

# Classics Department Computing Resources Guide

This document is intended to provide quick guidance for new faculty, new graduate students, and research visitors in Classics and AHMA.

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## CalNet ID                    the essential first step to using computing resources

<http://calnet.berkeley.edu>

Your CalNet ID is the username that gives you access to confidential and restricted online resources, including your paystubs and benefits information, the course systems (including grading), library proxy service or Virtual Private Network (VPN) authentication to use restricted databases from off campus, etc. It also allows you to sign up for various services online.

New graduate students receive instructions about obtaining their CalNet ID in a package that comes from Graduate Division after they express their intent to register. Once their names have been entered into the campus student system, they can obtain the CalNet ID online using the information sent to them.

For faculty members and employees, the CalNet ID was formerly the same as the 9-digit UC Employee Number shown on your Photo ID, but now the use of this number is not allowed and all faculty and employees choose a phrase. NOTE: Faculty who are separated from employment and become emeritus need to be reentered in the system as emeritus in order to continue using campus systems.

New faculty and visiting faculty cannot apply for a CalNet ID until they are entered into the campus employment system (for a new faculty member or lecturer, this means that they must have been assigned a UC Employee ID number after completing all the required forms for employment). Once you have that employee number, sometimes you also need to wait a few days for the number to be “propagated” to other campus systems. The next step is to obtain a “token” (a complex temporary number that allows you to use the online system to activate a CalNet passphrase). This may be obtained from a CalNet Deputy (in CASMA Nancy Lichtenstein will have this role from July 2009 on) or at the Cal 1 Card Office, 110 Cesar Chavez Center, Lower Sproul Plaza (M-F, 9-5). Once you have the token, you have 24 hours to go online to create your passphrase and activate your CalNet ID (<https://net-auth.berkeley.edu/cgi-bin/CreateID>).

Official visiting scholars who have paid the \$200 annual fee should take their proof of status to a CalNet Deputy or to the Cal 1 Card Office (as above) to obtain a token.

The passphrase: because CalNet authentication provides access to many confidential materials, you should select a passphrase that is different from all other passwords and passphrases you use. It is called a passphrase because it can contain spaces. It must be at least 9 characters long (and no more than 255). It must contain at least three of the five categories of characters (uppercase, lowercase, numbers, punctuation, all other characters). Thus “liddell scott” would not be allowed because it contains only lowercase letters and a space (=other), but “Liddell & Scott” would be more than adequate, because it has uppercase, lowercase, space, and the ampersand, or four categories.

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## Online Earnings Statements

You must now view your earning statements online or download them, unless you make special arrangements to receive a paper copy. The online documents are available on the UC System's Human Resources and Benefits web site, where you will also establish an account.

<http://atyourservice.ucop.edu/>

## CalMail (campus email system)

This is now the only campus email system for our use.

<https://calmail.berkeley.edu>

Use the above to get an account; create an account, manage the account (vacation, forwarding), and for https web access to read and write mail.

To open your account, you may go directly to Berkeley Internet Link

[https://calmail.berkeley.edu/manage/account/create\\_account](https://calmail.berkeley.edu/manage/account/create_account)

## Personal Websites

The campus ceased offering personal web sites to faculty and students in 2008.

The Classics site on the L&S server (<http://classics.berkeley.edu>) has a limited functionality for a personal page for each member and affiliate.

For the moment, IST is referring people to the Open Computing Facility:

<http://www.ocf.berkeley.edu/>

The Department maintains a web service on Dreamhost and is able to host conference web sites, summer workshop sites, and the like. Consult DJM.

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## Licensed Software (internet and security)

Campus-licensed software is available for download at

<http://software-central.berkeley.edu/>

See more below under Advice on Specific Software.

