Season’s Greetings!
or (Merry Computing and a Happy Upgrade)

On behalf of ETCS allow me to begin by extending our warmest wishes to all of you for the holidays. Winter truly seems to be upon us, setting that festive holiday mood. We wish all of you a safe, productive, and happy new year.

We have lots to report this month. Along with the upcoming Vista/Office 2007 rollout we have updated information about training, tutorials, new staff, and more tips to help you stay on friendly terms with your computer. For instance Charlie Baerwald has four articles this month covering viruses, the System Tray, resizing images for email, and a brief explanation about Virtual Private Networks (VPN’s). I’m sure many are anxious about the fate of Centra. John Myers outlines our direction for 2008 in this regard. Look for two additional updates from me as well later in this issue.

I’m sure the Vista/Office 2007 rollout is at the front of many minds. Joe Lear has an article outlining things you can do now, and after your new computer arrives to get ready for the change-over. Joe tells me if everything goes according to plan, the new computers should begin appearing in late January or early February. This will depend somewhat on how quickly everyone in the field gets there orders turned in. Expect another issue of InnerCircuits in that time frame, providing additional guidance on the new software.

We’ve recently added two new people to our staff. Joe Szucs and Mark Jeter join ETCS in programming capacities, working behind the scenes to help develop more of Extension’s Web-driven activities. Joe and Mark each have an introductory note telling about themselves.

Zimm Reeves and Joe Lear collaborate on an article outlining the new look of the Vista desktop on your computers. We’re including two desktop shortcuts allowing the user the option of choosing a classic Windows look, or updating to Windows Vista “Aero.” Aero is a slick interface re-design intended to make the Windows computing experience rewarding and productive.

At the end of this issue look for a brief piece from Kevin Baiotto, announcing monthly training to be conducted through the regional Telecommunication Resource Centers (TCRC’s) around the state.

Finally, we say goodbye to a colleague and friend. After many years with the university Darlene Schmitz left us for a well-deserved retirement. Darlene of course was our
CEIS guru and she will be missed. Her husband retired that same week, and I expect there will be celebration in the Schmitz household. Good luck Darlene!

Carol Heffner is taking over Darlene’s CEIS duties. She is located in Whitten Hall and you may reach her at heffnercj@missouri.edu.

The New Computers are Coming, pt. II
by Joe Lear

By now everyone knows about the Computer Replacement Plan and that the order forms have been sent out to each county. Those forms should be back to ETCS by December 19th. After all the order forms are submitted, the orders will be collated and the order sent to Dell. Once all the paperwork is done and Dell builds the computers, they will be shipped directly to your office. We are hoping the computers will arrive to your offices in late January or Early February. Before the computers arrive, you should receive a package from ETCS with inventory tags, an inventory worksheet, computer/monitor disposal worksheet, and instructions to follow to prepare your new computers before we can remote in and complete the setup.

Before the computers arrive, there are several things you should do.

Things you can do Right Now:

Move Data currently on floppy disks. The new computers are not coming with floppy disks. All your data currently on floppies should be moved to flash drives (aka thumb drives, pen drives, USB drives, etc.), written to CD’s or copied to your R drive. You can buy a 2 GB flash drive (around 13,800 floppy disks) for less than 20 dollars, it’s more stable, and everything is in one place plus everything is still available for editing. Storing it on the R drive provides for backup but doesn’t have the portability of a flash drive or CD. CD’s are fairly inexpensive (about 25 cents), provide a way to store lots of data (700 MB or 490 floppies), but the data is not editable. If your data must be portable, then consider purchasing a flash drive.
Software you use for Programs, Projects, Grants, and Administrative Tasks.
The new computers will have Microsoft Office 2007, FrontPage 2003, 2 graphic editing packages, ftp software, VPN, and the Symantec Antivirus package installed. All other software you use in your programming and administrative efforts will not be installed by default. This will include QuickBooks, MyMailList, and Blue Ribbon. Before the new computers arrive, you need to make sure you have all the installation disks and installation instructions for your programmatic and administrative software on hand when we begin the computer replacement in your office. Once we completed the initial setup of your computer you can begin to reinstall your additional software.

Make a List of your Printers. When we begin to remote in and setup your new computers we will try to setup your local and network printers. We will need to know the model of printer, if it is local or networked (attached directly to the network via a network cable and not through another computer in the office). If you have a networked copier, please go to the manufacturer’s web site and download or request the latest drivers for your unit and have them ready when ETCS begins the setup of the computers.

