

# Electronic Technology News Gazette

Volume: 18, December 2017

(790+) 69 of 859 technology articles (yr 2006+) available online; (newsletter began in 2000)

by Kevin Veach for the Animal & Food Sciences Dept. via email, web, and print

<http://www.uky.edu/AFS/news/gazette/December2017Gazette.pdf>

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## SECURITY: PHISHING, SPAM, AND HOAX EMAILS

UKITS will never send an email requesting any personal information such as passwords or Social Security Numbers. If an email looks suspicious, it can be forwarded to [Kevin.Veach@uky.edu](mailto:Kevin.Veach@uky.edu) for review. Report known fraudulent emails and spam email advertisement by forwarding them to [spam@uky.edu](mailto:spam@uky.edu) with the beginning word SPAM in the Subject line, and copy [Kevin.Veach@uky.edu](mailto:Kevin.Veach@uky.edu) to alert the department.

The following are indications of phishing attempts, and hoax emails:

- Directly requesting personal information (bank account, social security number, etc)
- Non-UK email links outside of <http://www.uky.edu>.
- Requesting the user to perform actions outside of normal business procedures.
- The From address isn't a UK email address.  
Even if the From address is a UK email address, the From address can be spoofed to be anyone's address.
- The To: and From: address are the same.

Phishing emails can contain the following:

1. Generic greeting (send to multiple people)
2. Sense of urgency or consequence (ex. close an account or other threat)
3. Poor grammar
4. Request private information (ex. credit card number, password, etc..)
5. Suspicious link or fake email address
6. Graphics, titles, known business names or other ways can make an email appear more legitimate.

More Information on phishing emails is available at the following address:

- **UK Phishing Email Training**  
<https://www.uky.edu.its/files/Phishing%20email%20training.pdf>

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## SECURITY: TWO FACTOR AUTHENTICATION

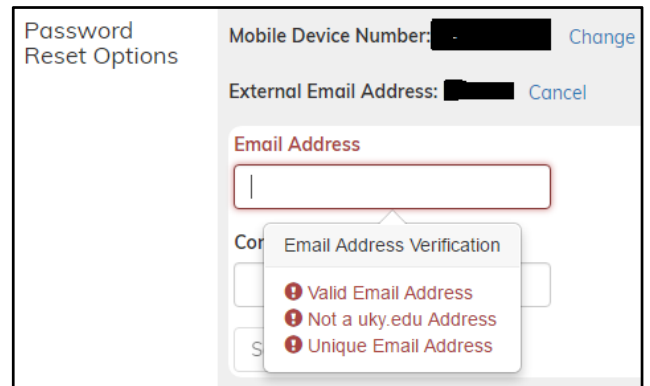
Two factor authentication adds a second code to access an account for added protection. This code could be

1. Texted to your phone
2. Emailed to another account
3. A telephone number called and spoken over the phone

Without the second of a 2 factor authentication completed, the account cannot be accessed. These are often used during a password reset for accounts.

Examples of accounts with 2 factor authentication include:

- UK Email
- Google
- Dropbox
- Facebook
- Apple



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## SECURITY: INTERNET ACCESS BLOCKING FOR DMCA NOTICES

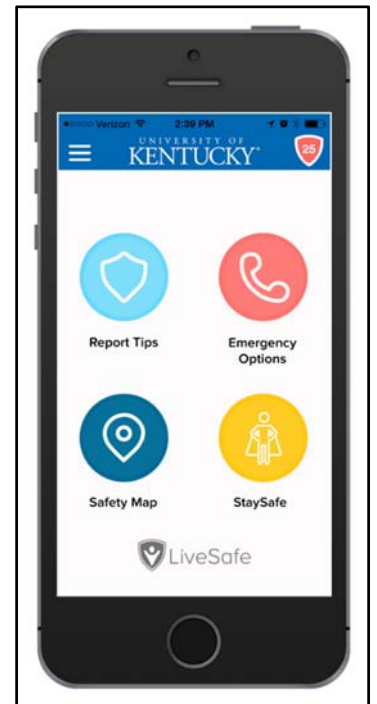
Internet access will be blocked for computers receiving downloading or sharing copyrighted material (ex. movies, books, etc...) Digital Millennium Copyright Act (DMCA) notices until appropriate steps are taken to restore network access. A DMCA takedown notice is given to remove access to copyrighted works. Typical complaints are links to copyrighted material or downloading copyrighted content. UK has been notified of several computers with network access downloading copyrighted movies. Each computer on the network has unique identifiers (IP address, computer name, network adapter address, date, time, etc..) that can be used to identify responsible parties. All DMCA unblock requests must go through the UKITS Service Desk (218-HELP).

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## SECURITY: LIVESAFE SMARTPHONE APPLICATION

LiveSafe is a smartphone application for safety at the University of Kentucky. Some of the features include:

- Two way communication with UK Police
- Share information about potential crimes



- Report GPS-tagged information with text, pictures, video, and audio that can be submitted anonymously.
- Virtually walk your friends, co-workers, and families to their home, office, classroom or vehicle with SafeWalk

UK LiveSafe is available as a free download for iPhone (iTunes) and Android (Google Play).

1. Search for and download "LiveSafe" from the Google Play or the Apple App Store.
2. Select "U. of Kentucky" as your school.
3. Sign up with your name and info.

More information is available at <http://www.uky.edu/EM/LiveSafe.html> .

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## **SECURITY: FERPA**

The Family Educational Rights and Privacy Act (FERPA) protects the privacy and confidentiality of personally identifiable information. Personally Identifiable Information means data that includes:

- Name of the student, students parent, or other members
- Student's campus, home, or email address
- Personal identifier, as social security number, student number or Link Blue ID
- List of personal characteristics or other information which would make the student's identity easily traceable
- Computers storing personal information should do so in highly encrypted folders.

More information on FERPA is available at the following websites:

### **FERPA & Privacy**

<http://www.uky.edu/registrar/ferpa-privacy>

### **Family Education Rights & Privacy Act (FERPA) Training**

[http://www.uky.edu/registrar/sites/www.uky.edu.registrar/files/FERPAUKWorkshop-Presentation\\_2016\\_new.pdf](http://www.uky.edu/registrar/sites/www.uky.edu.registrar/files/FERPAUKWorkshop-Presentation_2016_new.pdf)

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## **SECURITY: WINDOWS 7 END OF SUPPORT IN 2020**

In the Microsoft Support Lifecycle, Microsoft has set Windows 7 end of extended support to be January 14, 2020. After January 14, 2020, Microsoft will no longer provide automatic fixes, updates and online technical assistance for Windows 7. Although antivirus and security software can help protect Windows 7 computers after January 2020, Windows 7 computers will no longer receive security updates after this date.

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## **SECURITY: SATAN RANSOMWARE**

Satan ransomware is an emerging threat that encrypts data on infected computers, informs the infected user to install the Tor browser, and demands payment to unencrypt files. Ransomware often uses sophisticated encryption is used with no known un-encryption software.

Backing up files to a web location is critical with increasing risks of ransomware. Office365 email accounts for faculty and staff have OneDrive online cloud storage. OneDrive has 1 tb of online storage space for documents. The 1 tb storage space can be increased, if storage is near the 1 tb storage limit.

The following can help guard against ransomware:

- Backup data files.
  - OneDrive cloud storage is available with 1 tb of data storage space to UK faculty and staff (<http://outlook.com/owa/uky.edu>). Data can be backed up in folders to indicate the date (ex. OneDrive\Backup\1-24-2017).
- Update operating systems, software and firmware on computers
  - Instructions to configure Windows Updates automatic update feature
    - <https://support.microsoft.com/en-us/help/306525/how-to-configure-and-use-automatic-updates-in-windows>
- Don't click on untrusted email links.
  - Look at link addresses, before going to them. Hovering the mouse over the link will identify the address. If a link doesn't appear when hovering over the address, the address can be copied and pasted into Notepad to view it.
- Install, configure, update, and scan files using antivirus applications
  - Microsoft EndPoint antivirus is downloadable from UK Downloads website (<https://download.uky.edu>).
  - Right click the green System Center 2012 Endpoint Protection icon in the taskbar > Open > Settings tab to configure options.
- Enable System Restore and create a restore point in the operating system. You may be able to restore a known clean state of the computer.
  - Control Panel > System > System Protection tab > Create button beside "Create a restore point..."

After ransomware strikes

- Remove the computer from the internet.  
Disconnect from Wi-Fi, and unplug network cables from the computer.
  - Research the ransomware for removal instructions on another computer.  
Although ransomware can encrypt hard drives, some tools may be available to access the data.
  - Work with restored files from a known good backup.  
OneDrive can store online version of files.
  - If a time frame is given for ransomware payment, resetting the BIOS data/time can help give additional time when the computer isn't connected to the internet.
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## **SECURITY: GOOGLE CHROME 56 INDICATES "NOT SECURE" FOR PAGES WITH SECURITY PROBLEMS**

When upgrading to Chrome 56, HTTP web pages for entering login data and payment information will indicate web page fields contain information that is "not secure". The move by Google is meant to identify the lack of security offered by HTTP web addresses, and improve web security.

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## SECURITY: SCRUB DATA OR DESTROY HARD DRIVES BEFORE SURPLUSING

It is important for data to be scrubbed or hard drives destroyed before recycling or sending equipment to surplus. Even though files have been deleted from the hard drive or the hard drive formatted, software still exists to recover deleted files.

The following are examples of software to purge or scrub data from computer hard drives:

- **Kill Disk** – [www.killdisk.com](http://www.killdisk.com)
- **DBAN tool** – [www.sourceforge.net/projects/dban/](http://www.sourceforge.net/projects/dban/)
- **Burn for Mac** – [www.thenextwave.com/burnHP.html](http://www.thenextwave.com/burnHP.html)

The Notice of Computer Equipment Electronic Storage Device Cleaning Form needs to be completed, when sending a computer to surplus.