## Airbears: Wireless Access Points

The campus wireless network is called AirBears and it requires CalNet ID authentication. There are access points that make wireless connection possible in the Art History/Classics Library (and throughout most of the Library), and in various Dwinelle corridors, so you can connect in all or almost all Classics Department rooms and in the AHMA Lounge. Many classrooms and buildings around campus also have access points. For information, including how to create temporary guest accounts for wireless access for visitors:

<http://ist.berkeley.edu/airbears/>

## bSpace

This is the campus system where you can create a web presence for posting of information and resources for a scholarly interest group or for a scheduled class. Course sites are not created automatically, but once you create one, the system has access to other campus systems, so you can see enrollment lists and send class emails.

<http://bspace.berkeley.edu>

## eGrades and BearFacts

The BearFacts system is for midterm grade reports and submission of final grades; also provides enrollment lists.

<http://bearfacts.berkeley.edu>

## Schedule of Classes

Search for courses by department, instructor, time, etc. See the exam calendar. Link to Academic Calendar.

<http://schedule.berkeley.edu/>

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## CalNet Directory Services

Find contact information for faculty, staff, and some students. Faculty and staff can update their own directory listing (which also appears in the printed Directory).

<https://calnet.berkeley.edu/directory/>

## Library Catalogues

OskiKat is the new (summer 2009) online catalogue for UCB:

<http://oskicat.berkeley.edu/>

This catalogue now includes inventory or renewal functions.

Union catalogue for all UC (and some other libraries) is Melvyl, online at

<http://melvyl.cdlib.org:80/>

## Library Electronic Resources

(including licensed resources, like TLG and L'Année Philologique)

[http://www.lib.berkeley.edu/find/types/electronic\\_resources.html](http://www.lib.berkeley.edu/find/types/electronic_resources.html)

(select list for Classics maintained by John Ceballos, Art History/Classics Library)

<http://www.lib.berkeley.edu/ARTH/classicsresources.html>

See also the Classics web resources list created by Anthony Bulloch:

<http://www.GreekMyth.org/classicsresources.html>

## Library Proxy Service

This is an outmoded service, and you should avoid using it if you can (it can slow down your browsing in some circumstances). If you have a CalNet ID, use VPN instead.

If you have a commercial ISP (like ATT or Comcast) at home, this allows your home computer to use restricted electronic resources just as if you were on campus (where the IP address would give you access without using the proxy service).

For setup, see <http://www.lib.berkeley.edu/Help/proxy.html>

## VPN Service

VPN (Virtual Private Network) is a protocol for giving authorized off-campus users access to the restricted parts of the campus network just as if their computer had an IP address on campus. The client software activated in July 2009 and solely supported after August 12, 2009 is Cisco AnyConnect (replacing Cisco VPN Client) and can be downloaded from <http://software-central.berkeley.edu/software/40-Cisco+VPN>.

When you need to use a restricted service, AnyConnect. Select the setting for Full Tunnel or for Library to use restricted library resources through your browser (e.g., TLG, APh). (The setting called Half Tunnel can be used to access servers and systems that do not accept connections from off campus IP numbers.) When you connect for the first time, enter CalNet ID and password. On subsequent connections, your CalNet ID will be remembered, but you will still need to enter your password. When connected, click on

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Continue, and then use your browser to connect to the site you want. When you are finished using restricted sites, return to AnyConnect and disconnect.

### Mailing Lists ([lists.berkeley.edu](http://lists.berkeley.edu))

The Department manages several closed faculty and staff lists on [lists.berkeley.edu](http://lists.berkeley.edu), and there are also lists for graduate student in Classics, and graduate students in AHMA and for AHMA faculty and undergrad students. “Closed” means that only a member of the list or a specifically authorized group can send mail to the list. Mail is accepted by the list only if the FROM: address matches exactly the address in the list or in the list of authorized senders. The person listed as “owner” is the only one who can add and remove addresses on these access lists.

