effectively. During our [Time Management with Calendar and Tasks](#) course on **01 October 2013** (09:00-12:00), we'll show you to create appointments and meetings, organise mail with flags and categories, manage tasks and to-do items and set options for your Outlook task list.

[Creating and maintaining a database](#) need not be as difficult as it seems - if you know how to use the application. Our [Access 2010 Level 1](#) course, which takes place **07-11 October 2013**, (09:00-12:00), looks at designing, building and querying a database, managing data in a table, designing forms and generating reports.

[Adobe Acrobat made easy](#)  
Our [Adobe Acrobat for Rookies](#) course which takes place on **08 October** (13:30-16:30) will provide you with the tools necessary to use this software package. We will

Outlook. Some of these features are highlighted in the [Office 2013: enhancing productivity](#) web article, as well as links to videos that give you a guided tour of what to expect.

If you'd like to install Office 2013, first have a look at our [Office 2013 is now available](#) web article and then use one of the provided methods to install the suite on your PC.

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## [Australians to share insight on the benefits of using technology in eResearch](#)

Universities from across Africa have been invited to participate in the first eResearch Africa conference, which takes place 06-10 October 2013 in Cape Town. The conference aims to bring together practitioners and researchers from diverse backgrounds to engage, connect and share ideas concerning new centric research capabilities. It will also look at effective ways of helping researchers collaborate, collect, manage, share, process, analyse, store, find and reuse information.

The eResearch conference concept was originally created in Australasia with the idea of collaborating and seeing how research can be enabled through technologies and services. For this reason, we've invited the Director of the Monash e-Research Centre, Professor Paul Bonnington, Director of the Australian Government's Research Data Storage Infrastructure (RDSI) project, Dr Nick Tate, and Chief Executive Officer of Intersect Australia Ltd, Dr Ian Gibson, to share their experiences and knowledge of using technology in eResearch.

If you're interested in attending this event, complete the [online registration form](#) at [www.eresearch.ac.za](http://www.eresearch.ac.za) | Conference | Registration. To submit an abstract for a presentation, poster or workshop, visit [www.eresearch.ac.za](http://www.eresearch.ac.za) | Conference | [Participate](#) for more information.

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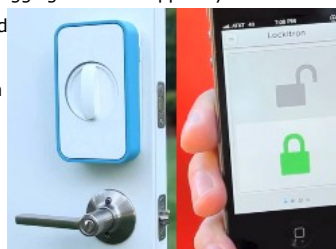
## [Say goodbye to noisy key chains. Use apps to open doors](#)

Technology has completely changed the way we perform certain activities. This extends to home security too - with the ability to unlock your home using your mobile device.

Developers have created a range of downloadable apps that allow you to scan and share virtual keys, and unlock your door by either touching the lock or being in close proximity to it.

The stored key option allows you to scan and store digital copies of your home and office keys. Should you ever need to get a spare made, you simply download the instructions, which a locksmith can follow to cut the key.

If you prefer the keyless option, then you will either need to have an existing deadbolt lock on your door or install the fitting that is sent to you when purchasing the app. Some options allow you to lock and unlock your door from anywhere in the world by logging onto the app on your cell phone. Alternatively, by installing and leaving the app running on your phone you can unlock the door when you touch the lock. This option uses sensors and only works if you have your phone in your pocket or bag.



Some of these options can take out the worry of where to store your keys - for example, when you go jogging. Although critics are wary about the technology's security capabilities, manufacturers emphasise security as a top priority and they've taken the necessary steps to ensure that your safety is never compromised.

show you how to create a PDF, combine multiple PDF files, work with pages, add interactive objects and create searchable text from scanned documents.

Whether or not you go the technology route, the final decision lies with you. But with technology advancing so quickly nowadays, it might be just a matter of time until physical keys become a relic of human history.

**Learn to write effective email messages...today!**

Need advice about how to write emails that will be clear, concise and well-received by your readers? Have a look at ICTS's new [guide to writing effective email messages](#), which includes essential tips that'll improve your emails instantly.

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Last updated on Thursday, 26 September 2013 @ 15:21 SAST. (Read 730 times)

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