



**IT Futures conference: Reading, wRiting, Recognition**

Friday 21st November Informatics Forum 9:30 – 4:30

The third annual ‘stargazing’ conference will focus on expanding opportunities for ‘publishing research outputs’.

Some communities now publish results online before submitting to peer-reviewed journals; sounds and images may be published and referenced; funding bodies may require data to be published and retained for an agreed period of time.

Navigating this rich and increasingly complex topic is important for engaging with the academic and user communities, enhancing impact on practice, and demonstrating in research council applications that a project has taken account of these, often explicit, requirements.

- What kinds of things are being recognised as publications (or “outputs”) these days?
- How do you find things that are relevant to you?
- How do you know if they are any good?
- How do you make your own ‘publications’ available? and make them count?

Full information is on the ITFutures website at <http://www.itfutures.ed.ac.uk/>

*Jean Ritchie (Information Services)*

**Aquabrowser: a new way to search the Library Catalogue**



Aquabrowser provides a new way to find information in the Library Catalogue. Some of its key features are:

- a single search box.
- relevance ranking of results.
- quick and easy options to refine searches.
- search results displayed not just as text, but as word or subject *clouds* (see image on left) which allow you to navigate through a search using related keywords that have been extracted from the results of the original search.
- you can create an RSS feed to alert you to new books, based on your search or subject criteria.

The ‘classic’ Catalogue interface is still available – *but please try Aquabrowser!* It’s at <http://aquabrowser.lib.ed.ac.uk/>

We are still developing the service; feedback to [arm@ed.ac.uk](mailto:arm@ed.ac.uk) is welcome.  
*Morag Watson, Simon Bains (Information Services)*

**Simon Bains returns to head Digital Library section**



Simon Bains has returned to the University after four years at the National Library of Scotland, where he was Digital Library Manager and responsible for leading developments in all things digital.

Simon replaces John MacColl as Head of the Digital Library section of the IS Library and Collections Division. He looks forward to renewing many acquaintances, and is keen to add University friends to his Facebook profile!

*Sheila Cannell (Information Services)*

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## New Leadership and Management Framework for University

A steering group involving all the Colleges and Support Groups has designed a new leadership and management framework to help the University achieve the objectives in its Strategic Plan.

The Leadership and Management Framework describes the attitudes and behaviours which are likely to result in successful leadership and management in the University. It is designed to support all the University's people management processes, such as selection and recruitment, induction, appraisal or development review, succession planning, career development, project team selection, and development.

The Framework has been discussed with over 250 staff, and 22 pilots using it are now under way. Vice Principal Jeff Haywood is conducting one of the pilots with his senior team, and using the Framework in forthcoming annual development reviews. Other pilots range in size from two to 18 people, the latest involving staff in EUCLID, ERI and the School of Geosciences.

A menu of learning and development options, designed to suit individual learning needs and styles, is being collated to support the Framework, and the sessions conducted so far have provided valuable input into the design of two new development programmes:

- 'Introduction for Headship roles in the University', two mornings targeted at senior staff who wish to enhance their understanding of how the University operates at senior levels, and update their knowledge about what support is provided for their leadership role.
- 'Managing in the 21st Century', a longer, modular course to enhance the knowledge, skills and confidence of staff with responsibility for managing people.

If you would like to find out more about the Framework, pilot its use in your area, or get more information about the new programmes, please contact Lorna Sinclair (email [lorna.sinclair@ed.ac.uk](mailto:lorna.sinclair@ed.ac.uk)) or Alex Jones (email [alex.jones@ed.ac.uk](mailto:alex.jones@ed.ac.uk)), or have a look at <http://webservice1.mvm.ed.ac.uk/leadership/>

*Alex Jones (Corporate Human Resources)*

## IS Lunchtime Seminar: 'Adding Value'

The IS Applications Division is well known for developing and supporting the University's core applications and services. It also offers a range of 'added value' services to individual users and units, and the October lunchtime seminar will look at a couple of these:

Mark Ritchie will talk about his new role as Head of Project Services, then preview one of the new services his team is planning to provide: project management training. This service will follow a simple generic methodology to help staff in any part of the University manage projects.

