
**Social
Sciences
Computing**

A Guide to Computing for Faculty and Staff

September 1997
University of California, Los Angeles

Introduction

This guide to computing serves as both an introduction to computing in the social sciences as well as an invitation to use our instructional and research computing services. This is the first issue of the SSC "Guide to Computing for Faculty and Staff". Future issues of this guide will be published annually at the start of each academic year. For updated information between issues, please refer to the Social Sciences Division Web site at <http://www.sscnet.ucla.edu> and then select COMPUTING or go directly to <http://www.sscnet.ucla.edu/ssc/guide.htm>.

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1. What is SSC

Established in 1984, to meet the growing need for computing in the division, Social Sciences Computing (SSC) is the primary provider to the division of all aspects of information systems.

In addition to the services you'll see on the following pages, one of the main functions of SSC is the operation of SSCnet. SSCnet is the division's state of the art network infrastructure. It is comprised of over two dozen servers (Novell, NT, Unix) connecting well over 1000 stations via a network of 100Base-T and 10Base-T wiring spanning social science departments in Bunche Hall, Haines Hall, and the Public Policy Building.

1.1 Names and Numbers

SSC Help Desk	x62821	help@ssc.ucla.edu
George Bing	x41358	gbing@ssc.ucla.edu
Eleanor Chan	x57142	chan@ssc.ucla.edu
G.J. Chen	x61511	gjchen@ssc.ucla.edu
Julie Chen	x57335	chenj@nicco.sscnet.ucla.edu
Mike Franks	x62109	franks@ssc.ucla.edu
Mary Johnson	x55774	johnsonm@ssc.ucla.edu
Michelle Lew	x57360	lew@ssc.ucla.edu
Tom Phelan	x50522	phelan@ssc.ucla.edu
Josh Saint	x50290	jsaint@ssc.ucla.edu
Ben Stein	x41402	bstein@ssc.ucla.edu
Carlos Tobar	x62893	tobar@ssc.ucla.edu
Wendy Wright	x56324	wright@ssc.ucla.edu
Shinn Wu	x54001	shinn@nicco.sscnet.ucla.edu
Anthropology	Carlos Inductivo	carlosi@anthro.ucla.edu
Economics	Tim Kwok	kwok@econ.ucla.edu
Geography	William Zhang	zhang@geog.ucla.edu
History	Chip Hornick	chornick@history.ucla.edu
Political Science	Carlos Inductivo	carlosi@polisci.ucla.edu
Sociology	Brian Ewell	ewell@soc.ucla.edu

2. The Network

2.1 Connecting to SSCnet & the Internet

In almost all cases your office will already be wired to SSCnet (and in turn, to the Internet), and the only additional hardware you'll need to connect a computer to SSCnet is an ethernet adapter. Computers can be Macintosh, PCs or Unix workstations. (Most of what will be described in the following pages pertains to PC systems). For consultation about where to purchase an ethernet adapter, and how to get it configured you should contact the SSC Help Desk or your departmental systems analyst.

2.2 Your SSCnet Account/Login ID

Your SSCnet account allows you to login to the division's high-speed switched network and gain access to resources such as e-mail, common software, network printing, the ORION and Melvyl databases, and the Internet.

In most cases your network login ID will be the first 8 letters of your last name. When it is created a temporary password will be assigned to it. You can change this password at any time by logging in and running the command "setpass" from a DOS prompt.

2.2.1 REQUESTING AN ACCOUNT

To obtain an account, contact your departmental systems analyst or MSO. In many cases they will have already arranged to have an ID created for you, if not, just ask them to send e-mail on your behalf to the SSC Help Desk with the following information:

- Your full name
- Your position or title
- If the account is indefinite or if it should expire after a certain date (e.g., Visiting Scholar)

Within 1 working day, they should get a reply with the assigned login ID and temporary password.

