

Computer Hardware and Software Recommendations

If you are bringing a computer to campus, it is vital that you **bring all original software installation discs (not copies) as well as all license certificates and installation documentation**. The ITS Department cannot "loan" you any software. If you bring this material to campus with you, it will save you the headache of having to buy new software or retrieving it from home if your machine needs service. What follows is a recommendation only. That does not mean that slightly older machines or variations will not function. Generally, a brand new purchased machine meets our recommendation and will be reliable for the full four years here at Otterbein. Laptops are encouraged for portability, ease of wireless use and use of the Student Help Desk walk-in service if needed.

	Macintosh	Windows Minimum	Windows Better	Windows Best
Processor:	PowerPC or Intel (Quad-core is best)	Intel Pentium IV (or equivalent) 2.0 GHz or faster	Intel Core 2 Duo (or equivalent) 2.5 GHz or faster	Intel Quad core (or equivalent) 3.0 GHz or faster
RAM:	1 GB or more	1 GB or more	2 GB or more	4 GB or more
Free (Unused) Hard Disk Space:¹	60 GB or more	80 GB	120 GB or more	250 GB or more
Operating System:²	Mac OS X (10.5 or newer)	Windows XP Home or Professional	Windows Vista 32-bit or 64-bit	Windows 7
Office Software:³	Office 2001-2011	Microsoft Office XP or 2003	Microsoft Office 2007	Microsoft Office 2010
All systems should have:	<ul style="list-style-type: none"> • CD-RW/DVD • Network ready and CAT-5 Ethernet cable and/or wireless network adapter⁴ • Firefox Internet Browser⁵ 	<ul style="list-style-type: none"> • CD or CD/DVD drive • Network interfaces and CAT-5 Ethernet cable⁴ • Adobe Acrobat Reader software⁶ • Internet Explorer 7 (or higher) with all security patches and updates installed (see Microsoft's download site for more information), Cookies Enabled, Java enabled, security set on Medium (not High). Please note that the AOL browser and Internet Explorer 8 will not work with the Blackboard system. Using the AOL browser with certain Blackboard features, such as online tests, will cause serious problems and may jeopardize your test scores. If you are an AOL customer, you will need to use an alternate browser. • Virus protection software⁷ 		
Off-Campus Connections⁸	See Windows Information	<ul style="list-style-type: none"> • For off-campus Internet connections: Cable modem, DSL, satellite, ISDN, employer LAN or other high speed Internet access. Telephone dial-up connections are strongly discouraged. Connections should not be routed through proxy servers. 		
Suggested:	• Airport/Wireless	• 802.11b, 802.11g or 802.11n wireless network card ⁹		

¹ If you are taking courses that involve recording and/or editing digital audio or composing graphics, you should have at least 120 GB of hard drive space as a minimum. If you are taking courses that involve recording and/or editing digital video, you should have at least 200 GB of hard drive space as a minimum.

² All Operating Systems should have all critical updates and security patches installed, current virus protection and a spyware remover. Residents should bring the original installation disks to campus. **Important Notes: Installations made with pirated copies of Windows (or unauthorized duplicate use of legitimate CDs) may not be able to install the latest critical updates and patches - in those cases users should reinstall Windows with a legitimate licensed copy.** Information Technology will not support an operating system that is no longer supported by its manufacturer.

³ MS Works is not supported. MS Office and other software can be bought at discounted academic prices from the bookstore and other academic discounters. See <http://www.journeyed.com/students>. Microsoft Office can be purchased for \$99.95, the Ultimate Steal at: <http://www.theultimatesteal.com> **In order for students to share assignments with professors and other students, Windows Users of Office 2007 should save files as 97-2003 formats. Macintosh users of Office 2008 should save files as 97-2004 formats.** Office 2003 users should install a one-time converter to read newer versions. See www.otterbein.edu/its/training/students to download the converter.

⁴ ITS does not provide Ethernet cables. If you are living on campus, bring a cable that is long enough to go from your computer port to your computer. These cables can be bought at most computer and office supply stores - as well as the Otterbein bookstore. In most cases, a 20 foot cable will be long enough. Students in residence halls have option for wireless use in place of wired connections.

⁵ Safari is not compatible with all Blackboard's features. All Blackboard users including Windows users should use the free Firefox browser at <http://www.mozilla.com/en-US/firefox>

⁶ Acrobat is available at <http://www.adobe.com/products/acrobat>

⁷ All resident students with Windows operating systems connecting to the Otterbein network must have a virus protection installed and current. **We recommend installing the free Microsoft Security Essentials at http://www.microsoft.com/security_essentials. Any old versions of virus protection programs need to be removed prior to installation of another virus protection program or you risk corrupting your operating system.**

⁸ Some employers block certain types of Internet traffic. If you're having trouble connecting to Otterbein computer networks while at work, check with your employer's IT department.

⁹ Wireless networking is available at all academic buildings, Campus Center, Library, Cowen Hall and residence halls. Students may **not** set up wireless routers or access points for security reasons. **(Revised July2011)**