Alex Carter will give an overview of the services offered by his Multi-Media team (see following article).

The seminar is at 1pm on 8th October in Old College, repeated on the 17th at The King's Buildings. A sandwich lunch will be available from 12:30pm. You can get further details of this event, and book, in MyEd.

*Liam McDowell (Information Services)*

## Multi-Media support evolving

There has been some restructuring of the team formerly known as 'Content and Hosting'. The Video Production team has moved to Communications and Marketing, and Alex Carter has arrived as the new Team Manager for web and media oriented services. The team is renamed as the Multi-Media team, and will offer a growing portfolio of media services including:

- The Streaming Media service: media hosting, webcasting, podcasting and consultancy.
- The Graphics Service: consultancy and graphic design for web, print, poster and CD/DVD covers. The team has Flash animation skills and extensive experience of logo and branding design experience.
- The Web Publishing Service: website development. The team organises the monthly Web Clinic, and works closely with the University Website Development Project to promote best practice.



*Alex Carter*

- Lecture Capture Pilot; this is currently being trialled to evaluate its merit in learning and teaching. The team offers consultancy and design services across a wide range of print and online media that can really help get a message out in the most effective way, be it for teaching, research or non-academic University services.

To find out more, please contact [alex.carter@ed.ac.uk](mailto:alex.carter@ed.ac.uk), or come to the seminar – see article on left.

*Mark Wetton (Information Services)*

## LOCKSS, CLOCKSS and PEPRS: keys to digital preservation

EDINA is engaged in three key initiatives to help ensure long-term availability of scholarly content – helping to foster good practice in digital preservation.

### UK LOCKSS Alliance

Developing national infrastructures for archiving electronic journal content is increasingly important for UK libraries. **LOCKSS** – Lots of Copies Keep Stuff Safe – is an international initiative (led by Stanford University Libraries) to provide digital preservation tools and support so that libraries can easily and inexpensively preserve their own copies of authorised e-content.

The LOCKSS system improves confidence in electronic journals, and will therefore help to achieve the substantial savings to be made by moving from print to electronic documents.

The UK LOCKSS Alliance is now a membership organisation, open to all HE/FE institutions, with a JISC-supported national service launched in August 2008 to deliver technical support and programme coordination. It is led by EDINA with the Digital Curation Centre (DCC).

See <http://edina.ac.uk/lockss/>

### The CLOCKSS Archive Network

CLOCKSS is ‘Controlled LOCKSS’, a joint venture between the world’s leading scholarly publishers and research libraries to build a sustainable, comprehensive, geographically-distributed archive to ensure the long-term survival of Web-based scholarly publications for the benefit of the global research community.

Under a new agreement, the back catalogue and current output of journal content from publishers responsible for around 60% of digital journal production will be routinely archived into the CLOCKSS Archive Network.

When content ceases to be available for any reason, it can be released from the Archive to designated delivery hosts, ensuring unrestricted access to research literature that might otherwise have been lost. EDINA provides a host node for CLOCKSS, so has a copy of all the content archived in the CLOCKSS network.

See [http://edina.ac.uk/projects/clockss\\_summary.html](http://edina.ac.uk/projects/clockss_summary.html)

### PEPRS – a preservation registry service

Once scholarly material has been archived, users need to be able to find it. ‘Piloting an E-journals Preservation Registry Service’ – PEPRS – is a JISC project, partnered by EDINA and the International Standard Serial Number (ISSN) International Centre, to develop and test an online facility that will keep track of which e-journals are being kept safe by digital preservation agencies for future use.

A key feature of PEPRS is an e-journals register fed directly from the ISSN Register, with details of over 50,000 e-journals that have been assigned an ISSN.