Notice of Computer Equipment Electronic Storage Device Cleaning Form

<https://www.uky.edu/hr/sites/www.uky.edu.hr/files/eForms/computerclean.pdf>

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## SECURITY: ENCRYPT FILES/FOLDERS WITH PERSONAL INFORMATION

Sensitive data need to be encrypted to improve security. Windows includes the BitLocker encryption program with the following operation systems:

- Ultimate and Enterprise versions of **Windows Vista and Windows 7**
- Pro and Enterprise versions of **Windows 8 and 8.1**.
- Pro, Enterprise and Education versions of **Windows 10**.
- **Windows Server 2008** and later

BitLocker can be used on a variety of media, including USB thumb drives, internal and external hard drives, and other devices.

BitLocker can be applied to individual files, whole folders or the entire hard drive.

- Be cautious when encrypting files or the entire hard drive. The data or entire drive may not be accessible because
  - Computer becomes bad, and the key or computer hardware is different.
  - The data becomes corrupt (ex. hardware associated error on the storage, virus)

Encrypt a file or folder

1. Open File Explorer
2. Right mouse button click on a file or folder.
3. Select Properties.
4. Click the Advanced button.
5. Checkmark Encrypt contents to secure data.
6. Click OK.
7. Click Apply, and OK on the file or folder properties.



Decrypt a file or folder

1. Open File Explorer
2. Right mouse button click the file or folder.
3. Select Properties.
4. Click the Advanced button.
5. Uncheck "Encrypt contents to secure data."
6. Click OK
7. Click Apply, And OK on the file or folder properties.
8. The file or folder will be turn from black to grey, indicating

\*\*Please note: If the file or folder is copied or emailed to another person or computer, encrypted files will only be accessible with the proper credentials.

\*\*Encrypted file names are grey, compared to the black text of normal files.

When sending a file or folder to another person or computer, the encrypted content needs to be unencrypted before copying or attaching the file. After the file is attached to an email or copied to the destination, the file or folder can be re-encrypted.

When BitLocker encrypted files become corrupt, a BitLocker encrypted file specialist may be needed.

More information on BitLocker is available at:

<https://en.wikipedia.org/wiki/BitLocker>

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**SECURITY: UK CONFIDENTIALITY AND DATA SECURITY GUIDELINES FOR ELECTRONIC DATA**

The following guidelines help minimize risk associated with electronic data:

Confidentiality and Data Security Guidelines for Electronic Data

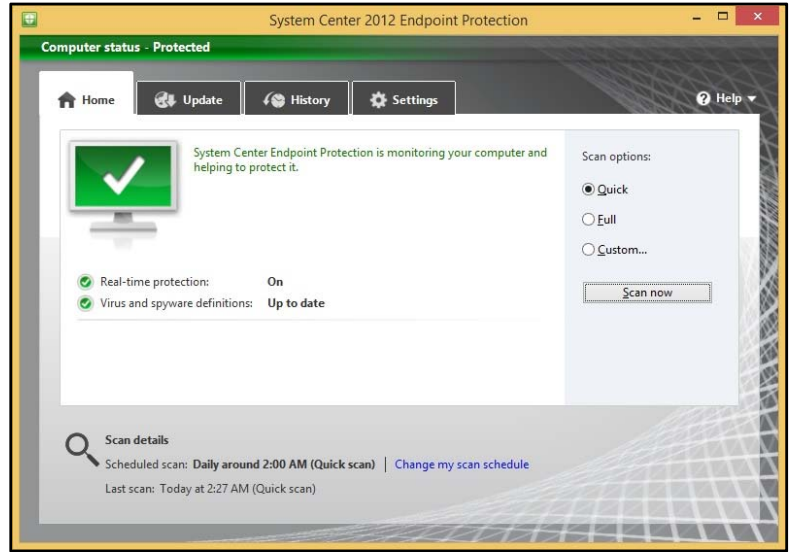
<https://www.research.uky.edu/ori/ORIForms/D105-Electronic-data-policies.pdf>

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## SECURITY: ANTIVIRUS

Antivirus applications help protect computer data from malicious software that can corrupt data. It is always recommended to make backups of data that are stored elsewhere. A good location to store backups is the OneDrive 1 tb space (ex. Backups – Date). Microsoft Endpoint Protection antivirus software for Windows 7, 8, and 8.1 is available for download from the University of Kentucky Software Downloads website at <https://download.uky.edu> .

Computers with Windows 10 installed can use Windows Defender for antivirus. Microsoft Endpoint Protection antivirus isn't compatible with Windows 10.



## DEPARTMENT IT NEWS: EQUIPMENT INVENTORY

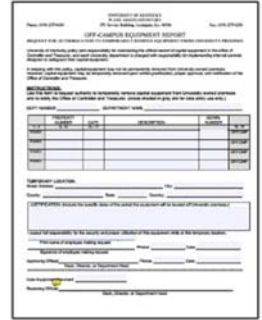
This year 276 pieces of computer related equipment is on inventory.

- 9 Capital Equipment (over \$5,000 original cost)
- 1 – Paul Anderson Tower
- 1 - Ag North
- 17 – Wethington
- 221 – Garrigus
- 1- Wethington
- 12 – Dairy Hoop Shed
- 1 – Dairy Office Classroom
- 1 – Beef Unit Nutrition Center
- 9 – Beef Unit Intensive Research
- 1 – Nutrition feed Center
- 1 – Sheep Unit Service Complex
- 1 – Swine Unit Headquarters
- 6 – Princeton
- 1 – Good Samaritan



**DEPARTMENT IT NEWS: OFF CAMPUS EQUIPMENT FORMS**

Off Campus Equipment Report Form need to be completed for UK computer equipment used off campus. The Off Campus Equipment Report Form is available at <http://www.uky.edu/eforms/forms/offcamp.pdf>. After completing the form, email it to [Kevin.Veach@uky.edu](mailto:Kevin.Veach@uky.edu).



Please note:

- The Off Campus Equipment Report form requires the signature of the Department chair.
- Sheila keeps the original for department records.
- Kevin Veach will keep a copy for computer inventory
- A copy will be sent to those overseeing University inventory for Ebars labeling of “Off Campus”.

**DEPARTMENT IT NEWS: NEW PROCEDURES FOR LOST EQUIPMENT**

Lost equipment reports need the following performed to be removed from inventory:

- Short memo indicating what happened to the equipment that indicates if any University proprietary, employee, or student information that could potentially be exposed.
- Complete a Lost Equipment Report
- Send the memo and Lost Equipment Report to me.
- The chair signs off on the equipment status
- The memo and Lost Equipment Report form is sent to Andrew Gehring for removal from Ebars inventory.

**DEPARTMENT IT NEWS: DEPARTMENT VIDEO CAMERA**

The department has the following video camera with high definition 4K capability

- N025033 Panasonic HC-VX981K video camera

Features:

- Night shot (color and black/white)
- Wi-fi connect to another device/camera for video in video effect.
- Record video in timed pictures
- Record pictures with the camera.

**DEPARTMENT IT NEWS: VIDEO CAMERA/SOUND SYSTEM USAGE**

Video camera usage:

- ASC 771 classroom seminar recordings
- Department presentations
- 4-H recording to help with presentation
- Farm recordings

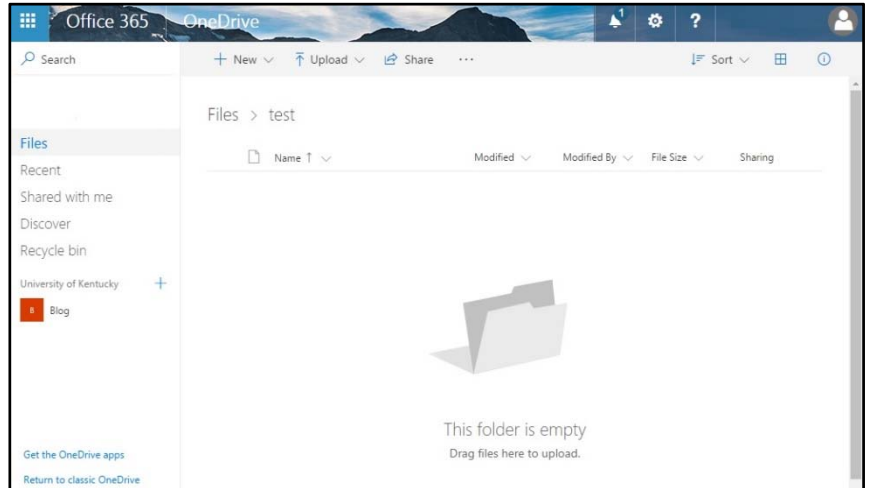
- Recordings of lab or farm equipment use

Please complete the video camera checkout worksheet on the Garrigus 913 door, if the camera wishes to be checked out.

## DEPARTMENT IT NEWS: ONEDRIVE DATA STORAGE

OneDrive is an online data storage and collaboration tool. UK has a signed Business Agreement with Microsoft that covers HIPAA and FERPA. OneDrive data can be shared with individuals, and different permissions assigned (read only, modify). The following are instructions to access OneDrive:

1. Using a web browser, login to the website  
<http://outlook.com/owa/uky.edu> with your Link Blue@uky.edu and email password.
2. In the upper left corner, select the 9 square box icon, and choose OneDrive.
3. Folders can be created to sort data.
4. Files can be uploaded to OneDrive using the Upload icon above the list of files.
5. Files or folders can be shared by right clicking on the file/folder, choose Share, entering the person to share, and select permissions (Edit or View only).
6. Microsoft data files can be created with OneDrive, using New > file type.
7. When creating or editing OneDrive Office data files, you have the option to edit the file using the online program or full program with all capabilities.  
Excel file > Edit Workbook > Edit in Excel or Edit in browser (online program).
8. When working with Microsoft Office files created or edited on OneDrive, changes to files are automatically saved, although it is best to perform a save when editing is completed.



## DEPARTMENT IT NEWS: SYNCHRONIZE FOLDERS WITH ONEDRIVE FOR BUSINESS CLOUD STORAGE

The OneDrive for Business sync client enables computers to synchronize documents on several devices with cloud storage.