2.2.2 FILE SHARING & GROUP CONNECTIVITY

By default, when your network account is created, *you* are the only user who can see what is in your home directory. However, many people find it useful during collaborative efforts to allow other users to see specific subdirectories off of their home directory, or share a printer, or perhaps your department would like a shared directory that everyone can see. Whatever the need, many options can be arranged, just send e-mail to the SSC Help Desk and give them an idea of what kind of sharing arrangement you are interested in, and they'll arrange to have someone discuss your options with you.

3. Trouble Shooting & Upgrades

3.1 The SSC Help Desk

Located in Public Policy Building room 2035A (x62821), the SSC Help Desk is operated Monday through Friday from 9am to 5pm. Whether you contact them in person, via the phone or e-mail, this is where all your questions about access to the network or services available from SSC can be addressed. Please try to direct all questions and problems through the Help Desk rather than contacting your favorite staff members directly.

3.1.1 SPRING CLEANING CONSULTATION

In addition to emergency trouble shooting, the SSC Help Desk also provides a "Spring Cleaning" service. At your request they will schedule a visit to check out your PC's "health". The Help Desk will:

- scan your machine for viruses
- check your hard drive for lost clusters or cross-linked files
- clean the machine's floppy drive head

Such preventative maintenance can help stop problems before they happen.

3.1.2 VIRUS DETECTION & REMOVAL

The University has a site license agreement for Dr. Solomon's Anti-virus Toolkit as well as McAfee's VirusScan for Windows. SSC distributes these to the division. If you would like a copy of one of these useful programs to install on your home or office machine, contact your departmental systems analyst or the SSC Help Desk. Be sure to have about 3-5 blank diskettes so that we can copy the program for you or go to the following site to download the software by yourself: <<http://licensed-software.mic.ucla.edu/AntiVirus>>.

3.1.3 DEPARTMENTAL SYSTEMS ANALYST

In addition to the resident staff of Social Sciences Computing and the Help Desk, most departments in the division also have a systems analyst who may be available to assist you. To find out who this person is, consult the list in section 1.1 or contact your department's MSO for details.

3.2 Hardware Troubleshooting, Repairs and Upgrades

Hardware troubleshooting and diagnosis for machines owned by the division (on University inventory) is provided free of charge. Unless the nature of the problem is network connectivity, machines must be delivered to the SSC Workshop in PPB 2036A in order to initiate a "work order" -- SSC can loan you a cart. If you don't want to move a machine to the workshop by yourself, most departments employ students who can deliver machines to SSC. The SSC staff will also pick up and deliver machines for a fee of \$25. Machines are worked on in the order received. Rush orders will be moved to the top of the queue for a fee of \$40. Simple repairs are performed free of any labor charge. Should parts need to be purchased, the department can either order the parts and deliver them to SSC to install, or agree to allow SSC to order the parts and recharge the cost.

3.2.1 STANDARD UPGRADE PRICING & TERMS

In addition to troubleshooting, standard upgrades for computers (owned by the university or university employees) are also available. SSC charges for labor, at the rate of \$40/hour for standard upgrades – the first half-hour of labor will be free of charge. Parts may be brought in by the user for installation, or SSC can order the parts specified by the user. Machines must be delivered to the SSC Workshop in order for the upgrade to be performed. (Note: prices are subject to change, please contact George Bing at the SSC workshop for the latest quotes.)

Some sample street prices as of 8/97

Memory Upgrades	32MB 8x32EDO	\$129
	16MB 4x32EDO	\$ 65
	2x64 16MB DIMM	\$ 89
	4x64 32MB DIMM	\$169
Hard drives	1.7GB EIDE	\$160
	3.5GB EIDE	\$220
Multimedia Kit (Cdrom & Sound Card)	Creative Labs 16bit PnP	\$ 45
	Creative Labs 32bit PnP	\$ 70
	Toshiba 12x EIDE Cdrom	\$ 75

3.3 Software Installations

At no cost to the user, SSC will install and configure your software on a University inventoried computer. Proof of valid licensing must be shown, before software will be installed. Machines must be delivered to the SSC Workshop. Installations are done in the order received. On-site installations are charged at the rate of \$25/hour.