PEPRS will run until July 2010.

See [http://edina.ac.uk/projects/peprs\\_summary.html](http://edina.ac.uk/projects/peprs_summary.html)

*Peter Burnhill (Information Services)*

## Edinburgh DataShare: open for business



*“Publishing data long-term with an accompanying journal publication can produce a large number of citations which will be good for your career in the Research Excellence Framework”* – said Michael Wilson, a researcher associated with the MRC Psycholinguistic Database, who presented this finding at the e-Science All-Hands Meeting in Edinburgh last month; see <http://www.allhands.org.uk/2008/programme/download.cfm?id=954&p=ppt>

Edinburgh DataShare is an institutional data repository set up by the Data Library to help researchers do just this. It uses the same DSpace software as the Edinburgh Research Archive, ERA, and operates in tandem with the Publications Repository to provide a place for researchers to share the datasets on which their published papers are based.

Reasons for sharing data include: to comply with requests from publishers or funders; to create a formal record; to provide a fuller record of the research; to preserve the data for the longer term; and to have reliable access to one’s own data and documentation for future use.

Edinburgh researchers who wish to share their data can register for an account through EASE – by setting up an account at

<http://datashare.edina.ac.uk/dspace/>

Alternatively, email [datashare@ed.ac.uk](mailto:datashare@ed.ac.uk).

*Robin Rice, Stuart Macdonald (Information Services)*

## Other news from EDINA

The September edition of *Newsline*, EDINA’s quarterly newsletter, is ready to read online or download as a PDF file. This issue includes:

- LOCKSS, CLOCKSS and PEPRS – keys to digital preservation (the full version of above article).
- update on Ordnance Survey data for Digimap.
- feedback wanted on Ordnance Survey licence agreement.
- ShareGeo repository to join Digimap.
- New map production software for Digimap.
- SUNCAT news.
- Edinburgh Repository Fringe 2008.
- Forthcoming Events.

*Newsline* is at

<http://edina.ac.uk/news/newsline.html>

*Paul Milne (Information Services)*

# Parallel Universes: High-Performance Computing

## ECDF and research computing

The Edinburgh Compute and Data Facility – ECDF – is a year old already, and celebrates its first birthday with a ‘party’ to review its achievements so far, and ponder the future of the ECDF and other research computing services. This takes place on **3rd November**, at the National e-Science Centre, with lunch at 1pm and presentations and discussion from 2 to 4:30.

Speakers will include Professor Peter Clarke (National e-Science Centre), and Professor Jeff Haywood (Vice Principal Knowledge Management), Suzy Moat (Philosophy, Psychology and Language Sciences), Christophe Dubach (Informatics), and Paul Norris (Law).

Topics will include:

- the value of the ECDF to the research community.
- the University’s research computing strategy.
- research that would not be possible without the ECDF.
- understanding and responding to researchers’ needs.

Further information and registration are available at <http://www.nesc.ac.uk/esi/esi.html>

*Jean Ritchie (Information Services)*

## ECDF service voted a success

The Edinburgh Compute and Data Facility consists of a compute cluster called ‘eddie’ and a Storage Area Network (SAN), and has been in service for over a year. The anniversary was marked with a survey to find out what impact Eddie has had on researchers.

Over 90% of the 73 respondents reported that use of Eddie had contributed to a PhD thesis and/or publication of a research paper; 44% could not have completed their research without using Eddie, and 93% said that use of Eddie had speeded up their research.

79% used School-based compute or storage facilities in addition to the ECDF – clusters, linux machines, storage servers, a Condor service, and use of PCs for development and debugging before moving to the ECDF for large-scale computing tasks. Thus the ECDF complements School-based facilities, perhaps providing a resource that individual Schools cannot own or operate cost-effectively.

Wish-lists for further improvements included more nodes, provision of software, and more microarray analysis tools. The ECDF team is now reviewing the wishes and barriers reported, and will be in contact with respondents to discuss future plans.