OneDrive for Business sync client instructions for Windows computers

<https://www.una.edu/its/docs/OneDriveforBusiness/Installing%20One%20Drive%20for%20Business%20for%20Windows.pdf>

OneDrive for Business sync client instructions for Mac

<https://support.office.com/en-us/article/Get-started-with-the-new-OneDrive-sync-client-on-Mac-OS-X-d11b9f29-00bb-4172-be39-997da46f913f>

Instructions on how to enable OneDrive to sync only certain folders is available at the following address:  
<http://www.howtogeek.com/222817/how-to-configure-onedrive-to-sync-only-certain-folders-in-windows-10/>

The above links are helpful when all data stored on OneDrive doesn't need to be synced to local storage.

### DEPARTMENT IT NEWS: TWITTER ACCOUNT

Starting June 2017, the Department has a Twitter account to increase web presence at <https://twitter.com/UKAnimalFoodSci>. In 5 months, the account has the following statistics:

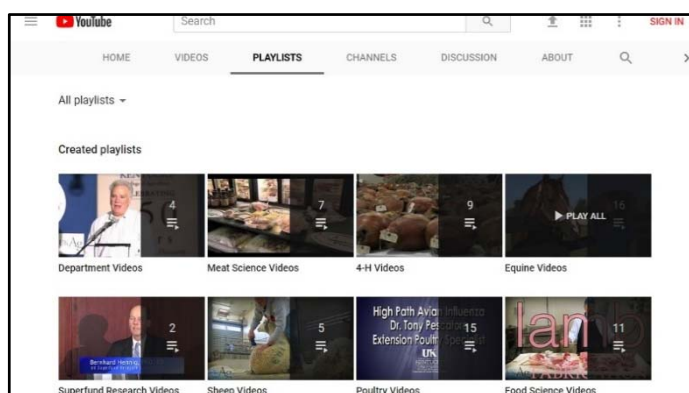
- 64 Tweets
- 66 Likes
- 17 followers



Facebook posts are automatically duplicated on Twitter to reduce the amount of time required to administer the site. Long web addresses are automatically converted into a shortened URL.

### DEPARTMENT IT NEWS: YOUTUBE CHANNEL

The YouTube video channel for the department is available at the following address:  
<https://www.youtube.com/user/UKAnimalFoodSciences/>  
 Videos are separated into department sections, and are from the Ag Communications YouTube channel at <https://www.youtube.com/user/UKAgriculture>.



### DEPARTMENT IT NEWS: YOUTUBE STATICS

Top viewed videos include the following (taken 12/12/2017):

Beef

Rank	Views	YouTube Title
1.	80,345	DEMO OF HOW TO PALPATE COW
2.	47,820	Grazing Alfalfa - Part 1/2
3.	27,295	HOW TO GET A BLOOD SAMPLE FROM TAIL HEAD NECK
4.	26,732	HOW TO PLACE A CIDR DEVICE IN A COW
5.	14,566	Grading Feeder Cattle

Dairy

Rank	Views	YouTube Title
1.	460,810	Milking procedures for Maximum Milk Quality
2.	47,820	Grazing Alfalfa - Part 1/2

3.	22,452	Virtual Dairy Farm Tour - Tim Elkins Part 1 of 2
4.	13,512	Sleeping Cows on Compost Bedded Pack
5.	12,687	Procedures for Milk Sampling and Weighing

## Equine

<u>Rank</u>	<u>Views</u>	<u>YouTube Title</u>
1.	2,135	Madison's "see blue." Story: Studying in the Horse Capital of the World
2.	1,652	UK Alum Proud to Show Off His Home in Breeders' Cup Broadcasts
3.	1,090	What can we learn from horses?
4.	739	Eastern Tent Caterpillars - Growing Kentucky, May 2009
5.	501	Equine Farm & Facilities Expo

## Food Science

<u>Rank</u>	<u>Views</u>	<u>YouTube Title</u>
1.	508,549	How to Cure a Country Ham
2.	438,869	Beef Retail Fabrication
3.	112,826	Pork Fabrication - Retail Cuts
4.	75,315	Sheep Fabrication - Retail Cuts
5.	4,069	Meat Processing Facility in Eastern Kentucky

## Poultry

<u>Rank</u>	<u>Views</u>	<u>YouTube Title</u>
1.	88,022	Composting Chicken Manure
2.	11,760	Constructing a hoop pen - Part 2: Assembling the base with cattle panels
3.	8,579	Constructing a hoop pen - Part 6: Adding the tarp
4.	6,264	Constructing a hoop pen - Part 3: Adding the door frame
5.	5,405	Constructing a hoop pen - Part 4: Adding the back and corner braces

## Sheep

<u>Rank</u>	<u>Views</u>	<u>YouTube Title</u>
1.	658,958	How to shear sheep - blow by blow
2.	50,982	Sheep Shearing School
3.	2,124	Kentucky's First Sheep Dairy Up and Running
4.	700	Kentucky Grazing School - Greg Reynolds
5.	478	The Fiber Industry in Kentucky

## Superfund

<u>Rank</u>	<u>Views</u>	<u>YouTube Title</u>
1.	166	University of Kentucky Superfund Research Program
2.	134	UK Superfund Research Grant receives \$12.2 million federal grant

## 4-H

Rank	Views	YouTube Title
1.	3,106	Why Can a Cow Eat Grass?
2.	2,872	Ky 4-H Recruitment Video - What can I do in 4-H?
3.	1,802	From Moo to You!
4.	1,752	4-H Country Ham Contest - Growing Kentucky, September 2009
5.	1,237	Wool You Keep Me Warm?

Send additional UK videos to add in commodity groups to [Kevin.Veach@uky.edu](mailto:Kevin.Veach@uky.edu) with the following information:

- YouTube video name:
- YouTube video web address:
- Add to department commodity group section (Beef, Dairy, Equine, Food Science, Meat, Poultry, Sheep, Swine, 4-H)

### DEPARTMENT IT NEWS: WEB STATISTICS (Dec. 1, 2016-Dec. 1, 2017)

Total web page views: 287,380

Average time on page: 1.16

#### Top pages

1. Homepage 22,505
2. Poultry 10,574
3. Faculty Directory 7,383
4. Dairy 6,652
5. Glossary of Poultry Terms 6,260
6. 4-H Youth Meat-Animal Livestock Skillathon 5,762
7. 4-H Youth Horse Show Rules Regulations Resources 5,336
8. Equine Homepage 4,967
9. Butcher Shop 4,314
10. Beef 4,305
11. 4-H Youth 4,075
12. Food Science Homepage 4,052
13. Sheep Homepage 3,190
14. Students 3,168
15. Poultry – Poultry Feathers What Can They Be Used For? 2,937
16. 4-H Youth Validations 2,897
17. Pre-Vet Students 2,802
18. 4-H Youth Horse 2,641
19. 4-H Youth Meat Animal 2,585
20. Butcher Shop Prices 2,404

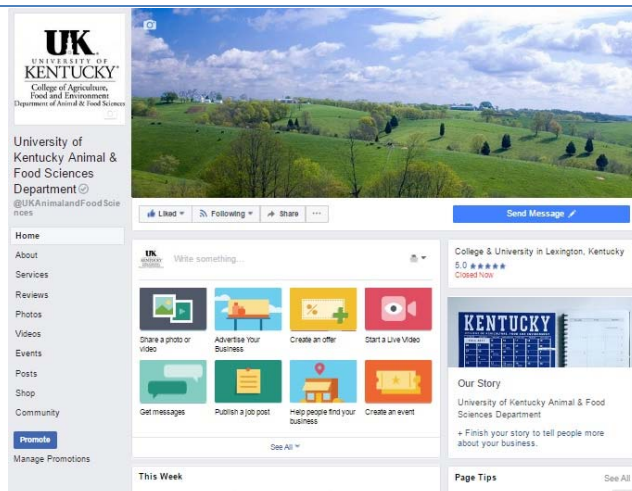
The screenshot shows the website for the Department of Animal & Food Sciences at the University of Kentucky. The header includes the college name and a search bar. The main navigation menu lists various commodity groups. The 'Dairy' section is highlighted, featuring a video and text about precision dairy farming. The 'Department News & Events' sidebar lists several upcoming events with dates and titles.

**DEPARTMENT IT NEWS: DEPARTMENT FACEBOOK**

The UK Department of Animal and Food Sciences has a Facebook page at <http://www.facebook.com/UKAnimalandFoodSciences>. News stories and events are added to the Facebook page to create more publicity and Department marketing.

Information on creating Facebook sties is available at the following address:

<http://marketing.ca.uky.edu/facebook>



**\*\*Notice:** Under step 6 of the section “How to Set Up Your Own Professional UK Facebook account” requires approval from UKPR (Whitney Hale [wshale0@email.uky.edu](mailto:wshale0@email.uky.edu)) for Facebook accounts.