SSC can also do the licensing "leg work" for you and install any Microsoft Open License Agreement software and recharge your account for the license.

A sample of Microsoft Open License Software and Pricing:

Windows 95 upgrade	\$60
Office 97 Pro	\$52
Front Page 97	\$36
NT Workstation	\$48

For a complete listing and current prices see <http://www.uclastore.ucla.edu> under the heading "computer software".

3.4 Monthly Maintenance

In order to keep the division's computing infrastructure reliable, it is essential to down various parts of the system on a regular basis in order to maintain, update, and check the system.

SSC's Technical Staff reserves the time from 6PM to MIDNIGHT on the first SATURDAY of EVERY MONTH to down various parts of the network for maintenance. This does not mean that a particular part of the system you are using will definitely not work during the whole of that period, simply that you must remain aware that a part of the system you depend on could be shut down during this time slot. So please be careful not to plan mission critical work from 6pm to Midnight on the first Saturday of every month.

4. E-mail and Other Internet Access

4.1 Electronic Mail

In addition to your network login ID you will probably also want to have an e-mail account created for you. SSC distributes e-mail accounts that take the form of account@dept.ucla.edu, in addition, especially if you would like to access mail from home, you will also want to get a Bruin Online e-mail account (see section 4.2) which takes the form of account@ucla.edu, but don't worry about managing these separately. Even though you will have two accounts, they can be managed from a single point, by simply forwarding messages from one account to the other, and yet both addresses can still be given out to friends and colleagues (see section 4.1.5).

4.1.1 POP MAIL ACCOUNTS (EUDORA)

Currently, most e-mail users at UCLA use Qualcomm's POP mail client, Eudora (a license for which comes with the Bruin Online software, see 4.2). With POP mail clients such as Eudora, you actually download your new mail to your local hard drive each time you check it. As a result, your limitation on how much mail you can store, is really a function of your local machine's free space. If you don't check your mail for long periods, for example, if you are on vacation, then mail simply accumulates for you on the mail server. Each SSC e-mail account can store up to 10 megabytes on the mail server.

4.1.2 REQUESTING AN SSC E-MAIL ACCOUNT

SSC e-mail accounts take the form of account@dept.ucla.edu (e.g., jsmith@econ.ucla.edu). To request an SSC mail account, have your department send a request on your behalf to newmail@ssc.ucla.edu. Be sure to state:

- Your full name
- Which group listings you should be included on (e.g., All Faculty, All in Department)
- If the account is indefinite or if it should expire after a certain date (e.g., Visiting Scholar)

By default an e-mail account will be created as your first initial followed by up to 7 letters of your last name. You may specify a different e-mail account of up to 8 letters if you wish. After about 1 business day, a reply with the account, temporary password and setup instructions will be sent.

4.1.3 SETTING UP EUDORA TO ACCESS YOUR SSC E-MAIL

Once you have installed Eudora or any other POP e-mail client you will need to configure it so that it points to the SSC mail server. If you are using Eudora, go to:

- Tools
- Options
- Select the "Getting Started" category
- In the field labeled "Pop Account" type in account@pop.sscnet.ucla.edu (e.g., jsmith@pop.sscnet.ucla.edu)
- In the field labeled "Real Name" type in your full name
- In the field labeled "Return Address" type in your e-mail address in the form account@dept.ucla.edu (e.g. jsmith@econ.ucla.edu) or account@ucla.edu if you have setup the forwarding described in section 4.1.5.
- Now, select the "Hosts" category and in the SMTP field type in smtp.sscnet.ucla.edu
- Next, select the "Advanced Network" category and in the field labeled "Network Buffer Size of" type in 1500
- Click on OKAY to save these changes.

You are now ready to send and receive mail.