The anonymised survey results are on the ECDF wiki at <http://www.ecdf.ed.ac.uk/>

*Jean Ritchie (Information Services)*

## MVM Research Symposium

The ECDF team is organising a meeting for researchers in the School of Medicine and Veterinary Medicine to share ideas and computational techniques, and to find out more about the work and achievements of other groups. This will take place on the morning of the ‘ECDF party’, on **3rd November**, from 9am until lunchtime.

Attendees are encouraged (though not required!) to give a short presentation on their research, particularly focusing on any computational techniques or tools they use in order to demonstrate the different approaches to solving problems, and to help the University understand what compute facilities MVM requires. The ECDF team will be available to answer questions on its service, and to contribute to the discussions. Talks will include:

- Overview of developments at the Wellcome Trust Clinical Research Facility.
- Microarray bias and data integration for breast cancer meta-analysis.
- Bioinformatics in the Queen’s Medical Research Institute.
- The IUPHAR Database of Receptors and Ion Channels.

If you would like to contribute a presentation, please get in touch with Mike Baker ([m.baker@ed.ac.uk](mailto:m.baker@ed.ac.uk)). The event is free to attend and is being held in the National e-Science Centre, South College Street. Please register at <http://www.nesc.ac.uk/esi/events/910/>

*Mike Baker (National e-Science Centre)*

## R stands for Statistics

‘R’ is a statistical and graphics language and environment which has been implemented on the ECDF.

A meeting on 29th August to discuss using R on the ECDF drew many more delegates than expected, with talks ranging from criminology to analysis of microarray data; see <https://www.wiki.ed.ac.uk/display/ecdfwiki/R>

Ways of improving support for R – both on the ECDF and generally – are now being explored. Mailing lists have been set up at [ecdf-r-users@lists.ed.ac.uk](mailto:ecdf-r-users@lists.ed.ac.uk) (ECDF) and [use-r@lists.ed.ac.uk](mailto:use-r@lists.ed.ac.uk) (general); to subscribe, send the message ‘subscribe ecdf-r-users’ and/or ‘subscribe use-r’ to [Majordomo@lists.ed.ac.uk](mailto:Majordomo@lists.ed.ac.uk).

Information Services is canvassing interest for introductory, intermediate and special-topic courses in R. You can register interest in these through the mailing lists, or add a comment to the ‘Use R’ wiki at <https://www.wiki.ed.ac.uk/display/ISstatsComp/Use+R+group>

*Mike Allerhand (Psychology)*

## HECToR, EPCC deliver Third Age of Science

HECToR – ‘High-End Computing Terascale Resource’ – is the largest and most advanced supercomputing facility in the UK. It was officially launched in the University’s Advanced Computing Facility by Alistair Darling, Chancellor of The Exchequer, in January.

Science has been evolving for about 2,500 years: theory was developed by the Greeks around 500BC, experimentation emerged in 17th century Europe, and these two have now been joined as an equal partner by *simulation* – in which Edinburgh is amongst the world’s leading centres. Simulation is the only way to tackle phenomena which are too small, too distant, too quick, too slow or too expensive to experiment with – such as the evolution of the Universe, protein folding and drug design. Simulation supports theory and experiment – but needs powerful computers to tackle the big problems.

Edinburgh Parallel Computing Centre – EPCC – was set up in 1990 by the University’s physicists, and is now one of Europe’s leading centres for computational science, its 80 staff divided evenly between academic and industrial work. Its star quality was recognised by the UK’s research councils when they chose EPCC to look after HECToR as well as HPCx – the first time a UK centre has twice hosted the UK’s premier high-performance computing service.

HECToR was launched with a capability of 54.6Tflops – roughly equivalent to every human being on Earth doing 10,000 calculations every second. At that point it reached number 17 in the list of the world’s top 500 computers, and although others have since overtaken it, it will be upgraded at least twice in its six-year lifespan to jump up the list again. It is a Cray XT4 system, its novel hybrid design aimed at getting around the bandwidth, heat and power issues which restrict hardware expansion. (HECToR consumes 1.2Mw of power, and its plant room is bigger than its own room...) Innovations in getting around these physical restrictions are leading to “a second golden age of parallel computing.”