**DEPARTMENT IT NEWS: DEPARTMENT FACEBOOK STATISTICS**

Facebook Statistics (statistics are from the date the Facebook page was created forward):

- Total Page Likes Butcher Shop: 3,306  
<https://www.facebook.com/ukbutchershop>
- University of Kentucky Livestock Judging Team: 2,268  
<https://www.facebook.com/UKLivestockJudging/>
- Total Page Likes UK Dairy Science Program: 1,233  
<https://www.facebook.com/UkDairyScience/>
- Total Page Likes Animal & Food Sciences: 945  
<http://facebook.com/UKAnimalandFoodSciences>
- Total Page Likes Kentucky 4-H Dairy: 498  
<https://www.facebook.com/Kentucky-4-H-Dairy-227764663924178/>

Top Facebook posts for 2017 (clicks numbers may not account for servers caching Facebook pages):

1. It Starts with Us. Featuring Charlie Edgington (143 views, 53 likes)
2. Fall 2016 Animal Science s Dean’s List (106 clicks, 55 reactions – 34 likes, 3 loves, 14 comments, 4 shares)
3. It Starts with Us. Featuring Dr. Heleski (71 views, 37 clicks, 2 likes)
4. Pathway to Beef Cattle Genetic Improvement (66 clicks, 33 likes, 2 comments, 2 shares)
5. February 2017 Kentucky Dairy Notes (50 post clicks, 13 likes, 1 wow, 1 comment, 2 shares)
6. From Polypay to White Dorper: Patience Pays Off (43 clicks, 10 likes, 3 shares)
7. 2017 Sheep Shearing School (41 clicks, 16 likes, 1 comment, 4 shares)
8. 2017 Master Cattleman programs beginning this spring (37 clicks, 3 likes, 3 shares)
9. UK specialists urge vigilance to protect poultry from bird flu (32 post clicks, 3 likes, 1 comment, 6 shares)
10. UK Junior First Recipient of Jockey Club Scholarship (31 clicks, 5 likes, 2 shares)



The following are statistics for people reached (12/11/2016-12/11/2017):

**Total Likes:** 945 (21% increase from last year)

<u>Countries</u>	<u>Fans</u>	<u>Kentucky</u>	<u>Fans</u>	<u>Languages</u>	<u>Fans</u>
United States	835	Lexington, Ky	181	English (US)	871
Pakistan	12	Louisville, Ky	39	English (UK)	33
Brazil	10	Richmond	12	Arabic	11
Egypt	7	Nicholasville	10	Portugese (Brazil)	11
Turkey	6	Bowling Green	9	Spanish	9
Mexico	6	Winchester	7	Turkish	4
Australia	6	Paris	7	French (France)	2
Afghanistan	5	Cynthiana	7	Catalan	1
Nigeria	5	Campbellsville	6	Korean	1
United Kingdom	4	Georgetown	6	Mongolian	1

#### DEPARTMENT IT NEWS: DEPARTMENT EVENTS

Please send events to promote to [kveach@uky.edu](mailto:kveach@uky.edu) in the following format:

**Event:**

**Date:**

**Time:** (Proposed start and end)

**Description:**

**Location:**

**Link:** If a link is available, a link to more information can be added

**Event schedule:**

**Commodity group:**

Events can be added to the following:

- Department Homepage Events section
- Commodity Homepage Events section
- Department Web Calendar
- Department Facebook page
- Department Facebook Calendar
- Department Twitter

#### DEPARTMENT IT NEWS: GARRIGUS 201, 401, 601, 801, 901 SMART CONFERENCE ROOMS

Conference rooms on the 201, 401, 601, 801, and 901 have been upgraded with equipment. The following lists capabilities of the rooms:

- Room 201 Smart Conference Room  
**Internet:** Wired/wireless internet access

**Computer:** Dell OptiPlex computer

**Projector:** Epson EX7220 projector with wired/wireless audio/video capabilities

**LCD:** Toshiba TV

- Room 401 Smart Conference Room

**Internet:** Wired/wireless internet access

**Projector:** Epson EX7220 projector with wired/wireless audio/video capabilities

**LCD:** Seiki 65" tv

**Computer:** Dell OptiPlex 755

**Input:** Logitech MK 330 wireless keyboard/mouse

- Room 601 Smart Conference Room

**Internet:** Wired/wireless internet access

**Wireless Presenter:** Targus Wireless Presenter w/Laser Pointer

**Projector:** Epson EX7220 with wired/wireless audio/video capabilities

**Computer:** Dell OptiPlex

**LCD:** 65" Samsung large screen TV

**Video:** Logitech HD Webcam C920 web camera

**Microphone:** MXL AC-404 USB powered tabletop microphone

**Input:** Logitech wireless MK710 wireless keyboard and mouse.

- Room 801 Smart Conference Room

**Internet:** Wired/wireless internet access

**Computer:** Dell OptiPlex

**LCD:** Large screen TV

- Room 901 Smart Conference Room

**Internet:** Wired/wireless internet access

**Computer:** Dell OptiPlex 3020

**LCD:** 65" Vizio M652i-B2 TV

**Projector:** Epson PowerLite W29

**Input:** Logitech MK 330 wireless keyboard/mouse

**Wireless Presenter:** Targus Wireless Presenter w/Laser Pointer

**Camera:** Logitech HD Webcam C920 web camera

**Microphone:** MXL AC-404 USB powered tabletop microphone

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## DEPARTMENT IT NEWS: SOFTWARE INSTALLED ON SMART CONFERENCE ROOM COMPUTERS

Computers in the 201, 401, 601, 801, and 901 have the following software installed:

- Microsoft Office 2013 – Word, Excel, PowerPoint (compatible with Office 2016 files)
- Adobe Acrobat XI
- Google Chrome
- Firefox
- Skype
- Echo 360 Personal lecture capture (Garrigus 401, 601, 901)
- Zoom video conferencing software (Garrigus 401, 601, 901)



## DEPARTEMNT IT NEWS: WHAT ITEMS CAN BE USED FOR CONFERENCE ROOM UPGRADES

Items to improve conference rooms, include the following:

- Wireless Keyboard / Mouse - Logitech Wireless MK710-Mouse/Keyboard (3 yr battery life)
  - Webcam - Logitech C920-C webcam, Full HD (1080p)
  - Microphone - MXL AC-404 USB powered tabletop microphone
  - Wireless Slide Advance/Laser - Targus Wireless Presenter w/Laser Pointer
  - USB Hub - Targus 7-Port USB 3.0 Combo Hub - 7 ports – desktop
- 

## DEPARTMENT IT NEWS: UK IT ACCOUNTS DEPARTMENT REQUESTS

Accounts requested requests should go through department IT for the following accounts:

- Canvas accounts
- External email accounts
- Email accounts for new people in the department that haven't been assigned one (ex. visiting students, visiting faculty, etc..)
- External OneDrive access for sharing documents
- External Link Blue account to access University resources
- Drupal accounts

Send computer related account requests to [Kevin.Veach@uky.edu](mailto:Kevin.Veach@uky.edu) .

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## DEPARTMENT IT NEWS: WHAT COMPUTER ITEMS ARE AVAILABLE FOR CHECKOUT?

The following products are available for the department to use:

- **N025033 Panasonic HC-VX981K video camera**
  - **Azden 325 ULH Wireless Sound System**
    - Allows 2 sources of input (ex. both handheld wireless mic and lavalier lapel mic)
  - **Wireless Head Mount Microphone** for use with the wireless sound system
  - **Handheld wireless mic/mic stand** – Record multiple people with a centrally located mic
  - **Lavalier microphone** – Attach to a shirt to keep the mic close to the mouth
  - **Power inverter** - Use the electric devices through car cigarette lighters.
  - **DVD Duplicator** – Read a DVD into memory and quickly create multiple duplicates (Room 910)
- 

## DEPARTMENT IT NEWS: DEPARTMENT SHAREPOINT SITE

A SharePoint site is available for the department that allows permission control for shared documents at <https://luky.sharepoint.com/sites/cafe/afs/>

Contact Kevin Veach ([Kevin.Veach@uky.edu](mailto:Kevin.Veach@uky.edu)) if you are interested in data storage on the Department SharePoint site.

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#### **DEPARTMENT IT NEWS: SURPLUS UN-NEEDED UK COMPUTER EQUIPMENT**

Equipment that is no longer needed can be prepared to reassign for use or sent to UK Surplus. The following steps are used:

- The equipment can be taken to room 107.
  - Email [Kevin.Veach@uky.edu](mailto:Kevin.Veach@uky.edu) of the new location. Identify:
    - UK Property Number:
    - Equipment Name:
    - Hard drive: If the computer hard drive can be wiped/scrubbed.
    - Inventory: Scan computer equipment for 107
  - Scanning the equipment for the room will transfer the equipment in Ebars.
  - The equipment will either be re-allocate to faculty/staff/student or sent to UK Surplus.
- 

#### **COLLEGE IT NEWS: WHAT EQUIPMENT IS AVAILABLE IN GARRIGUS SMART CLASSROOMS**

The following is information related to college smart classrooms:

- Garrigus B52 – Computer, projector, document camera, Echo 360 Lecture Capture capabilities to record audio and video, 2 projection screens, Zoom video conferencing software.
  - Garrigus 104 – Computer, projector, document camera
  - Garrigus 105 - Computer, projector, document camera
  - Garrigus 106 - Computer, projector, document camera
  - Garrigus 108 – Computer, projector, document camera, Zoom video conferencing software
  - Garrigus 109 – Computer, projector, document camera, Echo 360 Lecture Capture capabilities to record audio and video, Zoom video conferencing software.
- 

#### **COLLEGE IT NEWS: HOW CAN ECHO 360 BE USED IN SMART CLASSROOMS**

Echo 360 can be used to record classes on a scheduled timeframe or manually record classroom presentation using the Echo 360 application.

Scheduled Echo 360 recording (Garrigus 109, B52)

- Request scheduled Echo 360 recordings through Terry Evans ([Terry.Evans@uky.edu](mailto:Terry.Evans@uky.edu)).
- Echo 360 video can be edited before publishing to the streaming video server.

Ad-hoc Echo 360 recording

- Instructions to manually record classes using Echo 360 are available at <https://www.uky.edu/acadtrain/sites/www.uky.edu.acadtrain/files/Echo360-HowToAdHoc.pdf>

Please note:

- Videos are available for 14 days after the original recording to make modifications or edits on the Echo 360 video server.
  - Any captures older than 15 days and marked as “Unavailable” (unpublished) will be deleted.
  - When manually recording to a desktop file, the file will be erased when the smart classroom computer is erased/reloaded by the Deep Freeze application.
- 

## **COLLEGE IT NEWS: BARNHART 249 VIDEO CONFERENCE ROOM**

The Barnhart 249 Video Conference Room is a dedicated room for video conferencing offering a large space for video conferencing, including large table(s) or a podium and multiple chairs for video conferencing, and equipment to communicate with a large number of conferencing people or facilities.