PDA’s and SmartPhones. If you use a PDA or Smartphone and run a version of Windows Mobile, you will need to download and install the new Windows Mobile Device Center on your new computer. You can download the software at http://www.microsoft.com/downloads/details.aspx?FamilyId=46F72DF1-E46A-4A5F-A791-09F07AA1914&displaylang=en. This software replaces ActiveSync on Windows Vista Machines. If you use a Palm OS device, you will need to check on The Palm web site (http://www.palm.com/support) for the proper software updates for your device to work properly under Vista.

Things you should do after the computers arrive at your office:

Moving Data from the Computers to the R drive. You should also plan to move any data stored on the C drive of your computer to the R drive. You should plan to copy this data after the computers arrive at your office and just before your disconnect your computer to setup the new one. Create a new folder on your R drive called Computer Data to store the data from your local machine. If the county file server is low on disk space, move your data to a flash drive, pocket drive (holds more data than a flash drive), or CD’s.

Desktop Computers. If you mainly use a desktop computer, then your data is stored on the R drive. We’ve pointed your My Documents, Favorites, and other folders to the R drive so most of your data from the standard software packages is stored there. Now data files on the desktop (main Windows screen) will need to be copied to the R drive along with data that may be created using non-supported software such as from Departmental or...
Project software. You will need to check these programs for the locations where they store data and then prepare to copy this data over to the R drive or other storage media before disconnecting your current computer.

**Laptop Computers.** If your main computer is a laptop, you will need to copy the following folders from the location C:\Documents and Settings\*YourUserName* to your R drive or other storage media:

- Desktop
- Favorites
- My Documents
- Profiles

**Both Desktop and Laptop Computers.** Search your C drive for *.pst* files. These files are personal folder and archive files for Outlook that may contain e-mail data. If you find these files in a sub folder located in your C:\Documentsand Settings\Username folder, you should consider copying these file to your R drive as well. If you use signatures with your e-mail, you should plan on copying the Signatures folder located at C:\Documents and Set-

ings\*YourUserName*\Application Data\Microsoft\Signatures.

Once you've checked for and copied all the data from your computer, setup your new computer and send an E-mail to etcs@missouri.edu with the Service Tag and Property of Extension tag number with the subject line – Computer Ready for setup. Because all the counties will be getting their new computers around the same time, there may be some delay before you are contacted by ETCS to set your computer up. We will complete new computer setups on a first-come first-served basis. If you can, setup the computer in another area of the office with network access (the computer must be connected with a network cable) and wait for a call from ETCS. We will setup your computer for e-mail, copy your signature files back so they work in your e-mail, make sure you have access to your drives, setup the wireless connection and setup any local and/or network (those that connect to the network directly and not shared via computer) printers on the new machine. When we call, be prepared to connect any printer that will be directly attached to your computer.

Once we have completed the setup of your new computer, we'll contact you and let you know it's ready to go and you can begin to enjoy the Vista and Office 2007 experience.

“We will address new computer setups on a first-come first-served basis.”
Web-Based Conferencing by John Myers

As stated in the last Inner Circuits, MoreNet will no longer be in the web based conferencing business. They are dropping support for Centra at the first of the year. ETCS has been working with a number of departments here on campus as well as the other campuses, trying to find a replacement product that would work for all parties. Unfortunately, no one solution could be found that would work.

With the upcoming computer changes of the new operating system Vista, the new Office 2007 suite of programs, and the fact that no shared solution between campuses would be in place by end of year, it was decided to contract with Saba (the Centra owner) and continue using Centra for another year. This way at least one thing would stay the same and you wouldn't be stressed out trying to learn a new web based conferencing system. We will also be experimenting with Adobe Connect to see if it meets our needs.

The only real change will be a new URL of http://missouri.centra.com/ instead of http://econ.more.net/. MoreNet quit applying updates to their Centra product, so expect a little delay in your first Centra conference at the new URL while your software is automatically updated.

An added bonus with the new provider is the ability to add your Centra Event to your Outlook calendar. You’ll find an attachment link at the top of your Event notice email, click that link to add the Event to your Outlook calendar.

*Ed. Note: Be sure to save your new-user emails as this user ID & PW may not be exactly like they were previously. As with the MoreNet server, your Event invitations will have your ID & PW included in the body of the message.*

Welcome Joe! by Joe Szucs

I joined ETCS this October, replacing Dennis Fuller as a Programmer/Analyst. My major expertise is .Net development (a Microsoft Web programming language), and Web design. Most of my work will be behind the scenes but you'll see the effects in some of the Web applications we are developing.

