جامعة الإمارات العربية المتحدة
United Arab Emirates University

UAEU

Think IT

UITS Newsletter
Issue 4 May, 2010

One University.. One Password!

As part of the UITS mission to provide excellent services to the UAEU community, Enterprise Application and Integration (EAI) group successfully upgraded my.uaeu.ac.ae portal to Luminis release 4.2. This accomplishment does not only provide more functionalities and features, but it also included the single sign on of all university major applications.

Single sign on makes it easy for UAEU students, staff and faculty members to access different applications using the email password which is the password to login to university domain and workstations.

Other EAI accomplishments in the past 4 months include Database upgrade, New Leave system, Implementation of UGRU credit hour changes, Date Palm System, Phase 2 and 3 of Utility Tracking System , and New University website branding templates.

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How to use and make Photoshop Action

Photoshop Tutorials, By : Raed Mohammed

In this tutorial you will learn about one of the powerful feature provide by Photoshop, Action. You will learn the steps of how to apply it, and see the efficiency of using this feature.

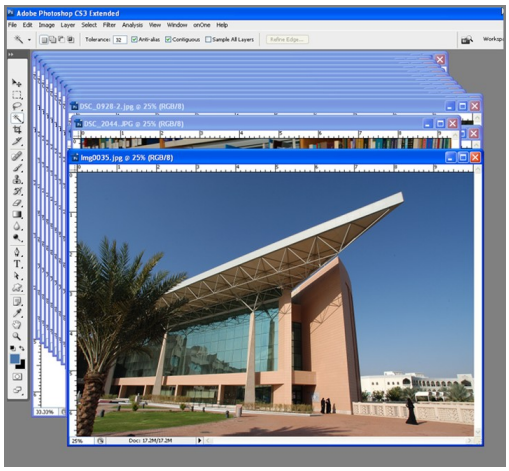


Figure - 1

What is an action?

An action is a series of commands that you can play back on a single file or a batch of files.

What's the point of using actions?

It is an efficient way to do changes in one file and apply it to any other number of files, so it save you time of repeating same steps of changing into other files.

Example: If you want to change the size of 30 pictures it'll be a waste of time to change it one by one. This is when you can use actions.

To start using Action, do the following advance steps to help you setting up good display for the pictures:

- Open up the pictures you want to apply the change to, figure - 1.

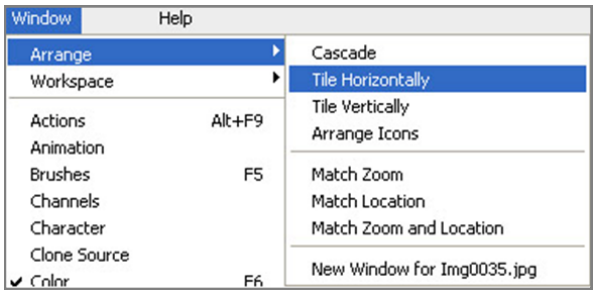
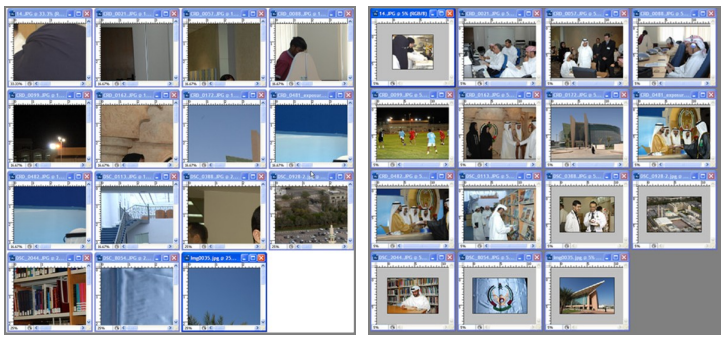


Figure -2

- To have a good look at them, from the menu bar select Window > Arrange > Tile Horizontally, figure - 2.

- To have full display of the pictures with the new window size, you can change the display of one of them and apply the same to the others by selecting Window > Arrange > Match zoom. From the menu bar.