4.1.4 ACCESSING DEPARTMENTAL E-MAIL ADDRESSES AND GROUP MAILING LISTS

When you are using Eudora from work, you can set it up so that it your address list includes a group of shared departmental e-mail lists. To do this, simply edit your C:\bolw\eudora\eudora.ini file using a simple editor like Notepad to include the following line in the [Settings] section:

```
ExtraNicknameDirs=F:\publiclists
```

Users in the History Department should instead use the following:

```
ExtraNicknameDirs=F:\shdept\nickname
```

The next time you launch Eudora and go into Nicknames, you'll also see the contents of the address files that are stored in those network directories.

4.1.5 FORWARDING E-MAIL & VACATION MESSAGES

One of the nice features of your SSC mail account is the ability to create "vacation" or "out of office" auto-reply messages. You can set this up by telnet-ing to mail.sscnet.ucla.edu and logging in with your SSC e-mail account and password. After you login you'll see a small menu. Option #6 will allow you to create a vacation message. This message is then automatically sent to anyone who sends mail to your SSC e-mail address until you remove it by telnet-ing in and choosing option #6 again.

If you prefer, rather than have your e-mail pile up while you are out of town you can set your account so that it is forwarded to another e-mail address. To set this up, telnet to mail.sscnet.ucla.edu and login with your SSC mail account and password. After you login, you'll see a small menu. Option #4 will let you create a "forward file". Just type in the e-mail address that you want your mail forwarded to. This forwarding will remain in effect until you remove the forward file by telnet-ing and going back into Option #4.

This forwarding can also be used to help manage multiple e-mail accounts from a single e-mail address. For example, many users have both a Bruin Online e-mail address and a SSC e-mail address. If you wish to be able to give out one or both of these addresses to colleagues but only check one place, do the following:

- telnet to ben2.ucla.edu
- login with your BOL id and password
- create a forward file using option #4
- type in your SSC e-mail account (e.g., jsmith@econ.ucla.edu) so that mail sent to your BOL account is automatically forwarded to your SSC e-mail account.

The next time you check your SSC e-mail account you will be reading mail that was sent to either address. You may test the forwarding by sending e-mail to your account@ucla.edu address and then checking to see if it arrives in your account@dept.ucla.edu inbox.

The advantage of this is that you are allowed only 1 megabyte of e-mail storage on the Bruin Online system, but 10 meg on the SSC e-mail system. If you check and download your mail often then this not an issue, however, if you are on vacation and away from your mail, your BOL account could start refusing messages if more than a megabyte of mail and attachments accumulates on your account.

4.1.6 EMAIL ACCOUNT PASSWORD CHANGES

You can change your SSC mail account's password by telnet-ing to mail.sscnet.ucla.edu and logging in with your SSC mail account and password. After you login choose option #3 from the menu. You'll be asked to type your current password and then your new password, twice. If you should forget this password, you'll need to come to the SSC Help Desk with photo ID to request to have it reset, or ask your department to send an e-mail request to the SSC Help Desk on your behalf.

4.2 Remote Access and Bruin Online Software

As a member of the UCLA community you can have access to the Internet from your home, all you need to do is setup a Bruin Online (BOL) account. To do this, telnet to access.ucla.edu and login as 'newuser'. You will be asked to confirm you name, UCLA id number and birthdate. An account will be created for you in the form of loginname@ucla.edu.

Once you have created this BOL account you should purchase the Bruin Online Software at the ASUCLA computer store for \$29. Follow the instructions to install the software on your home machine and connect to the University's modem pool.

4.2.1 REMOTE ACCESS TO E-MAIL VIA EUDORA

When you install your Bruin Online software, it will by default be setup to check your BOL id's mail. If you would instead like to check your SSC e-mail account, be sure to make the following changes in Eudora by going to:

- Tools
- Options
- Select the "Getting Started" category

- In the field labeled "Pop Account" type in account@pop.sscnet.ucla.edu (e.g., jsmith@pop.sscnet.ucla.edu)
- In the field labeled "Real Name" type in your full name
- In the field labeled "Return Address" type in your e-mail address in the form account@dept.ucla.edu (e.g. jsmith@econ.ucla.edu) or account@ucla.edu if you have setup the forwarding described in section 4.1.5.
- Now, select "Hosts" category and in the SMTP field make sure that it reads smtp.ben2.ucla.edu
- Click on OKAY to save these changes.