I have over 26 years experience in the software consulting industry, including 11 years as a consultant to Sprint. In this position, I was responsible for the design and support of Sprint's Long Distance Network. In addition I have software consulting experience in animal research, electronics manufacturing, real estate and data storage.

Originally I’m from Ohio, but have lived here in Missouri for the last 17 years. Coming to work at MU gives me the opportunity to enjoy the many educational, cultural, sports, and dinning activities available in the area, including numerous outdoor activities like fishing.
camping, cycling, hiking, and the occasional round of golf.

Along with my wife Rita and our 11 year old son, Joseph, we are looking forward to enjoying life here at MU and the Columbia community.

In 2002 I decided to give this effort my full attention by building a state-of-the-art, map-based plant records database at Mounts Botanical Garden. In addition I planned a similar system for the Montgomery Botanical Center, in Miami. For the last year I’ve been working with the University of Missouri Landscape Services Department to build a similar system for the campus-wide UM Botanical Garden.

With ETCS I will be working on a variety of Extension’s internet-based applications.

Welcome Mark!

A native of Florida and Texas, I moved to Columbia just over three years ago with my wife Emily and daughters Chelsea and Erin.

My original field was botany and plant genetics. I worked on plant anatomy and morphology at Texas State University, and plant genetics at Washington State University. I then moved into botanical garden management, helping to expand the historic Franklin Park Conservatory in Columbus, Ohio as Curator. In Grand Rapids, Michigan I served as Director of the new Frederik Meijer Botanical and Sculpture Gardens, and assisting with that garden’s planning and design. After that experience I managed the Mounts Botanical Garden, an Extension Service project in Palm Beach County, Florida.

One of my activities at each of these gardens was the creation of plant records databases.

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With ETCS I will be working on a variety of Extension’s internet-based applications.
The System Tray is on every Windows computer at the bottom right of the screen. There you have information like the time of day and volume control, but there are other indicators of what’s going on with your computer system.

Symantec Antivirus has the gold shield present that indicates it is actively monitoring your system for viruses and other threats. Microsoft presents a distinctive shield in the System Tray when “critical updates” need to be installed (these are important).

Another icon appears when Java updates are available. Java is a computer programming language that’s used in many web pages because it will run on any computer operating system – Windows, Linux, or Apple Mac. Just like other software, it’s continually being improved for security and to function better, so they notify you of updates in the System Tray. These are good to install, though it’s not critical. If there is a serious security flaw in one of the versions that are on Extension computers we’ll notify you.

The System Tray also shows some (but not all) programs that are running in the background. If you have a long list of icons in your system tray, run your mouse over each icon and wait for the description to appear.

You may find that there are many things running you don’t really want or need. Usually you can right click the icon and look at Preferences to keep it from starting automatically or just choose Exit, (each program may use slightly different terms).

Check for Viruses in Quarantine by Charlie Baerwald

About half of the computers I see when problem solving for Extension have viruses or other threats in “Quarantine” by Symantec Antivirus. Over the last few months most of you have upgraded to the latest antivirus version, and it has caught and quarantined viruses that the old versions did not detect.

Something the instructions don’t emphasize is; that if threats were detected and quarantined—they need to be removed.

Even though most threats are stopped by being quarantined, some quarantined viruses have a status listed as “infected”. This is not good. You may notice your computer behaving a lot better after deleting these viruses.
Check for Viruses in Quarantine

Please check your computer:

1. Double click the gold shield in your system tray to open Symantec Antivirus (SA). Sometimes that doesn’t work – if that’s the case click; **Start » Programs » Symantec Client Security » Symantec Antivirus.** The AV window should open.

2. Look on the right side next to Quarantine. It should say **0 Items.** If not, click View, and Quarantine. There you’ll need to highlight all listed “threats.” Note that there’s a blue underline to the virus name—this is a web link to a description of the threat on the Symantec web site—to avoid the link, click the listing text to the right of that link.

3. Hold the **Ctrl** key down to highlight more than one item if necessary. Once they’re all highlighted, click the red X on the toolbar above. There will be a pause while SA prepares to delete. When it’s ready, the Start Delete button will be available—click it. You’ll be notified that the file or files were deleted successfully.

Close all windows and you’re done.