Getting Mail on Your Mobile Devices !

If you want to configure your email on iPhone, Blackberry, Nokia Mobiles, Windows Mobiles and PDA, Please visit the following site : http://www.uaeu.ac.ae/uits/services/technical_support/

Now we're ready to use action

1. Open up the action palette from the window menu or by clicking Alt + F9.

2. Click new action, and choose name (function key if you prefer) figure - 4 , then hit record, figure – 3.

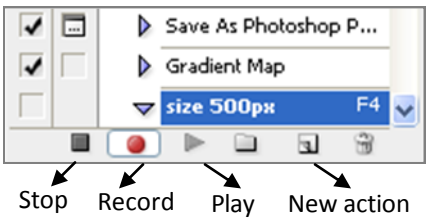


Figure - 3

Note: *The moment you hit record, every step you make will be recorded. Therefore, you will be able to apply same effects into other pictures later on so be careful.*

3. From menu bar, go to image and choose image size (any size want) and click ok to apply it, figure - 5.

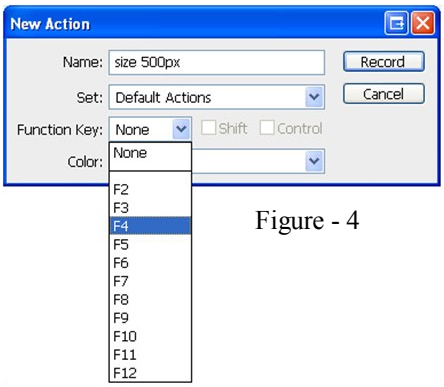


Figure - 4

4. Now you can save the picture with the new size you chose. From the menu bar select file > Save as.

When you are entirely finished with the steps of resizing picture, click on stop, figure - 3.

- If you want to apply the effect to another picture, you can simply click on play in the action palette, figure – 3.

- If you have a lot of files, you can simply go to file (on the menu), select Automate > Batch. In the Batch window choose the action you want to apply .

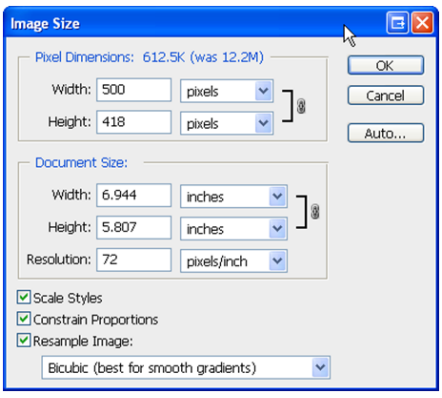


Figure - 5

Hot shortcut keys

Using keyboard shortcuts can often cut the time it takes to do something on a computer in half. Below are some general keyboard shortcuts we recommend everyone memorize and use.

Windows

Windows Key + M	Apply to minimize all opened windows
Windows Key + E	Press keys to open My Computer
CTRL + A	Select all the items in the current window
ALT + TAB	Switch between open programs
ALT + F4	Quit program

Microsoft Word 2007

F12	Display the Save As dialog box
CTRL + Z	Undo an action
CTRL + Y	Redo or repeat an action
CTRL + F1	Hide or show the Ribbon

Internet Explorer

ALT+HOME	Go to your home page
ALT+D	Select the text in the Address bar
CTRL+F	Find on this page
F5	Refresh the current webpage

How to..?

By : Sumaya Al Shamsi

- Disable auto start applications on windows startup?