1. [classicactivefac@lists.berkeley.edu](mailto:classicactivefac@lists.berkeley.edu) owned by DJM
2. [classicsemeriti@lists.berkeley.edu](mailto:classicsemeriti@lists.berkeley.edu) owned by DJM
3. [casmastaff@lists.berkeley.edu](mailto:casmastaff@lists.berkeley.edu) owned by Gary Spears
4. [classicgrad@lists.berkeley.edu](mailto:classicgrad@lists.berkeley.edu) owned by Janet Yonan
5. [ahmagrads@lists.berkeley.edu](mailto:ahmagrads@lists.berkeley.edu) owned by Janet Yonan
6. [ahmafaculty@lists.berkeley.edu](mailto:ahmafaculty@lists.berkeley.edu) owned by Janet Yonan
7. [classic\\_undergrads@lists.berkeley.edu](http://classic_undergrads@lists.berkeley.edu) owned by Cassandra Johnson?

TROUBLESHOOTING: the mailing list software was changed in 2007 and this has some inconvenient consequences for the access control lists. These now need to be updated manually. If you send email to a list to which you think you should have access and it does not go through, then consult the list owner to check whether your correct email address is in the list of authorized senders and to add it if it is not.

### Shared Classics (and AHMA) Computers

Classics provides network-connected computers in GSI and Lecturer offices (also a printer in 7227), in the Graduate Research Room 7226 (2 Macs, printer), and in the Art History/Classics Library corridor (2 Macs, printer).

The GSI and graduate student computers in Dwinelle will log in automatically as graduate student user; this user does not have full administrative privileges.

The computers in the Library require a login and password to prevent unauthorized use by non-Classics patrons of the Library. There are four user accounts set up for Classics Grad Students, AHMA Grad Students, Classics Faculty, and Classics Research Visitors. You may obtain the password needed for the user that is appropriate to you by asking Donald Mastronarde, or the graduate student computing assistant (2009-2010 Joel Street), or Janet Yonan.

AHMA students also have a computer and printer in their lounge.

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## Office Computer Security

Physical security: keep your door closed and locked when you leave your office, even for a short time. If you have a highly portable CPU or laptop, use a security cable.

Network security: the campus requires various measures:

- (1) run a firewall on your computer (for Macs, Norton Personal Firewall is no longer recommended, and you should turn on the Firewall in Mac OS X, Sharing System Preference, Firewall tab; or in 10.5.x, it is in the Security System Preference);
- (2) install the campus-licensed anti-virus software and update the definitions at intervals;
- (3) use SSL encryption in your email program [for setup instructions go to <http://kb.berkeley.edu>, search for SSL]
- (4) run Software Update regularly and take the time to install system updates and security updates, even if you decline other updates (but some of those may also have security implications); there are also often security updates for Adobe products (Acrobat Reader) and Microsoft products (Office and Word).

## Advice on Specific Software

Browsers: for security and compatibility, use the latest version you can smoothly run. Any modern browser will be Unicode-capable and have the right level of encryption. Macintosh OS X users: Internet Explorer 5.2 is an obsolete program and is never going to be revised into one; you should not use it.

Safari users: Safari follows some strict guidelines about security and programming that may not be followed by other browsers. As a result, you may encounter forms on the web that are not displayed correctly or do not work correctly in Safari (and sometimes there may not be an indication that the submission never took place). When in doubt, try Firefox instead.

Email: calmail allows you to read and compose your email from any computer that has a secure browser; for greater speed and efficiency, use an email client when on your own computer. Eudora is no longer supported for use on the campus network. The campus recommends Thunderbird, but Mac OS X 10.4 and 10.5 users can also use Apple Mail. It is possible to import your old mail from Eudora to one of the newer email clients.

File Transfer: for most servers nowadays, you must use Secure FTP, not plain FTP. Software central supplies Fetch 5 for Mac OS X. For Windows, SSH Secure Shell no longer meets security standards. The recommended program is HostExplorer. Some servers will not accept a connection from off campus unless you run a VPN Client with campus settings.

Secure login: in Mac OS X use the Apple program Terminal in the Utilities folder inside the Applications folder; in Windows use HostExplorer.

