



# Western Regional Center

## National Oceanic & Atmospheric Administration

U.S. Department of Commerce



## OCIO Systems Support Seattle IT Updates - April 2008

### Required Training

- **IT SECURITY AWARENESS COURSE REMINDER**

The NOAA Information Technology Security Awareness Course is now available at:

<http://noaa.learnsecuritywith.us>. In order to continue to use your NOAA computing resources, you will need to complete the course by **April 25, 2008**. About 30% of NOAA users still have not completed the course yet.

- **NOAA SAFETY AWARENESS COURSE REMINDER** - As part of NOAA's ongoing commitment to maintaining a safe working environment, and to promote improved safety awareness by all NOAA employees and partners, NOAA announced the annual web-based NOAA Employee Safety Awareness Course for 2008. All NOAA employees are required to complete the course by June 30, 2008. Contractor employees are encouraged to take the course, unless otherwise directed by their NOAA COTR. You may access the course by going to <http://ns.learnsecuritywith.us/access/login.asp>

### Security Issues

- **OUT OF WARRANTY HARDWARE** - The Systems Support Division does not support any inherited or out of warranty equipment. This includes: computer peripherals, printers, scanners, and Video Teleconference (VTC) equipment. When systems no longer meet our minimum network standards, the equipment should be prepared as excess equipment. The possibility of unknown problems or issues, including security related issues make it difficult to maintain those items. Please be aware of your system's 1/3 refresh rate (PC's should be replaced every 3 years).

You can check if your Dell system is out of warranty - [check your warranty status](#).

You can find your Service Tag (serial number) by running the Dell Express Service Code utility on your machine. [Start -> Programs -> Dell Accessories -> Express Service Code](#)

### April Tech Tip

- **Creating PDF documents** - The Systems Support Division recently updated the version of Adobe Acrobat on your machine. The new installation does not have some of the previous shortcuts to creating a PDF. Here are some instructions that work in ANY Windows program:

- You can create a PDF from any Windows program that you can print from. This includes creating PDFs from Word documents, Web pages, Database programs, Excel spreadsheets, Visio diagrams, or CAD programs.
- To create a PDF, select File -> Print from any program and select the printer named "Adobe PDF". Click on Print to start the printing to a PDF file.
- The program will start the print process, then stop and ask you for a file name and location for the PDF document you are creating. You can save the PDF to your U: drive, your desktop, or somewhere you can easily find it.
- The PDF will be saved in the location you requested, and Acrobat will automatically start and open your new PDF.
- PDF documents can be protected from opening, editing, or printing without a password. Call the System's Division Help Desk (x6377) if you need any of these advanced features.

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