The following link is to reserve Barnhart room 249 for video conferencing:

<https://warehouse.ca.uky.edu/CustomService/Reserve/ConfRoomForm.asp>

Indicate if you are connecting with:

- **Princeton**
  - **Robinson Station**
  - **Other location (include site technical settings for communicating, and a person for contact)**
- 

## **MARKETING: UK LOGO**

Brand downloads are available at <http://www.uky.edu/prmarketing/brand-downloads>. The following are examples of brand downloads available:

- University logo
- Electronic letterhead
- University of Kentucky primary lockup graphics
- PowerPoint templates

The official UK colors and fonts are the following;

Colors:

PMS Blue 286C, PMS Blue 286U  
Match with CMYK:  
C=100, M=84, Y=11, K=3  
R=26, G=71, B=140Hex: #0033a0

The official University of Kentucky brand fonts are Mercury and Avenir. All identity-related web graphics must use these two fonts. Desktop licenses for these fonts are available from Public Relations & Marketing. [Open font alternatives are Lora and Muli.](#)

[Instructions for downloading and using the fonts in PowerPoint are available at the following location:](#)

<http://www.leapica.com/blog-how-to-embed-free-google-fonts-in-powerpoint/>

Links for Lora and Muli fonts:

- Lora <https://www.google.com/fonts/specimen/Lora>
  - Muli <https://www.google.com/fonts/specimen/Muli>
- 

## **MARKETING: COLLEGE LOGO**

Official logos, fonts, and guides for the CAFÉ and Extension graphics are available at the following location:

<http://marketing.ca.uky.edu/logos>

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## **MARKETING: TAGLINE “IT STARTS WITH US”**

The new tagline for CAFÉ is “It starts with Us”. The tagline “We Grow...” will no longer be the tagline used with official college and extension logos. Details on “It starts with Us” is available at the following web site:

<https://marketing.ca.uky.edu/guidetagline>

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## **MARKETING: STRAGIC PLAN AND MARKETING**

The objective of the Strategic Plan and marketing is focused on increasing awareness and reinforce a positive brand perception of college programs and accomplishments. additional information on the Strategic Plan and marketing is available at <https://marketing.ca.uky.edu/plan> .

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## **UK IT NEWS: DEC. 18-22 UK WIRELESS UPGRADE**

Wireless network upgrades will begin on Dec. 18 - Friday, Dec. 22. During this time, brief WiFi network outages lasting approximately 5 minutes during the upgrade. After the upgrade, new networks will appear in addition to the ukyedu network, including:

- **eduroam** - Students, faculty, and staff will connect to this network by visiting [www.uky.edu/wifihelp](http://www.uky.edu/wifihelp) and completing the on-boarding process. Additional encryption and security enhancements improve the security of this connection.
- **UK-Devices** - A security network that uses a pre-shared key and approval process to allow network access to devices (ex. smart tv, and other wireless devices)
- **UK-Guest** - UK visitors can self-register or be sponsored for temporary access.
- **UK-WiFi-Help** - A reference tool - Provides information on wireless network without providing internet access

The above network replace the ukyedu wireless network, which will be disabled after Spring semester 2018.

If issues are experienced after the upgrade, contact [Kevin.Veach@uky.edu](mailto:Kevin.Veach@uky.edu).

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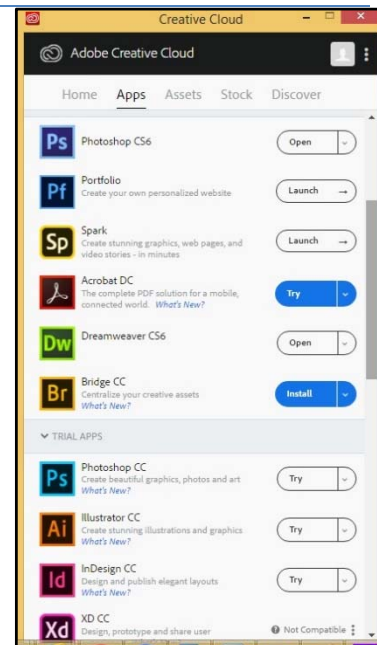
**UK IT NEWS: ADOBE CREATIVE CLOUD APPLICATIONS/LICENSE**

UK has several Adobe applications available for installation with Adobe Create Cloud, including:

- Photoshop (graphics and video)
- Premiere Pro (video)
- InDesign (page design and layout)
- Acrobat Pro (PDF)
- Dreamweaver (edit HTML web files)

Instructions for installing the Adobe Creative Cloud for Windows is available at [http://www.uky.edu.its/files/AdobeCC\\_WebInstall\\_Windows\\_11.30.2017.pdf](http://www.uky.edu.its/files/AdobeCC_WebInstall_Windows_11.30.2017.pdf)

Instructions for installing Adobe Create Cloud for Mac is available at: [http://www.uky.edu.its/files/AdobeCC\\_WebInstall\\_Mac\\_12.1.2017.pdf](http://www.uky.edu.its/files/AdobeCC_WebInstall_Mac_12.1.2017.pdf)

**UK IT NEWS: TURNINGPOINT IN THE CLASSROOM**

TurningPoint Cloud is an audience participation response system allowing the audience to participate in presentations by submitting responses to interactive questions. TurningPoint can be integrated into PowerPoint presentations for audience feedback and polling.

TurningPoint Cloud components

1. TurningPoint polling software (installed on presenters computer)  
TurningPoint Cloud poling software is free from Turning Account  
<https://account.turningtechnologies.com/>
2. USB receiver to receive participant responses (connected to presenters computer)
3. Handheld ResponseCard clickers or ResponseWare software (mobile phone or browser-based software) to enable responses.

TurningPoint kits containing a USB receiver and up to 60 ResponseCard clickers are available from UK Audio-Visual Services for use in classrooms and conference rooms. Faculty, staff, and teaching assistants/Graduate Assistants can request loans of TurningPoint kits at <http://www.uky.edu/ukit/avservices/av-request-form>. Please make requests in advance of the date TurningPoint will be used.

UK Audio Visual Services

312 Classroom Building or 207 Nursing Building

[avrequest@uky.edu](mailto:avrequest@uky.edu)

(859) 323-6455

The ResponseWare application is free software (<https://www.turningtechnologies.com/response-solutions/responseware>), although responding with the ResponseWare applications requires a license. UK

doesn't have ResponseWare application licenses. Students can find information on purchasing ResponseWare licenses at <https://www.uky.edu/acadtrain/turningpoint/students> .

- App Store <https://itunes.apple.com/us/app/responseware/id300028504?mt=8>
- Google Play  
[https://play.google.com/store/apps/details?id=com.turningTech.Responseware&feature=search\\_result?t=W251bGwsMSwyLDEslmNvbS50dXJuaW5nVGVjaC5SZXNwb25zZXdhcmUiXQ..](https://play.google.com/store/apps/details?id=com.turningTech.Responseware&feature=search_result?t=W251bGwsMSwyLDEslmNvbS50dXJuaW5nVGVjaC5SZXNwb25zZXdhcmUiXQ..)

TurningPoint Resources for Faculty

<https://www.uky.edu/its/customer-support-student-it-enablement/classroom-av-support-student-technology-services/turning>

Additional TurningPoint information

- User Guides and Online Training - <https://www.turningtechnologies.com/support/turningpoint-cloud>
- Getting Started Materials - <https://www.turningtechnologies.com/best-practices-higher-education/getting-started/turningpoint-cloud>

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## UK IT NEWS: UKAT NAME CHANGE TO UKITS

UK Analytics and Technologies (UKAT) is now UK Information Technology Services (UKITS). Web sites and other communication platforms are being updated to reflect this change. Many technology websites have changed location, and several technology links on UK web pages may be broken.

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## UK IT NEWS: MYVIRTUALDEN@UK

MyVirtualDen provides access to applications virtually through a computers web browser. MyVirtualDen is available at <http://apps.uky.edu/> . Please note the Citrix Receiver is needed to use MyVirtualDen.

- Windows Citrix Receiver  
<https://www.citrix.com/products/receiver/>
- Mac Citrix Receiver  
<https://www.citrix.com/downloads/citrix-receiver/mac/>
- IOS Citrix Receiver  
<https://www.citrix.com/downloads/citrix-receiver/ios/receiver-for-ios.html>
- Android Citrix Receiver  
<https://www.citrix.com/downloads/citrix-receiver/android/receiver-for-android.html>
- Windows Mobile Citrix Receiver  
<https://www.citrix.com/downloads/citrix-receiver/windows-phone-8/receiver-for-windows-phone-8.html>

Examples of applications available through MyVirtualDen are the following:

- SAS 9.4
- JMP 12
- Microsoft Office 2013
  - Word
  - Excel

- PowerPoint
- Access
- Publisher
- Matlab 2014a
- LMS Image Lab 13
- LMS Virtual Lab 13
- R
- R Studio
- SPSS 23

## UK IT NEWS: MEDIA DEPOT @ THE HUB

Faculty, staff, and students are welcome to get help with technology to support their presentations and multimedia at the student Media Depot in the basement of the W.T. Young Library. Contact [KirkLaird@uky.edu](mailto:KirkLaird@uky.edu) for a tour of the space for you and/or your class.

The following is available at the Media Depot @ the Hub:

- Presentation Recording Rooms
- Green Screen Recording Rooms - Mini studio, equipped with a green screen wall and tools to produce professional-grade presentations.
- Audio and Screen Capture Recording Rooms – Microphone, screen capture software, audio recording software
- Computers
  - 15 – Windows 7 computers (16 gb ram, 1 gb video cards, 27" monitors)
  - 15 – Macs 16 gb ram, 1 gb video cards, 27" monitors)
  - External hard drives are available for 3 day checkout

More information is available at the web site for Media Depot @ the Hub.