HECToR had achieved 84% utilisation across 400 users within six months of opening, carrying out research in a range of applications which can’t readily be tackled in any other way; active areas include physics (*e.g.* nuclear fusion), chemistry (*e.g.* properties of materials), engineering (*e.g.* fluid dynamics) and environmental science (*e.g.* climate modelling). EPCC’s engineers help researchers to get the best performance out of HECToR, and the Blue Gene facility it still operates alongside.

You can find out more about the unparalleled world of computing at <http://www.epcc.ed.ac.uk/>

Alan Gray (EPCC)

## HECToR rises to scientific challenges

Four projects have demonstrated that HECToR can answer questions that lesser machines simply cannot tackle.

The projects were designed to challenge the machine’s capabilities during its first six months of operation:

### How does eggshell grow?

Eggshell is made from calcium carbonate, a constituent of rocks such as calcite and limestone. How does a chicken mould this raw material into an eggshell? A team from Sheffield and Warwick Universities has used HECToR to simulate the action of protein and water molecules in marshalling nano-sized particles of calcium carbonate to build up the structure of eggshell. Many simulations, each involving 100,000 atoms, are needed to work out how the molecules and particles interact. This project, too big to be tackled on earlier computers, can lead to the design of new materials with useful properties.

### Mixing with minimal energy

Fractal grids are made from a structure such as a square repeated at different scales, and they make very efficient mixers. This is of interest in the chemical and process industries, for example, which use turbulence for mixing, and in the aerospace and car industries which need to reduce noise, fuel consumption and pollutant emissions by controlling turbulent flows. Research at Imperial College, London is matching simulations on HECToR with experimental results, which are proving invaluable in guiding further experimental work.

### Laser sharp accuracy

Ultra-intense, ultra-fast lasers are under development for many uses, including cancer treatment, because they can cut through precision targets, such as cancer cells, causing no heat or collateral damage. A project at Queen’s University, Belfast has used HECToR to find out how the lasers do this, by going back to fundamental physics to simulate the interaction of light at various wavelengths and intensities with one of the smallest multi-electron atoms, helium. Future simulations will look at even shorter wavelengths, into the x-ray range – impossible before HECToR.

### How hot is the centre of the Earth?

HECToR’s massive computing power has enabled researchers at University College, London to use a Quantum Monte Carlo method to reduce the errors of earlier calculations of the temperature of the Earth’s core – molten iron under very high pressure – that cannot be measured directly. The HECToR results lend support to theoretical techniques and will help guide future experiment.  $6500\pm 400^\circ\text{C}$  is the latest answer, by the way.

EPSRC, EPCC

## EPCC NEWS

All the EPCC newsletters are on the Web at <http://www.epcc.ed.ac.uk/library/newsletters/epcc-news/>  
The Spring issue includes items on:

- Advanced Data Mining and Integration Research for Europe.
- FHPCA: on the development and commercial use of field programmable gate arrays.
- PRACE: a Grid for Europe.
- EUFORIA: fusion modelling.
- Parallel statistics with R.
- FilmGrid Digital asset management.
- HECToR: the official launch.

*Tracy Peet (EPCC)*

## eProcurement Scotland

The University went live last month with eProcurement Scotland – ePS, the Scottish Government's award-winning eProcurement service. ePS has been in use across much of the public sector in Scotland for a number of years, and is now being adopted in the Higher and Further Education sectors.

ePS provides users with an online, easy-to-use order processing system, accessed through EASE, and available to registered users via MyEd. Orders are raised, approved and sent to the supplier electronically, and ePS is fully integrated with the University's finance system for invoice matching and payment.