A typical login command to use in Terminal is:

```
ssh -l yourusernameonremoteserver servernameURLorIP
```

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Firewall: a computer directly wired to the campus network must meet security standards; these include running a firewall; a computer connecting from home or via AirBears is not required to meet this requirement.

Software Central has personal firewall software for Windows; in Mac OS X, you should use the native firewall instead of Norton Personal Firewall.

AntiVirus: again, the needed software is downloadable from software-central.berkeley.edu; use the latest form of the program that can be installed on your computer, remember to download new virus definitions at intervals (such as once a month).

Office Suite: most departmental computers now have MS Office 2004 for Mac , which is the first Mac version that is Unicode-capable (but we are upgrading as many as possible in summer 2009 to Office 2008). A few computers have a Classic Mac version of Word (2001 or 98), which is occasionally helpful to deal with older files.

### Typing Polytonic Greek

The Department uses GreekKeys fonts and inputs; the shared computers have traditional GreekKeys and GreekKeys Unicode, but Traditional GreekKeys should no longer be used, except for dealing with legacy documents; if you don't know how to use these, look for the documentation on the computers:

QuickStartGKUnicode.pdf  
GKUkeyboardpictures.pdf  
GKUuserguide.pdf

QuickStartGKTrad.pdf  
TraditionalGkKeysUserGuide.pdf

GreekKeys information and FAQs  
<http://apagreekkeys.org/GreekKeys.html>

The Department has a license allowing it to install GreekKeys (for Mac OS X and for Windows XP/Vista) on all departmental computers and faculty computers, and a separate license allowing it to distribute copies of the keyboards and fonts to its students

Remember that Unicode fonts and Unicode inputs work in Word 2004 and 2008, but not in any earlier version of Word for Macintosh.

For conversion of GreekKeys to and from Unicode (and other encodings), GreekKeys Converter has been licensed to the Department and should be available on departmental computers.

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There are others ways to type Polytonic Greek, but make sure you are typing Unicode and not one of the old custom encodings, like SuperGreek. No custom encodings should every be used again.

### Access to TLG and PHI Databases

The Department and the Library no longer subscribe to the TLG CD Version E. Instead, they have cooperated to obtain an institutional license for the online version (a far larger database, and some of the texts on line are more recent that those on the CD—for instance, Euripides is Diggle rather than Murray).

From any campus computer, or with VPN Full Tunnel (or library proxy service) enabled on your home machine, go to

<http://stephanus.tlg.uci.edu/inst/fontsel>

Individuals may still have individual licenses to the CD version. there is now a free native OS X search program that should be used with this, Diogenes (see below)

The two PHI disks can be searched either in the Library or in 7226. In 7226 the physical disks are available, while on the Classics Macs in AH/C they are present in the form of disk images, which when mounted are the same as having the CD in a CD drive. They can be searched with with Diogenes.

Diogenes is a free program that produces a browser interface for searching or browsing these disks (and the TLG disk, if you have it). Version 3.x is a great improvement in ease of installation.

Diogenes can be downloaded at

<http://www.dur.ac.uk/p.j.heslin/Software/Diogenes/index.php>

### Purchase of Software and Hardware

For academic pricing, there are two parallel systems. For students and personal purchase, use TSW @ the Cal Student Store:

<http://thescholarsworkstation.com/>

For purchases made with departmental funds, use IST's Technology Acquisition and Sales version of the former Scholars Workstation, 156 Martin Luther King Junior Student Union, 10AM to 3PM, Monday-Friday. Fax 643-6201. Call 642-8424 for help.

<http://www.tsw.berkeley.edu/>

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### Hardware repair

For departmentally-owned computers, assistance can first be sought from LSCR (Letters and Science Computing Resources) by emailing [casma@lscr.ls.berkeley.edu](mailto:casma@lscr.ls.berkeley.edu).