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If there are problems here, please call and we’ll help. You should be running Symantec Antivirus version 10.1.4, 10.1.5, and they’ve just released 10.1.6. 10.1.6 can be found in S:\MUCampus\ETCS\Antivirus\Windows Xp. The installation files are in the 10.1.6 folder (go figure). Use all defaults when installing any three of these versions, and follow instructions provided by us to configure after installation. 10.1.6 finds things the earlier versions do not.

Moodle Update—and What’s Happening with Blackboard

by Steve Giesel

**Moodle**

Last time I told you about Moodle; the new course management system we are setting up for Extension. I’m happy to report we have a live server up and running, ready to begin building courses. If you have a project in mind but haven’t contacted me yet, don’t hesitate to do so. For those of you who have contacted me and haven’t heard from me yet, don’t despair, I’m not ignoring you I’ve just been busy elsewhere.

I also mentioned last time that it was possible to offer university courses for credit. While that is still true, we’ve been specifically tasked with providing quality non-credit courses with our Moodle installation. If you have a for-credit course you would like to develop, the appropriate channel for that effort is through **MU Direct**.

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“About half of the computers I see when problem solving for Extension have viruses or other threats...”
The Blackboard installation on campus is the primary online course tool for regular university offerings, so it’s not going away. At issue for me previously was Blackboard’s availability to Extension once Moodle was up and running. For those of you who have courses on Blackboard, you’ll be happy to know that at present we are under no time constraint to remove Extension courses from the Blackboard server.

Practically speaking this means you may keep your course(s) on Blackboard if you choose to do so, especially if you are about to start or are in the middle of a course offering. I would still encourage you to move your courses over to Moodle as your time permits. That effort will allow all of us (you, ETCS, & Extension) to offer a more unified face to our community of users.

Please feel free to contact me at; giesels@missouri.edu.

### What is a VPN?

VPN software is the stuff that starts before you log on to your computer, and provides a “Connect” button at the bottom left of your screen (mainly for desktop computer users). In Windows Vista, changes to the Operating System will require that we connect the VPN after logging in.

You may ask: “What is VPN software and why do I need it? What does it do? Is it slowing down my computer?”


Some of you have noticed that without the “Extension VPN” software running (yes you)

**CAN log on to the computer without “connecting” first), you can’t get email, or the S: (Share) drive, or your Q: and R: drives. It really depends on the county you’re in, and more specifically the network provider that your county employs. Some network providers, for security reasons, block some of the ports for the Microsoft (MS) Networking protocol, which is a protocol necessary for many Microsoft products to communicate over the network, like Outlook email, and File and Printer Sharing.

Why is it more secure to block Microsoft (MS) Networking? Microsoft software is the most common of all, and people with malicious or opportunistic intent try to find ways to hack into the types of software that return the biggest results. In an effort to reduce the amount of network intrusions, the ports that allow MS Networking are blocked. For those counties whose providers block MS Networking, we use VPN software to tunnel through...
the existing network to the campus network, and through that VPN tunnel comes Outlook email and File and Printer Sharing. Note that some county service providers DO allow MS Networking, and technically, in those counties, VPN software is not necessary. It does however provide an added layer of network security, so we often recommend it's use anyway.

Now, sometimes you have VPN software running, and you still can’t get to your one or more network drives and/or email, or the connection is painfully slow. Why?! The VPN connection can be described as a phone line: sometimes you get a bad connection, and you have to hang up and redial in order to get a good one. VPN software sometimes needs to be disconnected and reconnected for it to work properly. One easy way to do this is to double click the yellow padlock in your System Tray (bottom right of your screen), click the Disconnect button on the top left of the window, and when it’s disconnected, click the same button to re-connect. The VPN window will disappear when the connection is made, and the yellow padlock will reappear in the locked position in the System Tray.

Other times, you disconnect and reconnect till you’re blue in the face, and your computer remains painfully slow. Computer slowness can be due to many things, like viruses (check Quarantine for viruses or threats and remove them if present!), network overload because someone is downloading or uploading a big file; maybe there are too many people on the network during that time of day, or you’re just using an old, slow computer.