Users will be able to purchase from a range of goods including stationery, IT and courier services through a combination of ePS-based catalogues and external supplier websites. A list of suppliers is on the ePS website at <http://www.pps.ed.ac.uk/about/eps/Suppliers.htm>

ePS was released to a limited set of users in Phase 1. Phase 2 will start soon; please contact the team if you would like your School/Unit to be part of the Phase 2 roll-out (tel 514224 or 502356, email [epsusers@ed.ac.uk](mailto:epsusers@ed.ac.uk)).

*Craig J. Henderson (Procurement)*

## Divided DCC united again

The Digital Curation Centre (DCC) headquarters is hosted by the School of Informatics to foster collaboration, in particular with the University of Edinburgh Database Group (DBG) led by Peter Buneman.

Until last September these two groups were on level 2 of Appleton Tower, but continued DBG growth squeezed over half of the DCC staff up to level 8. Around the same time DCC Director Chris Rusbridge was involved in a traffic accident, but is now picking up the reins again.

In July the Database Group moved to the Informatics Forum, and the DCC team was reunited in the Informatics Commercialisation Suite on Appleton Tower level 7. Although the Database Group is now physically separate from the DCC, their new offices are only across the road – and they have great meeting spaces and famous lab lunches.

If you would like to see the DCC's new home and admire the views, contact Florance Kennedy (tel 508391, email [F.Kennedy@ed.ac.uk](mailto:F.Kennedy@ed.ac.uk)).

*Chris Rusbridge (Information Services)*

## DCC employee wins Turner Prize...

... the Penicuik Turner Prize, that is – part of the Penicuik Arts Festival.

DCC Web Editor Graeme Pow won this year's prize for his photograph of frost on iron railings outside St Mungo's Parish Church in Penicuik.



*Graeme Pow  
(Information Services)*



## October makeover for MyEd

By mid-October you will notice a fresh new look and feel for MyEd portal, designed to fit more closely with the University Website. This is part of a larger strategic effort to harmonise the appearance of various University systems.

We have consulted with the Website team in this redesign, and incorporated the feedback from user testing sessions with staff, students and members of the public.

This update will have no effect on your own layout or content in MyEd.  
*Liza Zamboglou (Information Services)*

## Our new Main Library

The Centre for Research Collections has opened on the 5th and 6th floors of the Main Library, after the total redevelopment of these floors and hard work by the staff of Special Collections, Lothian Health Services Archive and Museums & Galleries in moving the University's cultural treasures into their new home.

The Centre will be opened formally next Spring; meanwhile, its doors are open to researchers.

Outwith the Centre, the east end of the refurbished 5th floor offers 250 well-appointed quiet study spaces.

*Sheila Cannell (Information Services)*

## IT skills development

Information Services runs free IT courses and short sessions for Edinburgh University staff and postgraduates; those from mid October and in November are shown alongside. Course details, bookings and information about online resources are available at <http://www.ucs.ed.ac.uk/usd/cts/courses/>

(T): lunchtime ‘taster’ session (bring your sandwiches!)

\* Venues: **BP** – 19 Buccleuch Place  
**JCMB** – room 2009a, The King’s Buildings  
**DHT** – Conference Room, David Hume Tower

*Jenni Reeves (Information Services)*

## A taste of electronic marking

Increasingly students are doing or being asked to submit assignments electronically. Much of this work is then printed out for marking – wasting time and resources.

A ‘taster session’ at 1pm on 27th October will show some of the advantages of electronic marking and demonstrate two systems – an online one supplied with *Turnitin*, and an offline system developed as part of a Principal’s eLearning Fund project for the School of Biology.

Bookings can be made through the ‘Events’ channel in MyEd.

*Wesley Kerr (Information Services)*

## BCS meeting: Microsoft Security

Stephen Lamb of Microsoft UK will give a talk entitled ‘The Three Ghosts of Microsoft Security’ at 7pm on 8th October at the Royal Scot Club, 29/30 Abercromby Place.