You are now ready to send and receive mail from home.

4.3 What is Telnet

Telnet is a generic name for a type of terminal emulation program often used to establish VT100 or VT220 connections to larger computers. If you are running Windows 95, there is a telnet.exe in your C:\Windows directory. If you have installed Bruin Online, you will have Ewan Telnet also available to you. You can use any telnet program to access SSC's Sun Enterprise 6000 (host name: nicco.sscnet.ucla.edu) or to check your e-mail (host name: mail.sscnet.ucla.edu)

4.3.1 TELNET AND PINE

When you install the Bruin Online software, you will have an icon in your group that says Telnet-Ewan. This is a freeware telnet program that comes with Bruin Online. To use it to check your SSC e-mail account you must first add the SSC mail server to the site list:

- Launch the Ewan telnet program
- This will open a dialog box that says "Connect to Site", click on the button that says "New"
- In the "Name" field type in SSC Mail Server (or another identifier of your choice)
- In the "Network Address or Host Name" field type in mail.sscnet.ucla.edu
- Click on Okay to save this entry to the site list

- Now from the site list, highlight the SSC Mail Server entry and click OKAY, this will establish a connection with the mail server.
- Login with your account and password (just the account part, leave off the @dept.ucla.edu)
- You will then be taken to a simple menu, pressing 2 will launch PINE and allow you to check your mail without downloading it to the local machine.

For more about PINE contact the SSC Help Desk or your departmental systems analyst.

4.4 What is FTP

FTP is short for File Transfer Protocol. It is commonly used on the Internet to transfer files between two locations. If you are running Windows 95 there is an ftp.exe your C:\Windows directory, if you installed Bruin Online, there is a nicer, windows based, freeware FTP program called WS_FTP.

If you are connecting to a site in order to do an anonymous FTP you can use a web browser such as Netscape, however if you must provide an ID and password to access a particular area of an FTP site you should use a complete FTP package such as those mentioned above.

4.4.1 FTP ACCESS TO YOUR NETWORK DIRECTORY

Each server on SSCnet will allow you to use the standard Internet File Transfer Protocol (FTP) to upload and download files. If you are already familiar with FTP simply FTP to the server below where you have an account and login with your existing *network ID* and password. Upon establishing a connection you will have access to your normal F: drive (e.g., F:\SSCNET\ECON\SMITH)

Department	FTP Host Name
Anthropology	eff010.sscnet.ucla.edu
Economics	eff006.sscnet.ucla.edu
Geography	eff008.sscnet.ucla.edu
History	eff004.sscnet.ucla.edu
ISSR	eff005.sscnet.ucla.edu
Political Science	eff007.sscnet.ucla.edu
Sociology	eff009.sscnet.ucla.edu

4.5 Web Browsing

Both Netscape Navigator and Microsoft Internet Explorer are popular graphical browsers for the World Wide Web (WWW). These browsers allow the user to read HTML (Hyper Text Markup Language) documents. HTML is what allows you to jump from one document to another with a click of the mouse.

The way you use a browser such as Netscape is to point it to an HTML file at a particular URL (“Uniform Resource Locator”). A URL is made up of 3 components: the protocol, server, and path name of the item.

The protocol specifies the manner for interpreting the computer information and is always followed by a colon (:). Some common protocols:

http: Hyper Text Transfer Protocol
ftp: File Transfer Protocol
file: Local files

The server component identifies the computer system that stores the information you wish to browse this is usually preceded by two slashes (/).

The last component, the path, identifies a specific html file or directory on the computer, and it is usually preceded by one slash.