<http://www.uky.edu/ukat/mediadepot>

The screenshot shows a webpage for 'The Hub @ WT's' within the William T. Young Library. The page has a blue header with the library name and a clock icon indicating hours for December 15, 2017, which are 'Now Closed'. Below the header, the title 'The Hub @ WT's' is displayed. A central section says 'WELCOME, STUDENTS!' and contains a paragraph of text describing the Hub's location and services, including the Robert E. Hemenway Writing Center, Student Computing Services Cisco Lab, Media Depot @ The Hub, Presentation UI, and UK Libraries Audio Visual Services. It also mentions flexible furniture, rolling cubicle walls, whiteboards, and snack/beverage machines. A 'Quick Links' section is visible at the bottom left. On the right side, there is a 'LIBRARY LINKS' menu with items like 'Orientation to Young Library', 'Computer Availability', 'Fines Information', 'Room Information', and 'Floor Maps'.

## UK IT NEWS: AUDIO VISUAL SERVICES

Audio Visual Services provides support for multimedia technology at UK, including many classrooms. Equipment available for checkout through Audio Visual Services, includes the following:

- 6' tripod projection screens
- 8' tripod projection screens
- Audience Response Systems (TurningPoint)
- Digital Audio Recorders

- Document Cameras
- DVD or VHS players
- DVD Recorders
- Laptop Computers
- Microphones (wired and wireless models available)
- Portable PA Podiums with mic
- PA systems
- Conference Phones
- Poster easels
- Powered Speakers
- Video Cameras
- Video/Data Projectors
- Smart Carts (PC w/wireless network adapter, Data Projector, VHS/DVD Player, audio)

### **UK Audio Visual Services**

312 Classroom Building or 207 Nursing Building

[avrequest@uky.edu](mailto:avrequest@uky.edu)

(859) 323-6455

More information is available at <http://www.uky.edu/ukit/avservices>

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### **UK IT NEWS: YOUNG LIBRARY AUDIO VISUAL SERVICES**

Laptops can be borrowed at Young Library Audio Visual Services. More information is available at <https://libraries.uky.edu/avs/>

Young Library Audio Visual Services

B-67 Young Library

218-1879

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### **UK IT NEWS: WEB CONFERENCING SOFTWARE**

UK supports Skype for Business and Zoom software for web conferencing. Skype for Business and Zoom can be downloaded from <http://download.uky.edu>.

A Skype for Business tutorial is available at

<https://support.office.com/en-us/article/Introducing-Skype-for-Business-e705627e-8e94-4bae-ac8b-4ccea5a9c4c0?ui=en-US&rs=en-US&ad=US>

Zoom tutorials are available at

<https://support.zoom.us/hc/en-us>

<https://support.zoom.us/hc/en-us/articles/201362033-Getting-Started-on-PC-and-Mac>

<https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials>

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## UK IT NEWS: SYSTEM STATUS

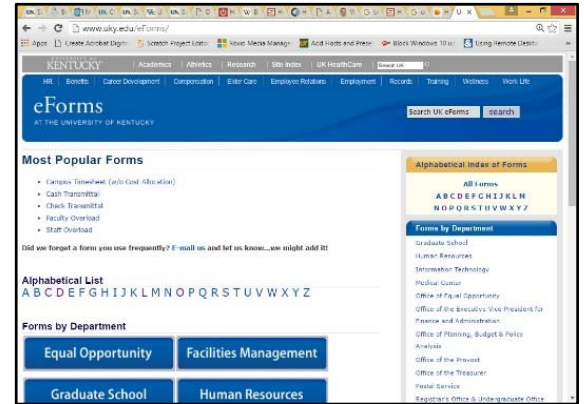
The System Status (<http://www.uky.edu/servicedesk/systemstatus/>) web page that indicates status of communications and network access, including Canvas, email, internet, telephone, and spam status. The following are reports on 12/15 on the System Status page:

## UK IT NEWS: ONLINE UK FORMS

A location that stores many forms at UK that are indexed by letter is available at <http://www.uky.edu/forms>

Examples of computer related forms that are available at this location include

- Computers - Computer Accounts Form
- Classes - Room Reservation Form
- Surplus – Surplus items or obtain items from surplus
- Computer Cleaning Forms



## UK IT NEWS: SHORTEN UK WEB ADDRESSES

UK has a utility to shorten web addresses for quicker access. At the web page <http://go.uky.edu/> is a utility to make the short URL of [http://go.uky.edu/\(name\)](http://go.uky.edu/(name)) to be a quick link for a long web address. This would be helpful for shortening web addresses for printed material.

For example, <http://go.uky.edu/pre-vet> could be a short version of <http://afs.ca.uky.edu/students/pre-vet> using the “Friendly it” icon.



## UK IT NEWS: MOREDIRECT NAME CHANGE TO CONNECTION

The UK preferred vendor MoreDirect has changed its name to Connection. Email addresses have changed to @connection.com. For Example:

[bill.kiley@connection.com](mailto:bill.kiley@connection.com) - Questions can be addressed to this email.  
[teamwildcats@connection.com](mailto:teamwildcats@connection.com) – Help finding an item quote

## TECHNOLOGY NEWS: APPLE SECURITY UPDATE

The following security update addresses a login security issue, and should be applied to Apple devices:

**Name:** APPLE-SA-2017-11-29-1 Security Update 2017-001  
**Available for:** MacOS High Sierra 10.13.1  
**How to find your Mac OS version:** <https://support.apple.com/HT201260>  
**Description:** Login credential validation issue  
**Impact:** An attacker may bypass administrator authentication  
**Download from:** [https://support.apple.com/kb/DL1940?locale=en\\_US](https://support.apple.com/kb/DL1940?locale=en_US)  
**More information:** <https://support.apple.com/en-us/HT208315>

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### TECHNOLOGY NEWS: APPLE IOS 11.0.1 EMAIL UPDATE

The IOS 11.0.1 update fixes an issue with IOS 11 sending Microsoft Office365 email.

More information is available at <https://arstechnica.com/gadgets/2017/09/apples-ios-11-0-1-update-addresses-exchange-e-mail-server-issue/>

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### TECHNOLOGY NEWS: HARD DRIVE CLONING

Hard drives can be cloned to allow the hard drive to be replaced or upgraded. By cloning a hard drive, the operating system, programs, and data can be preserved at a certain time. Examples of free hard drive cloning programs are the following:

- Macrium Reflect Free <http://www.macrium.com/reflectfree.aspx>
- AOMEI Backupper <http://www.backup-utility.com/disk-clone-software.html>

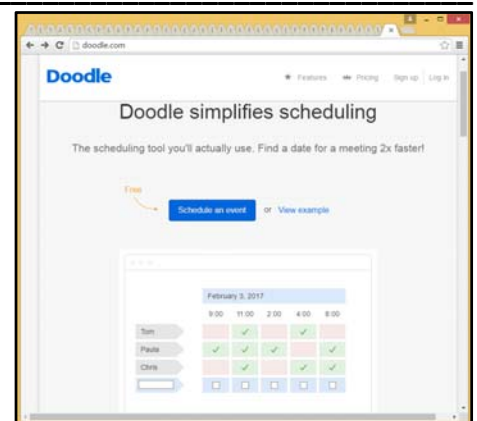
Please note that some hard drive cloning programs have different capabilities, as the following:

- cloning from a larger hard drive to a smaller drive
  - cloning from a smaller hard drive to a larger one
  - starting the cloning process from external bootable media (Windows isn't operating in the background)
- 

### TECHNOLOGY NEWS: COORDINATE MEETING SCHEDULES WITH DOODLE

Doodle can simplify coordinating meetings between people. Invited participants are polled to indicate the best time and date for the meeting. Meeting coordinators can receive emails indicating responses, and are notified of times the most people can meet.

- Doodle accounts are free
- Ability to Connect your calendar with Doodle
- Free Mobile version available



<http://doodle.com/>

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## TECHNOLOGY NEWS: AUTOSAVE IN MICROSOFT OFFICE PROGRAMS

The Autosave option in Microsoft Office helps from recreating documents, by automatically saving data files at an interval (ex. every 3 minutes). Instructions for enabling and setting save options (frequency) are available in the following links:

Word and Excel 2016 Autosave

<http://www.isumsoft.com/it/turn-on-and-set-autosave-in-word-excel-2016/>

PowerPoint 2016 Autosave

<https://support.office.com/en-us/article/Help-protect-your-files-in-case-of-a-crash-551c29b1-6a4b-4415-a3ff-a80415b92f99>

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## TECHNOLOGY NEWS: INCREASE WEB & SOCIAL MEDIA STATISTICS

The following can be used to increase web and social media statistics for use:

- Engage viewers and offer them useful, relevant content.
- Hold surveys, ask questions, connect with the audience.
- Getting feedback, analyzing and adjusting your marketing strategy.
- Increase the number of times your identification/web location is viewed by potential clients
- Use images.
  - Facebook – Images 39% more engagement
  - Twitter – Images and videos can give 200% more engagement compared to text only.
- Ask questions.
- Short, concise updates
  - Facebook – Less than 40 characters received 80% more engagement.
  - Twitter – Less than 100 characters get 17% more engagement.
- Use engaging words
  - Facebook – Where, When, Tell Us, Inspire, Submit, Deals, Discount, Warns, Amuses
  - Twitter – ReTweet, Follow, Social Media, New Blog Post, Check Out, Help, Top
  - LinkedIn – Created, Improved, Increased, Developed, Reduced, Researched
  - Google+ - Share, Promote, Increase, Create, Discover
- Focus content on your site
- When creating content, think “how would I react reading this”.
- Use great titles (ex. How I got faster instead of “Decrease”)
- Write content your visitors want to read.
- Research and identify keywords your target wants (ex. Google Trends or Google Keyword tool)
- Research content that is working vs content which isn’t. Create additional content on what is desired.
- Embed social media buttons on your website.
- Use hashtags in social media posts and updates.
- Include social media links in your email signature.