Organized by the British Computer Society and the Institution of Engineering and Technology, the talk is open to all free of charge, but it is necessary to pre-register, via <http://www.edinburgh.bcs.org/events/>

*David Muxworthy (BCS)*

Date	Course	Venue*
Oct 13	PowerPoint: Basic Skills for Creating a Presentation	BP
13	Wikis: What can I do as an Administrator?	BP
14	Producing a Thesis using Word	BP
14	SPSS 2: Using SPSS Output	BP
15	Intermediate Unix	JCMB
15	Using bookmarks and cross-references in Word (T)	DHT
17	Smart charts: creating stylish charts in Excel (T)	DHT
20	Word Masterclass – Reviewing and Tracking Changes	DHT
22	Introduction to Programming in Fortran 95	JCMB
22	Using EDINA Digimap	BP
22	Introduction to Visualising Data in ArcGIS 9	BP
22	PowerPoint Intermediate: Adding Tables, Graphs and Diagrams	BP
22	PowerPoint Intermediate: Adding Movie and Audio Clips	BP
23	Programming in Perl	BP
23	Excel Advanced: Manipulating and Managing Data	BP
24	Getting to grips with filters and pivot tables in Excel (T)	DHT
24	Writing for the Web	BP
27	Electronic marking of essays (T)	DHT
28	Introduction to Wikis	BP
28	PowerPoint Intermediate: Adding Images	BP
28	PowerPoint Intermediate: Adding Animation Schemes	BP
29	Unix Shell Programming	JCMB
29	Basic Image Manipulation Techniques using PhotoShop	BP
29	Managing Bibliographies with EndNote	BP
29	SPSS 3: Changing Data in SPSS	BP
30	Introduction to Access Database Management (Part 1)	BP
30	Creating Web Pages with HTML	BP
Nov 3	Excel Introduction: Creating Basic Spreadsheets and Charts (Part 1)	BP
4	Creating a Database with FileMaker Pro	BP
5	Word Intermediate: Document Layout and Customisation	BP
5	SPSS 4: Matching, Merging and Reformatting Data in SPSS	BP
6	Managing Bibliographies with Reference Manager	BP
6	Introduction to Access Database Management (Part 2)	BP
6	Making the Most of Your Wiki	BP
10	Excel Introduction: Creating Basic Spreadsheets and Charts (Part 2)	BP
10	Getting Started with InSite (for IS Staff)	BP
10	Writing for the Web	BP
11	Intermediate Access Database Management (Part 1)	BP
11	Creating Leaflets and Posters with InDesign	BP
11	Learning to use the Plagiarism Prevention System: TurnItIn	BP
11	Creating a table of contents in Word (T)	DHT
12	Producing a Thesis using Word	BP
12	Mail Merge with Word	BP
12	Introduction to Mac Operating Systems: Mac OS X	BP
13	Creating and Editing Web Pages using FrontPage 2003	BP
13	Wikis: What can I do as an Administrator?	BP
18	Intermediate Access Database Management (Part 2)	BP
18	WebCT Vista Fundamentals	BP
18	PowerPoint: Basic Skills for Creating a Presentation	BP
19	Creating Web Pages with HTML	BP
19	Formatting Web Pages with Cascading Style Sheets	BP
19	SPSS 5: Getting Started with SPSS Syntax	BP
19	SPSS 6: SPSS Syntax for Data Files	BP
20	Introduction to Unix	BP
21	Using movies and action buttons in PowerPoint (T)	DHT
24	WebCT Vista Fundamentals	BP
25	Word Introduction: Creating and Formatting Documents	BP
25	PowerPoint Intermediate: Adding Animation Schemes	BP
25	PowerPoint Intermediate: Adding Movie and Audio Clips	BP
26	Working with Adobe PDFs and Acrobat Professional	BP
27	Excel Advanced: Manipulating and Managing Data (Part 1)	BP
27	Writing for the Web	BP

