

## Information Technology Services Updates

### ITS Update – 07/24/06

#### *Did You Know?*

All of the files that you regularly store on either your I: or U: drive are readily available to you anytime, anyplace from any computer/browser connected to the Internet. The application that allows you to do this is a Novell product called NetStorage and you can access it from any browser through the following URL: [www.hamline.edu/netstorage](http://www.hamline.edu/netstorage).

That address will take you to a site which will provide both directions and a link to immediately start using NetStorage. You will be asked to login with your usual Novell login username and password. Your I: drive is recognized by a folder called Home@HAMLINE and your U: drive by a folder called DriveU@SHARED. The main thing to remember is that before you can use the file(s) you want to work with you need to “download” them to the computer you’re currently using. And of course when you’re done, you need to “upload” them back to the appropriate NetStorage folder. Please call the Helpdesk (2220) if you have any difficulties.

#### *At long last... .pdf ‘s !*

Everyone has been waiting for the ability to create “.pdf’s” (Adobe portable document format) documents from the computers. That time has arrived. By going to your Start Menu and then to Extended Apps, you can load Adobe Acrobat 7, standard edition. This will give you a full-featured version of Adobe Acrobat where you can not only create secure documents from most applications (e.g. Word, Excel, Publisher, etc.), but control their ability to be edited later. Loading the application will automatically integrate it into the menu bar of Microsoft applications.

If you have questions or need more information about this or any other ITS Update, please contact Harry Pontiff, CIO (2860; [hpontiff@hamline.edu](mailto:hpontiff@hamline.edu)).