



Western Regional Center

National Oceanic & Atmospheric Administration

U.S. Department of Commerce



OCIO Systems Support Seattle IT Updates - December 2013

Before updating your CAC

For laptop users, if your CAC needs to be updated or you have tried too many times and locked your card, please put in a helpdesk ticket BEFORE you get your card changed. The new encryption software on laptops is keyed to your CAC and will not authenticate after you change your card. By submitting a helpdesk ticket first, we can configure the encryption account to re-certify your changed CAC without going through a long recovery process. This is much easier and quicker for everyone and minimizes your down time.

If you are using a desktop, it is much easier to log off your computer before changing your CAC so you don't need to call the helpdesk. If you have locked your machine before getting your PIN updated, you will not be able to unlock it with your updated card.

End of Year clean up

Now is a good time to clean up your U: drive of personal and outdated files. If you have personal files (photos, resumes, coupons, etc) on your U: drive, please remove them. For example, photos from the 2007 picnic should be copied onto a CD and removed from the network. Please review your folders and clean up as much as you can. Remember, keep everything you need, but need everything you keep.

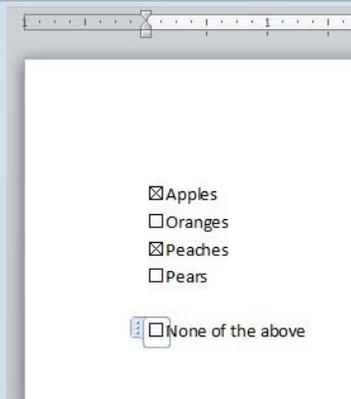
It is also a good time to clean your Desktop and Downloads area. Any file on your Desktop that you really need should be on your U: drive and a LINK placed on your Desktop instead. Your Downloads area will have copies of any attachments you opened from Gmail. Both of these areas should be cleaned periodically.

If you have any questions, or to initiate coordination with our office, please call the [NSDesk](tel:1-855-NSDesk1) at 1-855-NSDesk1 ([1-855-673-3751](tel:1-855-673-3751))

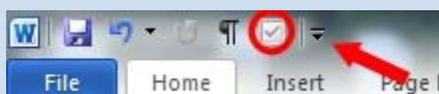
December Tech Tips

• Check boxes in Word

Many people like to create lists (and check them twice). And many people know to use a check box symbol like in Wingbats to allow them to check off items on a printed list. But what about a check box that you can check off inside a document. To do this you need to replace the check box symbol with a Content Control.

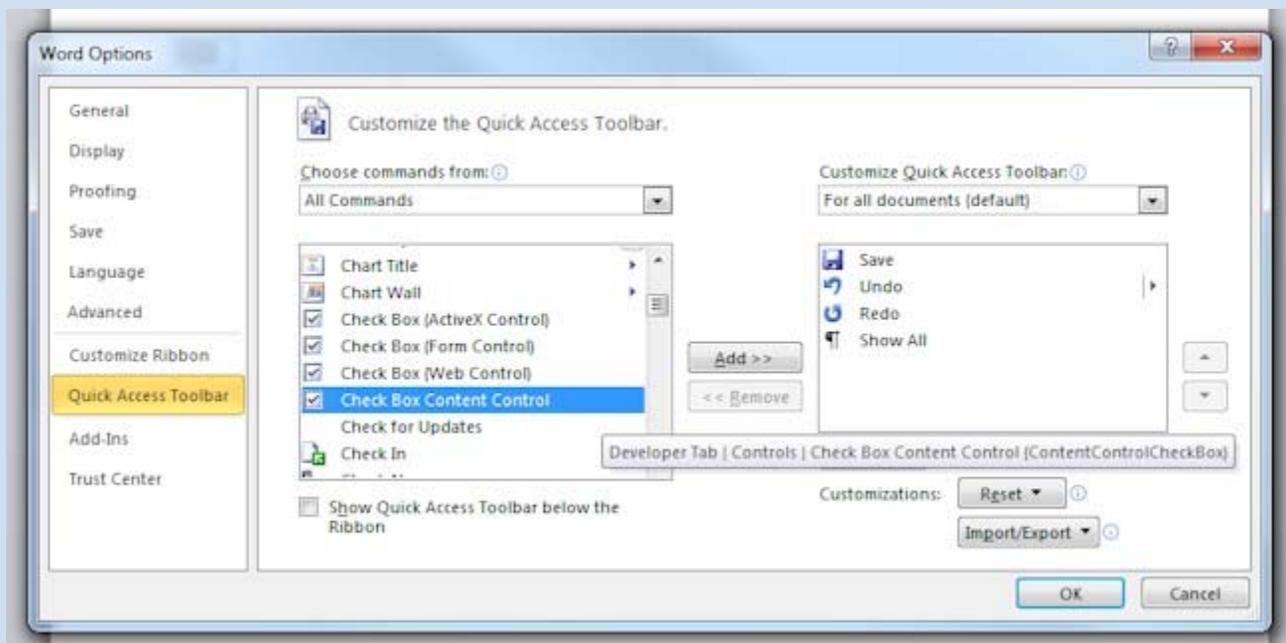


A Content Control check box looks similar to the check box symbol but allows you to put a check inside in the document. I find the easiest way to use this check box is to customize my Quick Access Toolbar to include it.



To customize your Quick Access Toolbar, click on the down arrow at the end of the Quick Access list (shown by the red pointer) and select the new command you want added. For the Custom Control Check box, select More Commands...

When the list of commands is shown, change the Choose Commands from: location to All Commands. Scroll down the list to find Check Box Content Control, then click the "Add >>" button in the center to add it to the Quick Access list. Save your changes and you will have an easy method for adding selectable check boxes to your documents.



If you have any questions, please call the NSDesk at 1-855-NSDesk1 ([1-855-673-3751](tel:1-855-673-3751))
Previous Tech Tips located at www.wrc.noaa.gov/systems/techtips.