A common cause, if you notice that things are slow WITH VPN software running, but speedy WITHOUT it running, is that there is some corruption in the VPN software and/or the other networking software on your computer. This corruption is often caused by ad-ware or viruses that have infected the computer, and other times it’s just due to normal errors that get introduced into a computer system over time (that’s one reason why we like to rebuild computer software every now and then – it cleans them up and eliminates

the errors, as well as any residuals from infections. The Windows Vista deployment will accomplish this for all of our computers). The solution is to uninstall the VPN software, clean the basic networking software (sometimes referred to as the network or protocol stack), then reinstall VPN software. That takes care of it 9 times out of 10 (the 10th time we rebuild the computer software from scratch).

If you’re curious about which resources require VPN software in your county, try disconnecting, and see if you still get email, and can access your Q:, R:, and S: drives.
Getting that Classic Look with Vista
by Zimm Reeves and Joe Lear

Change is good, but it in some cases it may take time to master a new technology and software for your operating system. ETCS realizes the problems users face when introduced to new technologies. Because of this, we have developed shortcuts, which will be located on each users’ desktop enabling him/her to toggle between VISTA and the classic look with which most users are more familiar. As we finalize this tool, we would like to point out certain features that may make for an effortless transition.

Windows Vista offers a new Graphical User Interface (GUI) called “Aero,” which differs from that of the classic Windows currently available on your machine. Vista’s new “Pearl” start menu introduces new icons with an updated look. The start menu button allows for easy access to your most frequently used applications. As a result, we have decided to make all users’ default desktop that of Vista GUI. Flip 3D allows easy viewing of open applications and combined with other new features within the operating system, making the new OS very user friendly.

For those of you unfamiliar with the term, “Flip 3D,” it refers to Microsoft’s new window switching utility. Most of us are aware of the Alt+Tab keyboard combination to jump between open windows. Flip 3D is Alt+Tab on steroids! A new button on the Quick Launch toolbar reduces (but does not minimize) all open windows, placing them in an orderly 3D representation, called a “Stack,” that you can scroll through by using your mouse wheel or the up and down arrows on your keyboard. Simply click the window you want, or click outside the Stack to close it.

If you prefer the classic look and start menu of your old XP machine, we have allowed for easy access to both styles with two icons located on your desktop (see Figure 1).

This will serve as a temporary solution as you become more familiar with the new features of Vista. These icons—“Classic-Style” and “Vista-Style”—will be present on all desktops and will allow you to switch the interface and start menu between the classic interface and the Vista interface.

To switch between styles, simply right click on the desired icon and select “Run as administrator” (see Figure 2). You may need to log off your machine and log back on to see the full changes to the Interface.
Getting that Classic Look with Vista cont’d

You may toggle between the classic style (see figure 3), and Vista (see figure 4) as often as you like.

You may even find switching to the classic style beneficial when sharing applications through Centra, Communicator (Instant Messaging) or Windows Meeting Space (similar to Net Meeting). The classic interface may prove more accessible in terms of browsing and use of various applications. As a result, you may find yourself using one interface more than the other. Both options will remain available, allowing for a more dynamic user experience.

“You may toggle between the Classic style, and Vista as often as you like.”
There is a “Power Toy” in Windows XP, installed on many Extension computers that allows you to **resize digital photos**, reducing the file size so you can send them via email without causing problems for your own, or the recipient’s email account. As you probably know, there’s a size limit for your email account, and a limit for the size of a single email you can send. (Note that any email you send with an attachment goes into your Sent Items folder in its original size, and counts against your overall mailbox size.)

There are times when you want to send high resolution photos for publication, and these you can send one or a few at a time, but if you just want someone to see your photos there’s no need to send 3MB per photo. Enter Microsoft’s Image Resizer PowerToy.

To use this tool, just browse to your image file or files, highlight one or more images, then right click and choose **Resize Pictures**. A dialogue will appear where you can choose the size you want. I usually just choose the smallest option, Small.

If you click the Advanced button you get the option to resize the original pictures, otherwise copies will be made of your originals, in the same location as the originals. They’ll automatically keep the same title, with (Small) added to it. If you don’t want (Small) to be part of the image name, you’ll have to move and rename each to your liking, but it’s worth being able to send photos that don’t clog everyone’s email system.

Windows Vista skirts this inconvenience of renaming resized files with (Small). I’ll probably be writing about that in our next InnerCircuits.

**NOTE:** some older Extension computers do not have the Image Resizer PowerToy installed. To check whether your’s does or not, click Start, Programs.