Using this tip, you can minimize the startup time of your system; also you can disable some optional windows applications like windows messenger, Yahoo messenger, QuickTime and many others auto startup programs that run automatically when you start your computer. Follow the given steps to disable the windows auto run applications:

***Note**: To use this feature, you will need to be logged into your computer with administrative rights.*

1. Click Start button and type **msconfig** in Run option then press Enter for next
2. Now select Startup tab and uncheck the applications that you want to disable from windows startup
3. Click on Apply button to implement the changes then click on Ok
4. Close the all program and restart your computer after any changes to go into effect

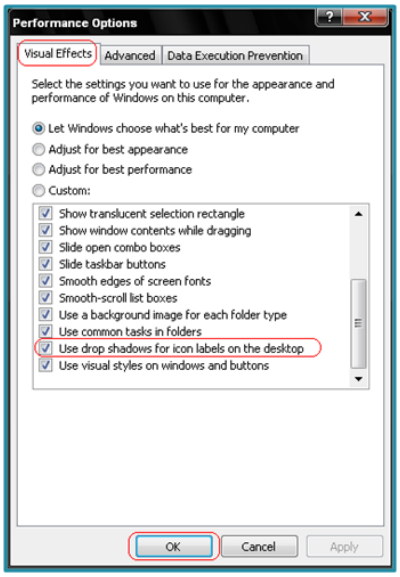
- Rename multiple files at once?

1. Select your multiple files in a folder. To do so, press and hold down the **CTRL key** while you are clicking files
2. After you select the files, **press F2**
3. Type the new name, and then press **ENTER**

When you rename multiple files, all of the renamed files have the same name with a number in parentheses appended to the name to make the new file name unique.

- Make your Desktop Icons Transparent?

Go to **control Panel →System → Advanced →Performance** section → **Settings** button **Visual Effects .** Select the **"Use drop shadows for icon labels on the Desktop"** option.



- Find the IP address of your connection?

Go to **start**→ type '**cmd**'→
type '**ipconfig**'

How to Plan For Unforgotten Journey Outside Your Country?

By : Mariam Al Jabri

An amazing development in the World of Internet, it produces lots of developed websites. Website serve passengers who desire to travel and tourist outside their country. Passengers are able to plan for entertainment by organize their time to get ready for pack their bagged up and limit budget.

Many passengers want to be aware of the country. They head to after they made their choice, so they would like also to be aware of country season, accommodation, transportation, restaurant, travel agency, costing ticket and their budget for travelling.

To choose the destination, there are plenty of websites help to make the choice by providing some videos, information about locations tourism. The following websites are examples of those websites:

- www.travelvideio.tv
- http://player.holiday.tv.com
- www.turnheretravel.tv
- www.vcarious.com

After choosing the destination, there are some other websites help to get more information about this country. You can go throughout these sites:-

- www.mapsack.com
- http://wikitravel.org
- www.tripwiser.com
- www.expedia.com

Other facilities that some websites are provided help to know about booking accommodation, renting car and journey navies. Frankly, there are some of fabulous search engines as they shown below:-

- www.rssc.com
- www.starcruises.com
- www.expeditions.com
- www.hotelcalculator.com

Last thing you can't travel without it at all, It's a travel ticket. So if you would like to know how much a ticket cost depends on country you are going to such as:-

- www.skyscanner.net
- www.yapta.com
- http://matrix.itasoftware.com
- www.dohop.com

Under the Spotlight

By : Azim K Boblai

> “I never like the word I don’t know”

In the series of IT Experts interviews we have this time Hussein Jaradat, The Manager of Windows Team at UITS Department. Hussein Jaradat was born and brought up in Jordan. He completed his education in Bachelors of Computer Science from UAE University in 1995. He was in UAE University on a scholarship program initiated between Jordan and UAE government. After completion of education he returned back to Jordan and joined one of the Hospital Network Organization and worked there as Computer specialist for almost 3 years, 1 year full time and slowly migrated as consultant for almost 2 years. Parallel he worked for University as teaching assistant taking care of Computer labs for almost 2 years. His return back to UAE was in 1998 when he was selected to join a company (Ali & Sons) in Abu Dhabi as Head of Support Department which lasted for 18 months. He was appointed in UAE University in June 1999 as Computer Specialist in Students Affairs. In 2005 he was promoted to Team Lead for Windows team in UITS Department.