So for example once you have launched Netscape, you might go to SSC’s URL, by going to File, Open Location... (in Netscape) or File, Open (in Microsoft IE) and typing in:

<http://www.sscnet.ucla.edu/ssc>

Note: in most browsers you can leave the protocol component off, and http:// will automatically be assumed.

4.6 Usenet News

There are many different “news reader” programs that you can use to read Internet news groups. You can even use Netscape to be your news reader. To do this, launch Netscape and go to:

- Options
- Mail and News Preferences
- Select the “Servers” tab
- In the field that says “News (NNTP) Server” type in news.ucla.edu

- Click OK to save your changes.

Now back in the Netscape main screen go up to Window and select Netscape News. After the new window appears, select Options and click "Show all Newsgroups". Choose the newsgroup you wish to read by checking off the boxes to the right of each newsgroup.

4.7 Accessing Databases and the Library

Rather than go to an Orion terminal in the library, you can access Orion, the campus electronic card catalog from your office, or from home (if you are dialed in via Bruin Online), by simply launching Telnet-Ewan, then selecting Orion UCLA Card Catalog and clicking 'Okay'. When asked for your login ID and password type in your Bruin Online ID and password. Select menu option 1 to connect to Orion.

You may also do Melvyl searches from your office or from home (if you are dialed in via Bruin Online). To do this, simply launch Telnet-Ewan. Select Melvyl UC Card Catalog, if you are prompted to enter a terminal type type in VT100.

Some of the databases available on Melvyl of interest to social scientists:

MAGS	Magazine & Journal - 1,500 magazines and journals
CC	Current Contents - 6,500 scholarly journals
ABI	ABI/Inform - 1,000 business, management & finance journals
ANTH	Anthropological Literature - anthropology and archaeology
CHICANO	Chicano Database - citations for Mexican-American/Latino topics
EDUC	ERIC database - over 700,000 annotated citations in education
HLAS	Handbook of Latin American Studies
PAIS	PAIS International database - citations in public affairs
PSYC	PsycINFO - 1,300 psychology journals and publications
SOC	SocAbstracts - citations for topics in sociology; social sciences
TEN	Ten-Year MELVYL Catalog - materials published from 1987 - 1997
CAT	Full MELVYL Catalog - UC libraries and California State Library

If you wish to telnet to Melvyl or Orion with a program other than Ewan-Telnet then use the following host names:

For Melvyl	melvyl.ucop.edu
For Orion	ben2.ucla.edu

In addition there is also an Economic Abstracts database available via the Web to UCLA users. Point your browser to <http://webspirs.silverplatter.com/cgi-bin/customers/ucla/ucla-econ.cgi> to access it.

5. Web Pages & Other Communication Tools

5.1 Web Page Hosting and Consultation

SSC runs a UNIX based Web server and will host web pages and provide consultation for faculty and staff upon request. In some departments there are alternative Web servers available as well. Contact Mike Franks for further information.

5.2 Creation of Mailing Lists

SSC can help you facilitate communications among a workgroup by creating a listserv for you. You may already be familiar with listservs -- they are email discussion forums. They are generally setup so that there are members of the list, and when any of those members send to the list, that message is distributed to all members. Alternately, lists can be setup to be "moderated" where only one particular member (the owner) has rights to post to the list and all members receive the mail posted to the list. When non-owners attempt to send to the list, the owner is notified and must approve the message before it is posted.

5.3 Electronic Bulletin Boards

There is a social sciences division-wide bulletin board available for posting messages of interest to anyone in the social sciences at UCLA. This board is open for posting from anywhere by anyone. You can find it at <http://www.sscnet.ucla.edu/wwwboard/>. In addition, if you wish to have a similar bulletin board installed for a special purpose please contact Mike Franks.