Other hardware service and repair has been outsourced. For information see

<http://tsw.berkeley.edu/repair-support>

### Printing for graduate students

The department provides printers, toner, and paper in 7226, 7227, and 308 Library, and expects graduate students to make a reasonable use of this resource (for class and seminar handouts, and for short papers connected to your courses, and for minor incidental printing). We do not have the staff to keep track of and recharge for printing, so we rely on a honor system. We therefore ask that you refrain from abusing the system, by massive printing of theses (except the final copy on the special paper), of long drafts, and of numerous articles from JStor or similar online sources. Apart from your class-related printing, we suggest that about 50 pages per semester per student is a reasonable usage.

### Saving and transferring files

The current choices for file transfer are (1) a USB flash drive (department computers can read PC-formatted drives as well as Macintosh-formatted drives); (2) recordable or rewritable CDs; (3) internet storage.

Those who use the shared public computers should never rely on the survival of the copy they may leave on the public computer. Upgrades, reformatting, or the actions of other users may cause your file to be lost.

### Backup Strategies

Hard disk failure, theft of equipment, and disaster (fire, earthquake, flood) could strike at any time. The longer you have been using a computer for email, teaching, and research, the more you stand to lose from the sudden loss of data. Make backup at regular intervals a habit, and use it for a home computer as well as for your office computer.

The first key to keeping control of your files is to abide by the structure imposed by Mac OS X. Everything personal to you should be in your Home Directory. Nothing personal to you should be outside the Home directory. Documents should be either in the Documents folder inside your Home or on your Desktop (which is also in fact a subdirectory of your Home). If you have images, music, etc. as well as text documents, you may want to use the other default folders in your Home. Make sure the folder that holds your mailboxes and mail settings is within your Home folder so your archive of mail is independent of the mail application itself (which can then easily be upgraded).

Once you adopt this structure, you can confine your backup worries to your Home folder. The System and Applications are now much too large to bother about backing up. In the simplest case, you simply back up your Desktop and Documents folders within your Home (perhaps also a Mail folder if that it stored in your user's Library folder). For a fuller backup, do the entire Home folder (this will save a lot of preferences and other helpful information, but it will also backup unnecessary things like the large cache folders maintained by various browsers).

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Some choices for backup:

(1) use UCBackup service. RECOMMENDED FOR FACULTY WITH LONG-TERM REPERTOIRE OF DOCUMENTS, MAIL, IMAGES, etc. The cost of this is quite reasonable. The setup process is rather tedious, but thereafter it works well. For information see

(<http://ist.berkeley.edu/ucbackup>)

(2) get an external hard disk that connects via USB or FireWire port (many now come with both forms of connection). Some external disks are small and somewhat portable, some full-size and less portable.

(3) use recordable optical media (CD or DVD) if your optical drive supports recording.

(4) use internet storage space for backup.

Flash drives are probably not sturdy enough for long-term backup, but can be convenient for short-term portability of files.

### Faculty Computer Assistance from LSCR

When you have a problem with your office computer than cannot be resolved readily with local help, then you should take advantage of the Department's block of computer support from Letters & Science Computer Resources. You can request assistance by sending email to [casma@lscr.ls.berkeley.edu](mailto:casma@lscr.ls.berkeley.edu).

### Registering a new computer for use on the campus network

If you wish to plug in with the ethernet cable in your office or elsewhere on campus and obtain an IP address automatically by DHCP, your computer will not have access to the network unless its specific hardware address is registered in the campus database. On a Mac, go to About this Mac under the Apple menu, and click on More Info... In the listing at left, click on Network. Scroll down until you see

Ethernet:

MAC Address:

Copy down the address, which is 12 digits or characters separated into pairs with colons. Go to <https://net-sec2.berkeley.edu/cgi-bin/dns-db/dhcp/dhcpreg.pl> (you will have to authenticate with CalNet ID) and enter the number you copied down. Within one hour or less, your machine should be recognized as allowed to use the network.