What is your insight of the Windows Department improvement with following up the rapid changes of Technology these days? Any Technology changes will bring new features which will be advantages from operation point of view. But we as Windows department look in these features and try to make out the business value it will make to University. A thorough study is carried out and complete testing is done in our test environment, after successful understanding of features and proper Business unit permission we deploy to our University users.

Mostly people are not aware exactly with the work type and services of the Windows team, can you tell us in brief the work life in such field? Windows team is major unit of UITS and plays a very important role in providing services related to Windows in University. Windows team is controlling the whole Active Directory, DHCP and Internal DNS structure of the university. We provide services related to university application like Email Exchange services, Share-point services, and Virus Protection services. We do give new platforms like virtualization platforms for the green environment, and provide backup and file sharing services.

Q- As a manager of Windows team how do you look on the department progress and what is your expectation? Windows department is transparent and open to new ideas and changes. We strive to reach the expectations of users. My team always feels of playing as a team in within and outside the department.

I try to see that my department runs a smooth operation and provide services for university in better way. I am happy that my department is already taking a good care of vast expanded infrastructure for Windows with all the services and as we go forward I expect to increase the department strength so we keep provide uptime services for the increasing infrastructure.

Q-How do you see your personal growth as manager and also your team member’s progress? Its being a long period and brought many changes as my career has grown. The changes I see in terms of personal development in my thinking approach and providing strength to face the challenges coming in front of me.

“I never like the word I don’t know” is the catch word I follow.

From the team point of view I always try to measure the capabilities of my team members and monitor the task assigned to them and then work on his strength. This helps me in team member individual development.

Q- What has motivated you most to stay with UAE University for this period?
UAE University management being my major motivation as whenever I decided that the point has reach to move away, I have being appreciated for my work and rewarded for the same. The location of the University is also one of the major factors to keep me going.

Rain of Ideas

By : Mariam Al Ketbi

When George Bernard Shaw said: " *If you have an apple and I have an apple and we exchange apples then you and I will still each have one apple. But if you have an idea and I have an idea and we exchange these ideas, then each of us will have two ideas* ". he may not imagine that exchanging can be done within a flicker through small window.

TED.com is one of those windows that streams line others' ideas visually. It keeps you updated with TED activities that target spreading out peoples' ideas globally. TED talks basically started with topics related to Technology, Entertainment, and Design, however, it didn't stop in that point and expanded to business, science and global issues.

The website provides videos for TED talks that held in different events, and conferences at different places. In process to bring TED Talks cross out English, TED started translation project in which videos are provided now with subtitles of different languages, Arabic is one of them, so you only need to make the choice.

The big credit goes to TED is being a non-profit project, and another credit goes for the mission of adopting others' ideas by giving them the land where to stand, and I believe if there are reasons of the TED's successful,

> "Gather the world's leading thinkers and doers, offer them four days of rapid-fire stimulation, and the result? Unexpected **connections**. Extraordinary **insights**. Powerful"

those two issues are part of the major reasons.

TED didn't limit participants with leading thinkers, but also it opens the door for schools, businesses, and even a group of friends to organize their TED-like events, and this goes under the new program called TEDx.

With these massive efforts of TED, all the appreciation for the technology, collaborative web technology tools, that gives us the opportunity to follow up with enormous amount of ideas and thinkers. That's the power of linking, sharing and collaborating the collaborative web gather them all.

To conclude, be part of TED community with your fruitful ideas, or take the advantage of this technology and make TED part of your thinking community through TED.com. Because having set of "ideas", which TED brings it with golden spoon, can inspiring you with your own idea, and remember always the gift of the human brain in which one idea lead to another, who knows you may have the chance to spread it out!

Let's Have Some Fun !!

Social Group

The UITS Social Group was formed this year to bring together staff in a casual and relaxed atmosphere. The Social Group organizes fun and entertaining activities the staff can take part in during lunch time. **Much fun is had by all !!**

The recently concluded activities and events organized by the Social Group

1. Get-together activities held such as Team Building activities and Employee Motivation games.
2. Employee sports entertainment activities, Inter UITS Table Tennis Tournament was held.

Publisher:
University Information Technology Services (UITS)

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