- Become online friends with people of interest (ex. county agents, industry leaders, etc...) who can share content.
  - Urge people to post your website on the web or social media.
  - Create social media blogs of updated content on your website.
  - Online competitions can create additional views.
  - Optimize web content for search (ex. Periodic Table of SEO Success Factors <https://searchengineland.com/now-updated-the-periodic-table-of-seo-success-factors-162513> )
  - Link to your own content. Cross-reference pages and point to the most popular or ones to make most popular.
  - Make your website mobile friendly.
  - Create a mailing list (ex. Listserv that if additional people want information as a newsletter, they can subscribe). List the mailing list on websites and social media.
  - Embed links to your website in your newsletter.
  - Guest blog on other relevant websites, and Link to your website.
  - “Like” your own posts. If your audience sees a “Like”, it can increase their likelihood of viewing the post.
- 

## TECHNOLOGY NEWS: WHAT CAN FIREFOX QUANTUM DO?

Firefox Quantum is the first browser to tap into multi-core processor processing, which speeds up processing and makes web browsing quicker.

Features:

- Multi-core processing.
- Less memory usage
- Twice as fast as previous Firefox
- Quicker, more responsive multi-tab switching
- Private browsing mode for track protection

Download Firefox Quantum

<https://www.mozilla.org/en-US/firefox/>

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## TRAINING: CLASSROOM TAUGHT TECHNOLOGY WORKSHOPS AT UK

Human Resources Training & Development (<https://www.uky.edu/hr/training/calendar/2018-01>) offers classes at 106 McVey Hall, but registration is required. The following are classes currently offered:

- 1/16 Captivate: Introduction (1 – 4 pm)
- 1/17 Excel: Introduction (9 – 11:30 am)
- 1/18 Photoshop: Introduction (1 – 4 pm)
- 1/23 Dreamweaver: Introduction (1 am – 12 pm)
- 1/24 Excel: Functions and Filters (9 – 11:30 am)
- 1/24 PowerPoint: Introduction (1:30 pm – 4 pm)
- 1/25 Photoshop: Advanced Editing (1 – 4 pm)
- 1/30 Dreamweaver: Designing with CSS (9 am – 12 pm)
- 1/31 Excel: Charts and Graphs (9 – 11 am)
- 1/31 PowerPoint: Engaging Presentations (1:30 – 4 pm)

The screenshot shows a calendar interface for December 2017. The title is 'UK HR Training & Development Calendar'. Below the title is a navigation bar with 'December 2017' and buttons for 'Previous' and 'Next'. The calendar grid shows days from Sunday to Saturday. Each day contains a list of training sessions with their titles and time slots. For example, on Monday, 1/16, there is a session 'Captivate: Introduction' from 1:00 pm to 4:00 pm. Other sessions include 'Photoshop: Introduction', 'Excel: Introduction', and 'PowerPoint: Introduction'.

**TRAINING: ONLINE TECHNOLOGY WORKSHOPS AT UK**

Web based courses are available through the Human Resources eTraining web site at <http://www.uky.edu/HR/etraining/>. Enter your email username/password to see the classes offered.

**TRAINING: DEPARTMENT WORKSHOPS**

- **Security: Protect Data with Encryption** (computers available to use)  
Date: Dec. 19 at 1:00  
Location: AIC Training Room (Ag North)
- **OneDrive: Online Data Storage & Collaboration** (computers available to use)  
Date: Dec. 20 at 1:00  
Location: AIC Training Room
- **Zoom: Web Video Conferencing** (computers available to use)  
Date: Dec. 21 at 1:00  
Location: AIC Training Room
- **Communicate: Skype for Business**  
Date: Dec. 21 at 3:00  
Location: AIC Training Room

**RESOURCES FOR OBTAINING EQUIPMENT: UK EBUY**

- **UK Ebuy** (<http://www.uky.edu/ebuy>)
  - Links to preferred vendors are available
    - Dell (computers) - <http://www.uky.edu/Purchasing/ebuy/dellcontact.php>

- Software - <http://www.uky.edu/Purchasing/ebuy/software.php>
  - Apple - <http://www.uky.edu/Purchasing/ebuy/apple.php>
  - Accessories - <http://www.uky.edu/Purchasing/ebuy/periph.php>
  - Printers - <http://www.uky.edu/MPS/devicelist>
  - MoreDirect - <http://www.moredirect.com/uk>
  - CDW-G - <http://www.cdwg.com/uk>
  - Ricoh (Printers) - [http://www.uky.edu/printsupplies/approveddevices\\_new](http://www.uky.edu/printsupplies/approveddevices_new)
  - Email Kevin.Veach@uky.edu when computer equipment arrives to tag equipment with a N tag for UK Equipment Inventory with the following information:
    - Email Subject information: Tag N Equipment – Make/Model
    - Email body:
      - Make/model arrived.
      - Location:
      - Equipment used for:
      - Requesting N tag and picture of equipment for minor equipment inventory
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## RESOURCES FOR OBTAINING EQUIPMENT: UK SURPLUS

UK faculty/staff/students use from a variety of sources, as the following:

- **UK Surplus** (<https://sharepoint.uky.edu/facilities/surplus/default.aspx>)
    - Can be picked up the same day, and there is no cost for equipment.
    - Equipment can be viewed/picked up at building B0017 Reynolds Warehouse #1 at 349 Scott Street, Lexington, KY
    - Examples of equipment available, include the following:
      - Computer equipment (ex. computers, screens, etc...)
      - Scientific equipment
      - Office equipment (ex. chairs, desks, typewriters, etc...)
    - After obtaining equipment from UK Surplus, immediately email Kevin Veach ([Kevin.Veach@uky.edu](mailto:Kevin.Veach@uky.edu)) to scan tagged equipment for inventory location.
      - Email Subject Line indicate: UK Tag, Make/Model
      - Email body indicate:
        - UK Tag Make/Model:
        - Location:
        - Equipment used for:
        - Request verification of equipment Ebars Description compared to tag.
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## RESOURCES FOR OBTAINING EQUIPMENT: FEDERAL EXCESS

Federal Excess is equipment obtained by the government that is no longer used, and made available to use by the University of Kentucky. The person who obtains Federal Excess equipment is responsible for the equipment obtained.

**UK Federal Excess** (<http://www.ca.uky.edu/fm/federalexcessproperty.php>)

- Items in at the Federal Excess building can be picked up. Items on the Federal Excess web site can be delivered, which may take time, and shipping cost may apply.
- Jesse Smith at 1995 Research Farm Rd, Lexington, Ky
- Large selection of items available from on campus federal excess or items available from federal excess nationally.
- Examples of equipment available, include the following:
  - Computer equipment (ex. computers, screens, etc...)
  - Scientific equipment
  - Office equipment (ex. chairs, desks, typewriters, etc...)
- Notify Kevin Veach by email of new computer related Federal Excess equipment. In the email Subject line, indicate “Federal Equipment: Assigned identification – Description, location”. In the email body, indicate the following:
  - Identification number, Make/Model
  - Serial Number:
  - Location:
  - Equipment used for:
  - Pictures requested for creating inventory sheets

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## RESOURCES FOR OBTAINING EQUIPMENT: US FEDERAL EXCESS

**U.S. General Services Administration** (<https://GSAXcess.gov>) provides access Federal Excess equipment from all around the U.S. Shipping Fees for transporting equipment from its location of origin may apply.

Examples of Federal Excess from GSAXcess include:

Computer Equipment  
Laboratory Equipment  
Furniture  
Cars  
Tractors  
Construction material

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## SOFTWARE DOWNLOADS FROM [HTTP://DOWNLOAD.UKY.EDU](http://download.uky.edu)

The following programs are available to be installed on UK computers from <http://download.uky.edu>:

### UK SOFTWARE DOWNLOADS: WINDOWS

- **Operating Systems**
  - **Windows 10** (64 bit version)
  - **Windows 8.1 Enterprise** (32 & 64 bit versions)
  - **Windows 7 Enterprise** (32 & 64 bit versions)
- **Mathematical/Statistical**
  - **Amos 23, 24 for Windows** - Structural equation modeling using SPSS data formats



- **JMP 12, 13 for Windows** - Statistical Analysis Program
- **JMP Genomics 7, 8** (64 bit) - Statistical Analysis Program
- **Matlab** – Matrix manipulations, plotting of functions and data, implementation of algorithms
- **SAS 9.4** (64 bit) - Statistical Analysis Program
- **SAS 9.3** (32 & 64 bit) - Statistical Analysis Program
- **SigmaPlot 12.3, 13** - Statistical Analysis Program
- **SPSS 23, 24** (32 & 64 bit) – Data entry, analysis, and graphs
- **Office**
  - **Adobe Acrobat DC** – Modify/Create/Save PDF files.
  - **Adobe Acrobat DC Reader** – Read PDF files
  - **EndNote X7, X8** – Publish and manage bibliographies
  - **Microsoft Office 365 ProPlus** – Office suite including Word, PowerPoint, Excel, and more
  - **Microsoft Office 2013, 2016** (32 & 64 bit) – Office suite including Word, PowerPoint, Excel, and more
  - **Xcelsius 2008** – SAP Business Objects tool to develop information dashboards
  - **Skype for Business 32 bit, 64 bit** – Video conferencing software
  - **Qualtrics** – Online questionnaire development
- **Design**
  - **Adobe CC Core 2015**
  - **Adobe CC License Package** - Photoshop, Dreamweaver, Flash, Fireworks, Muse, Illustrator, Edge Animate, Edge Reflow, Edge Code, Media Encoder
  - **Adobe Designer 11** - Create Fillable dynamic PDF forms
- **Security**
  - **Microsoft EndPoint 2012** – Malware and virus detection/protection
- **Utilities**
  - **ArcGIS Server 10.5.1** – Geographic Information System
  - **ArcGIS Desktop 10.5.1**
  - **Cisco Unity ViewMail Addin (32 & 64 bit)** – Addin to listen to Cisco Unity voicemail in Outlook
  - **Cucilync Cisco Phone – Microsoft Lync Integration** – Lync integration with Cisco phones
  - **InformaCast** – UK alert desktop notification
  - **Cisco AnyConnect Secure Mobility Client** – Securely connect Windows 10 computers to campus resources.
  - **Oracle 10g Client** – Application and set configuration files to connect to aOracle data warehouse
  - **TSM Client 7 - 1.6.2** (64 bit) – Backup data to the TSM server
  - **TSM Client 7 - 1.6.0** (32 bit) – Backup data to the TSM server
  - **UK Set KMS Utility** – Validate software through a key management server
  - **Windows Activator (KMS)** – Activate Windows 7, 8, 8.1, and 10 downloaded from the UK Downloads website.
- **SAP Utilities**
  - **Business Objects XI 3.0 Client** – Performance management, planning, reporting, query, and analysis
  - **HANA Client** (32 & 64 bit) (v112) – Interface for connecting applications as part of the SAP HANA client software package
  - **UK SAP GUI 7.4** – Connect to the UK SAP administrative system
- **Classroom**



