



All of the links below can be found at <http://del.icio.us/dmw2113/mydl>

Keep Your System Healthy

- Antivirus software: Download Norton free from <http://www.columbia.edu/acis/software/nav/>
- Antispyware (pc only): <http://www.lavasoftusa.com>
- Firefox: <http://www.firefox.com>. Stop using IE!
- System update
 - Mac: Apple Menu -> Software Update
 - XP: Start -> Control Panel -> Security Center -> Automatic Updates
 - Vista: Start -> All Programs -> Windows Update
- Firewall
 - Mac OS X 10.5: Apple Menu -> System Preferences -> Security -> Firewall
 - Mac OS X 10.x: Apple Menu -> System Preferences -> Sharing -> Firewall
 - XP/Vista: Start -> Control Panel -> Security Center -> Firewall
- Run a scan of your system for viruses and spyware once a week.

Backup Your Data

- Email yourself important documents to have an instant backup.
- Buy a USB drive for critical stuff. Find a cheap one at <http://www.dealcatcher.com> But don't put stuff on it you're afraid other people might see (e.g. all your credit card data); they're easy to lose.
- Backup your whole system with an external drive weekly. USB drives for PCs, Firewire is better for Mac. Make sure it's as big or bigger than your computer's drive. Try dealcatcher.com and techbargains.com for good prices. Most come with backup software. If you're on a Mac running Leopard (MacOS 10.5), use the excellent and built-in Time Machine. If you're using an older version of MacOS, I like SuperDuper: <http://www.shirt-pocket.com/SuperDuper>. It's free, though the paid version works faster.

Make Your Life Easier

- Use Gmail instead of Cubmail
 1. Get a Gmail account at <http://www.gmail.com>
 2. Go to CUIT at <http://www.columbia.edu/acis/tools/> Select "Login to Manage Your UNI Account." After logging in, select "Email forwarding" under "Configure Email Settings." Login again. Click "Forward." Type in your Gmail account's address. I don't keep a copy of messages; if you want to, make sure you clean them out once in a while via Cubmail. (Note: Columbia's servers take fifteen minutes or so to make changes, so after you do this, you may want to use Cubmail one last time to make sure nothing got caught in limbo.)
 3. Login to Gmail. Select "Settings" in the upper right, then click on the "Accounts" tab. Under "Send Mail As" click "Add another email address." Follow the instructions. You'll need to verify your address before you can send using Gmail. (If you don't receive anything, it may be in your Cubmail account: see above.)
 4. To send from your Columbia address all the time in Gmail, click "make default." You can still change the address you're sending from when you're composing mail with the dropdown.

- Get your Inbox to Zero. You'll feel better, I promise. I like the following categories:
 - Respond
 - ActOn
 - WaitingOn
 - ReferenceShortTerm
 - ReferenceLongTerm
 - Good
- Printing
 - Okay, so printing on campus leaves much to be desired. Here are a few things I've tried.
 - Try not to print right before class. (Much easier said than done.)
 - Buy yourself a cheap laser (~\$50). Check dealcatcher.com or techbargains.com.
 - On a Mac? Try emailing yourself a PDF of the doc, then printing from a campus computer. After you've selected File->Print, click on the button on the bottom left labeled "PDF".
- Keep your data at your fingertips
 - Need to remember something? Try <http://jott.com>.
 - Create a single directory called "School" with one folder per semester. Then create folders for all your classes. Create a shortcut to the desktop for the current semester.
 - On a Mac, use Spotlight (the blue icon on the top right). On a PC, download Google Desktop Search from <http://desktop.google.com>. Even better, install Google Pack and get a bunch of other cool programs at the same time: <http://pack.google.com>.
- Manage your links with del.icio.us: <http://del.icio.us>. Install the Firefox plug-in for extra happiness: <http://del.icio.us/help/firefox/extension>

Some Worthwhile Links

- Ottobib (bibliography from ISBNs): <http://www.ottobib.com>
- Merlin Mann's awesome productivity blog: <http://www.43folders.com>
- Lifehacker: <http://www.lifehacker.com>
- David Allen's *Getting Things Done*: http://www.davidco.com/what_is_gtd.php
- DIY Planner: <http://www.diyplanner.com>
- Ergonomics info: <http://www.cdc.gov/od/ohs/Ergonomics/compergo.htm>

If You Get Stuck

- CUIT Support: <http://www.columbia.edu/acis/support/>.
- Search Google for the problem or error message. (That's the first thing I always do.)
- My email: dmw2113@columbia.edu

Some Answers to Specific Questions

- Need a good web-based calendar? There's Google Calendar: <http://calendar.google.com> and 30 Boxes: <http://www.30boxes.com>. Or try Sandy: <http://www.iwantsandy.com>
- Need software? Try <http://www.columbia.edu/acis/software/>
- Want to install PC Phone Home? See <http://www.columbia.edu/acis/faq/105.html>
- Want to learn to use MS Office better? Go to <http://office.microsoft.com/en-us/training/>