If in your Programs List, you have a listing for PowerToys for Windows XP, you have it installed. If it’s not there, and you want it, browse to S:\MUCampus\ETCS\Windows XP. Here you’ll find ImageResizerPowertoySetup.exe. Or try this direct link; file:///S:/MUCampus/ETCS/Windows%20XP/ImageResizerPowertoySetup.exe. Copy it to your desktop, or the Q: drive if you’d like it to be available to others, then double click to install on your computer. It’s a quick simple install.

“There’s…a ‘Power Toy’…that allows you to resize digital photos so you can send them via email…”
Office Tidbits

TUTORIALS
Have you tried any of the Office 2007 tutorials available at the office.micorsoft.com Web site? There are literally hundreds available covering every conceivable topic. Don’t forget the Office 2007 Test Drive, it allows you to test many Office 2007 applications as if it were actually installed on your computer. You’ll need to set up an account first but the Test Drive works very well. Many of the Quick Tip movies I’m developing are based on these exercises. For the more adventurous of you, it is possible to download a full-featured 60-day trial version.

- Get started with the 2007 Microsoft Office System
- Microsoft Office 2007 Test Drive
- Download a free 60-day trial

QUICK TIPS
There is now a fairly comprehensive set of tips on the ETCS Web site for Excel and Word 2007, with more to come for other products. You will also find links to Microsoft spreadsheets mapping the commands between the 2003 & 2007 versions of Excel, Outlook, PowerPoint, and Word.

- Excel Quick Tips at ETCS
- Word Quick Tips at ETCS
- Excel 2003→2007 command map
- Outlook 2003→2007 command map
- PowerPoint 2003→2007 command map
- Word 2003→2007 command map

THE RIBBON
See a few Quick Tip overviews of The Ribbon at the ETCS Web site, and visit Microsoft for Getting Started tutorials on The Ribbon. You will need to master The Ribbon in order to feel comfortable with this latest release of Office.

- Quick Tips at ETCS
- Basic Training for The Ribbon

“You will need to master The Ribbon in order to feel comfortable with this latest release of Office.”
MICROSOFT OFFICE ENTERPRISE 2007

A few of you have asked just what will be included in the Office 2007 suite. The answer is; “Everything but the (proverbial) kitchen sink.” The suite is called Enterprise and you will have 2007 versions of the following applications.

- Access
- Communicator
- Excel
- Groove
- InfoPath
- OneNote
- Outlook
- PowerPoint
- Publisher
- Word

You will continue to have FrontPage 2003 for Web site maintenance and page creation. Microsoft discontinued FrontPage in 2006, replacing it with SharePoint Designer and Expression Web. These two tools are partially based on FrontPage 2003, and ETCS feels they are an unnecessary learning burden for our users at this time. Therefore those of you who maintain an Extension Web site can still use FrontPage 2003.

“…’Everything but the (proverbial) kitchen sink.’”
Mission:
The mission of Extension Technology and Computer Services (ETCS) is to provide leadership in the application of information technology for Extension faculty and staff both in the field and on the MU campus.

Vision:
The vision of ETCS is to empower University of Missouri Extension faculty and staff with information technology appropriate to their needs, within the necessary funding constraints. We want to lead Extension into the use of appropriate information technology.

Monthly Extension Training Via TCRC by Kevin Baiotto

Computer training for Extension personnel is being offered through the TeleCenter Network on the fourth Tuesday of each month beginning October 23, 2007, excluding December. Classes begin at 10:00 AM and conclude between 12:00 and 12:30 PM, depending on the class. Classes are intended to be practical and interactive. When possible, hands-on training will be provided.

Topics to be scheduled in 2008 are Front Page, Using Outlook Calendars, Vista, Microsoft Office 2007, Digital Photos, GIS/GPS, and more. If you have a specific topic you are interested in for training, please contact a TCRC near you.

Watch for schedule announcements in the MU Extension Faculty and Staff News.

The classes are free to any Extension employee, however, a $10.00 fee will be assessed to the home county office for those who sign up and fail to provide a 24 hour cancellation notice. Participants will receive handouts via e-mail to print out prior to the class.

Deadline to sign up for a workshop is one week prior to the session.

For more information and to register for a session, please contact your region’s TCRC.

| Jefferson City | 573-638-9646 | Poplar Bluff | 573-840-9450 |
| Kirksville     | 660-785-2530 | Portageville | 573-379-5609 |
| Mexico         | 573-581-4874 | Reeds Spring | 417-272-8707 |
| Nevada         | 417-448-1212 | Salem        | 573-729-8163 |
| Park Hills     | 573-518-2266 | St Joseph/ Albany | 816-279-1691 |