6. Instructional Computing

6.1 Using the Web for a Course

SSC staff have developed a very simple method for publishing course web pages that is called the ClassWeb Project (see <http://www.sscnet.ucla.edu/classweb/>). It allows faculty to immediately set up and maintain their own course website without learning HTML, FTP or getting a UNIX account. ClassWeb sites come with announcement and list of links pages, as well as a bulletin board. They can be edited or customized easily through a web browser such as Netscape. In addition, faculty who wish to, may get a UNIX ID on SSC's web server and maintain their web site using FTP and HTML coding. For further information, contact Mike Franks.

6.2 Using SSC's Computing Labs for a Class

SSC has two state-of-the-art labs located in the Public Policy Building plus a smaller lab in Haines Hall. These labs can be reserved for instructional use in conjunction with a social sciences course. In addition SSC is also part of the management of CLICC, and those labs can also be reserved. Please contact Wendy Wright for further details and availability.

The lab configurations are as follows:

PPB 2035B

- 50 Multimedia capable 266 Mhz Pentium Pros
- Computer display projection capability

PPB 2035H

- 35 Multimedia capable 266 Mhz Pentium Pros
- Computer display projection capability

Haines 37

- 22 Pentium (75 Mhz) computers

The above labs have laser printing for \$0.10 per page, color printing for \$0.50 per page and text only dot matrix printing which is free of charge.

In addition there is also a **24 hour lab** located in Bunche 2149 with eight 33 Mhz 486 computers.

6.3 Software Used in a Course

In addition to popular programs such as Office 97 and Netscape, SSC's computing labs have a wide variety of analytical programs commonly used in the social sciences. Here is a sample listing:

Arcview	Mathematica
Chippendale	Minitab
Econometric Views (EViews)	S-Plus
Erdas Imagine	SAS
Gauss	SPSS
MapInfo Pro	Shazam
Mathcad	Stata

If there is a package you are interested in using for a course, please contact Wendy Wright.

7. Technology Workshops

At the beginning of each quarter, depending on need, SSC offers technology workshops in areas that might be of interest to the division. If there is some area that you would like us to conduct a workshop in, please let us know.

7.1 Upcoming Workshops

- Using ClassWeb
- Using Windows 95
- Using Windows NT Workstation
- Introduction to Unix
- Introduction to PowerPoint
- Upgrading your PC

8. Network Printing

8.1 Laser Printing

Laser printing is available through your department usually free of charge, if you wish, you may also use the laser printers in the SSC labs. The cost per page is \$0.10. If you would like help in setting up a network, or workgroup laser printer, contact the SSC Help Desk.

8.2 Color Printing

SSC has available a color laser printer for use by faculty and staff. The cost per page of printing is \$0.50. If you wish to do transparencies, the cost is the same, but you need to provide the laser transparency. Please be sure to purchase transparencies that are safe for use in laser printers.

8.3 EDB/IDOC printing

SSC can assist you in setting up with AIS the ability to print IDOCs from the campus EDB system. A laser printer hooked directly to your parallel port, or with a network adapter is required by AIS. The shareware software RPM will also need to be purchased. Contact the SSC Help Desk for further details.

9. Media Lab Equipment and Services

9.1 Database and Document Conversion

Dbmscopy is a program by Conceptual Software which allows file conversion between different types of database and statistical programs. It is available for PCs and Unix (via x-windows) by typing 'dbmscopy' at the network prompt. It handles transfers among programs such as:

BMDP	Oracle
Clipper	Paradox
Dbase (II, III, IV)	Quattro Pro
Excel	Rbase
FoxPro	SAS (PC & 6.0.8)
Gauss	S-Plus
Informix	SPSS for Windows
Lotus 1-2-3	Stata
Minitab	

Word for Word is a program by Adobe Systems which facilitates file conversion between many different types of word processors. It is available on the network by typing 'wfw' at the F: prompt (or network Dos box).

9.2 Cdrom Creation

SSC has available in its media lab a Cdrom writer (CD-R). You may purchase blank CDs from SSC for \$7 or bring your own blank cd available at any large computer store. Using this computer equipped with the CD-R you can duplicate from CD to CD, or burn your own CD by copying files to the local hard drive and then burning that image to the Cdrom. A full CD takes about 20 minutes to create. If applicable, you should also budget time for copying the files to the local hard drive.