- **Adobe Captivate 9, 2017** – Electronic learning tool used for demonstrations, simulations, branched scenarios, and randomized quizzes. It can also be used for screencasts, podcasts, and the conversion of Microsoft PowerPoint presentations to the Adobe Flash format.
  - **Adobe Presenter 10 (32 & 64 bit)** – Capture on screen presentations and convert them to interactive and engaging videos
  - **Adobe Presenter 11**
  - **Echo 360 Personal Capture 5.5**– Lecture recording application
  - **Kurzweil 3000 Learnstation 11.0** – Reading, writing, and study skill software.
  - **Respondus 4** – Create and manage exams on Blackboard
  - **Read & Write Gold for Mac** – UK toolbar that integrates reading, writing, studying, and research support tools with common applications (Word, Google Docs, IE, Chrome, Firefox, Adobe Reader) to foster confidence, independence, and success in academia. Features word prediction, text to speech, speech to text, text to MP3 conversion, translation, screen shot reader, optical character recognition, voice notation, exporting of highlighted text, concept mapping, phonetic spell checker, picture dictionary, talking calculator, screen masking, word banks, and more.
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#### UK SOFTWARE DOWNLOADS: MAC

- **Mathematical/Statistical**
  - **JMP 12, 13** - Statistical Analysis
  - **SPSS 23, 24** – Data entry, analysis, and graphs
- **Office**
  - **Adobe Acrobat DC** – Create/Modify /Save PDF files
  - **Adobe DC Reader** – View PDF files
  - **EndNote X7, x8** - Publish and manage bibliographies
  - **Microsoft Lync for Mac** – Communicate via instant message, audio, and video calls. Create meetings, availability, and sharing capabilities.
  - **Microsoft Office 2016** - Office suite including Word, PowerPoint, Excel, and more
  - **Microsoft Office 2011**
  - **Skype for Business for Mac**
  - **Qualtrics** – Online questionnaire development
- **Design**
  - **Adobe CC 2015 Core**
  - **Adobe CC License Package**
- **Utilities**
  - **InformaCast** - UK alert desktop notification
  - **Cisco AnyConnect Secure Mobility Client** – Securely connect Windows 10 computers to campus resources.
- **SAP Utilities**
  - **JDBC Drivers for Mac** – Allows Mac users to run Tableau 10 without a virtual machine.
- **Classroom**
  - **Adobe Captivate 9** - Electronic learning tool used for demonstrations, simulations, branched scenarios, and randomized quizzes. It can also be used for screencasts, podcasts, and the conversion of Microsoft PowerPoint presentations to the Adobe Flash format.
  - **Adobe Captivate 8**

- **Echo Personal Capture for Mac 5.5**– Lecture recording application
  - **Read & Write Gold for Mac** – UK toolbar that integrates reading, writing, studying, and research support tools with common applications (Word, Google Docs, IE, Chrome, Firefox, Adobe Reader) to foster confidence, independence, and success in academia. Features word prediction, text to speech, speech to text, text to MP3 conversion, translation, screen shot reader, optical character recognition, voice notation, exporting of highlighted text, concept mapping, phonetic spell checker, picture dictionary, talking calculator, screen masking, word banks, and more.
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## UK SOFTWARE DOWNLOADS: VIRTUAL DEN

VirtualDen Allows programs to be used online from Windows, Mac, smartphones, and tablet computers. The Citrix XenApp (Citrix Receiver) needed to run the online Virtual Den can be downloaded at <https://www.citrix.com/products/receiver/>

Software available through Virtual Den:

- Engineering Software
  - Eagle
  - LMS Imagine Lab AMESim 13 51.1
  - LMS Virtual Lab 13
  - Web Point Bridge Designer 2016
- Health Care
  - GermWare
  - HCS Medics
  - Pharmacy QS1
- Instructional Software
  - Aperio Imagescope Viewer
  - GitHub
  - IDEA
  - Mplus
  - QGIS Desktop 2\_6\_1
  - TeamMate Analytics
  - ArcGis
    - Arc Map
    - Arc Cat
- Microsoft Office 2016
  - Access 2016
  - Excel 2016
  - PowerPoint 2016
  - Publisher 2016
  - Word 2016
- SAP GUI myUK
  - SAP GUI myUK
- Statistics Software

- JMP
  - JMP 12
- R
  - R 341
- RStudio
  - RStudio 10143
- SAS
  - SAS 9\_4
  - SAS Enterprise Guide
- SPSS 24
  - SPSS 24

#### Instruction to install Virtual Den

1. Download and install the Citrix Receiver at <https://www.citrix.com/products/receiver/> .
2. Go to the website <https://apps.uky.edu/Citrix/Remote/auth/login.aspx>
3. Type your Link Blue credentials to enter.
4. Browse to the application you wish to use online.

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College technology contacts are available on the next page...

## TECHNOLOGY CONTACTS FOR DEPARTMENTS, COLLEGE, AND UNIVERSITY

<http://www2.ca.uky.edu/internal/OnlineHelp/ITsupportcontacts.htm>

<b>Department/Unit</b>	<b>Contact</b>
Administration	<a href="#">Scott Wells</a> 351-8592, <a href="#">Chris Miles</a> 351-8593, <a href="#">Matt Dillon</a> 327-6160, <a href="#">Cody Ortt</a> 904-9270
Agricultural Economics	<a href="#">Karen Pulliam</a> 7-7281, <a href="#">David Reese</a>
Animal and Food Sciences	<a href="#">Kevin Veach</a> 7-7510
Biosystems and Agricultural Engineering	<a href="#">Doug Carr</a> 7-3000 x141
Community and Leadership Development	Kevin Veach is temporarily helping 7-7510
Entomology	<a href="#">Brian Lauer</a> 859.242.5283
Forestry	<a href="#">Darryl Cremeans</a> 7-1396
Horticulture	<a href="#">Tom Shearin</a> 7-5909
Landscape Architecture	<a href="#">Tom Shearin</a> 7-5909
Plant and Soil Sciences	<a href="#">Jacob Singleton</a> 218-0750
Plant Pathology	<a href="#">Jacob Singleton</a> 859-242-5283
School of Human Environmental Sciences	<a href="#">Shawn Pryor</a> 7-6476
Veterinary Science	<a href="#">Pat Dillon</a> 7-4757 x81107
Agricultural Communications Services	<a href="#">Orban Keith May</a> 8-4028
CES Administrative Group	<a href="#">Terry Evans</a> 7-3335 x7781
Agriculture and Natural Resources	<a href="#">Terry Evans</a> 7-3335 x7781
Office for Advancement	<a href="#">Scott Wells</a> 257-2073, <a href="#">Chris Miles</a> 351-8593, <a href="#">Matt Dillon</a> 327-6160, <a href="#">Cody Ortt</a> 904-9270
Family and Consumer Sciences	<a href="#">Brian Fitzpatrick</a> 7-7775
International Programs	<a href="#">Scott Wells</a> 257-2073, <a href="#">Chris Miles</a> 351-8593, <a href="#">Matt Dillon</a> 327-6160, <a href="#">Cody Ortt</a> 904-9270
Kentucky Tobacco Research and Development Center	
Livestock Disease Diagnostic Center	<a href="#">James Mason</a> 257-8283
Management Operations	<a href="#">Scott Wells</a> 351-8592, <a href="#">Chris Miles</a> 351-8593, <a href="#">Matt Dillon</a> , <a href="#">Cody Ortt</a> 904-9270, <a href="#">Terry Olson</a> 254-1434
Program and Staff Development	<a href="#">Scott Wells</a> 257-2073, <a href="#">Chris Miles</a> 351-8593, <a href="#">Matt Dillon</a> 327-6160, <a href="#">Cody Ortt</a> 904-9270
Regulatory Services	<a href="#">Tony Benge</a> 7-2785 x232
State 4-H Youth Development	<a href="#">James Leslie</a> 7-7775
Student and Academic Services	<a href="#">Scott Wells</a> 257-2073, <a href="#">Chris Miles</a> 351-8593, <a href="#">Matt Dillon</a> 327-6160, <a href="#">Cody Ortt</a> 904-9270
The Tracy Farmer Center for the Environment	<a href="#">Scott Wells</a> 257-2073, <a href="#">Chris Miles</a> 351-8593, <a href="#">Matt Dillon</a> 327-6160, <a href="#">Cody Ortt</a> 904-9270
National Association of Agricultural Educators (NAAE)	<a href="#">Kelly Razor</a> 7-7734
Arboretum	<a href="#">Scott Wells</a> 257-2073, <a href="#">Chris Miles</a> 351-8593, <a href="#">Matt Dillon</a> 327-6160, <a href="#">Cody Ortt</a> 904-9270
SMART Classrooms	<a href="#">Terry Evans</a> 7-3335 x7781
CES District 1	<a href="#">Andrew Thornton</a> 257-7605
CES District 2	<a href="#">David Niece</a> 7-9511 x226
CES District 3	<a href="#">Rick Hayes</a> 257-7463
CES District 4	<a href="#">Vacant</a> 257-7627
CES District 5	<a href="#">Benjamin Dustin</a> 257-7365
CES District 6	<a href="#">Mark Macheck</a> 270-365-7541 x296
CES District 7	<a href="#">Vacant</a> 257-3335
Robinson Station	<a href="#">Anthony Mullins</a> 7-9511 x291
Research & Education Center, Princeton	<a href="#">John T Johnson</a> 7-9503