9.3 Digital Imaging, Video and Audio Encoding

9.3.1 SCANNING

SSC has available in its media lab a 24-bit color flatbed scanner and OCR software. If you would like to use it, contact the SSC Help Desk to schedule a time. Using this scanner you may perform:

- Graphics scanning (and save to popular formats such as GIF and JPEG)
- Text scanning (and export to popular word processors such as Word and WordPerfect)
- Slide and Transparency scanning

9.3.2 DIGITAL CAMERA

SSC has available for 1-day loans a digital camera. This camera can take up to 86 normal resolution images (320x240), 21 in fine resolution (640x480) and 10 in its superfine resolution mode (640x480, 24 bit color). Using the software that comes with the camera, images taken can then be downloaded to a PC computer and converted to popular formats such as GIF and JPG. You will be required to leave your university ID card when checking out the camera.

9.3.3 VIDEO ENCODING

Soon to be available for use in SSC's media lab is a computer equipped with a video capture card. With this computer, you can encode your VHS tape into an AVI file suitable for use on the web.

9.3.4 AUDIO ENCODING

SSC can also help you create .WAV files by sampling from an audio cd, cassette tape, or videotape.

9.4 Projection

In addition to two labs in Public Policy equipped with projection units. SSC has available for loan an InFocus portable projector suitable for use with desktop or laptop computers and even VCRs.

10. SSC Application Server

10.1 Metered Commercial Software

SSC is currently undertaking a feasibility study to serve popular applications such as Office as well as statistical packages available in its labs to your desktop from a central server. It is likely that this ability will only be available to PC users running Windows 95 or better. Announcements will be made as the project progresses.

10.2 Shareware & Freeware

In addition to metered commercial software, the application server will also house useful and popular freeware and shareware applications. Some of these are already available at:
<http://www.sscnet.ucla.edu/ssc/software/latest.html>

11. UNIX Minicomputer Access and Support

The staff at SSC manage several Sun Unix computers both for instructional and research purposes. In addition, individual faculty may request the assistance of SSC's staff to manage their personal or workgroup Unix boxes.

11.1 Sun Microsystems Enterprise 6000

SSC has a Sun Enterprise 6000 with many common statistical packages available. Accounts on this computer, known as nicco are available free of charge to all faculty and staff in the division. If you would like an account, send e-mail to the help@ssc.ucla.edu and be sure to state:

- Your Full Name
- Your Department
- Your Title or Position

It may be necessary to verify eligibility before the account is created. Accounts must be renewed on a quarterly basis.

Software available on nicco includes:

- Gauss
- Limdep
- Mathematica
- SAS

Shazam
S-plus
SPSS
Stata

12. Administrative Applications

12.1 What is GLASS

GLASS (General Ledger Analysis for the Social Sciences) is a Microsoft Access/SQL Server application designed for use by administrative staff. It allows users to run a variety of customizable reports with data as current as the previous working day. Faculty and other report recipients can view their fund balances and transaction information in a more timely manner, and can even include planned future expenses which are represented as "local liens". These local liens are encumbrances managed completely by the departments. All data is stored on a server managed by College Information Services, which ensures safety and recoverability, and also allows for maximum data-sharing within departments.

12.1.1 SYSTEM REQUIREMENTS

Minimum hardware/OS requirements are a 90 Mhz Pentium PC running Windows 95 (32 MB RAM) or Windows NT 4.0 (64 MB RAM) with 12 MB free disk space. In addition, each PC must have Microsoft Access 7.0 and the 32-bit ODBC Administrator installed. GLASS includes the software necessary to connect to the data source.

12.1.2 OBTAINING AND INSTALLING GLASS

All GLASS files are available at <http://www.sscnet.ucla.edu/ssc/saint/glass/glass.html>. Additionally, you must be given a logon id for the SQL Server. Contact Joshua Saint at x50290 for installation and training.