InnerCircuits

A Technology Newsletter for Extension Specialists

It's a Brand New Year
by Steve Giesel

Welcome to the first *Inner Circuits* of 2008. As promised, this issue is focused on the upcoming deployment of the new computers, and what you can do to get ready for the change-over.

Joe Lear's first article, **The New Computers are Coming – And I Mean It This Time!** is the first must-read in the group and follows immediately after this introduction. He wraps up what you need to do and points you to step-by-step documentation guiding you through the change-over process. Don't skip this. He's also provided additional articles about changes to networking and logging in.

John Myers has an article about the launch of eXtension. What's that you say? In short, eXtension is a consortium of university extension divisions all over the country. Read his article to find out more about it. Or go to eXtension's "About" page (http://www.extension.org/main/about) to see what they say about themselves.

From me you'll see a brief introduction to the two image editors provided with your new computer. There's also an article about the Vista Aero interface and what to expect once you are logged on to your computer and faced with your new Desktop.

For those of you using Adobe PageMaker, don't forget to convert those documents to InDesign **before** you switch to Vista. See the article on page 15 to get started. Finally, there's an announcement about February training at the TCRC's on the back page.

The New Computers Are Coming — And I Mean It This Time!
By Joe Lear

Well it's finally that time. All the preparations are in place and the orders for the new computers have been sent to DELL. The computers should be arriving directly to your office in the next few weeks.

Prior to the computers arrival at your office, we will be sending to the CPD's in your office, a set of inventory labels for each computer (Property of Extension tags), an inventory sheet, and a computer disposal sheet.

As the computers are setup in the office please affix one of the inventory labels to your computer and record the ID number and the service tag of the computer on the inventory sheet. When all the computers have been setup, fax the sheet back to ETCS.

Your CPD should also fill out and fax in the computer disposal sheet. These are the

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Special points of interest:

- **eXtension Launches**
- **Set up your computer yourself**
- **See what's happening on the Desktop**
- **"My Documents" are on the move**
- **There's a new IM out there**
- **Two image editors**
- **Convert your PageMaker files now.**

Inside this issue:

computers that your office is planning to have Dell pickup. We need this information so we can update our inventory database here at ETCS. Once we have all the information on disposal in from the offices, we can begin to coordinate and schedule pick up of these computers.

When the new computers arrive we're going to give you two setup options. In 2004, we had each person follow a set of initial instructions, then send an e-mail to ETCS that the computer was ready for setup. Then you had to wait until someone from ETCS called to remote in and complete the setup.

This time we are giving you the option to completely setup your computer with instructions you can download from the following SharePoint Site.

http://extteam.missouri.edu/SiteDirectory/vista/default.aspx

The four options available are outlined below.

DO IT YOURSELF—YOU HAVE A SERVER:

The instructions will take your through what to do before setting up and plugging in your new computer. They will include; the initial computer startup and settings, setting up your email in Outlook, adding printers, and some troubleshooting with problems we've run into. From the Documentation folder on the SharePoint site, download the file:

Prepare_to_setup_your_own_computer_with_server.doc (23 pages)

"…we are giving you the option to completely setup your computer with instructions you can download…"

HAVE ETCS DO IT—YOU HAVE A SERVER:

You still have the option to have someone from ETCS to setup your computer. There are some preliminary instructions to follow before contacting ETCS via email that your computer is ready for final configuration. The instructions for ETCS setup are also located at the same site in the Documentation folder. Download the file:

Prepare_for_ETCS_Setup_with_server.doc (5 pages)

DO IT YOURSELF—NO SERVER:

With not all offices having servers and some of our faculty and staff working from home or from different locations where they do not have access to a file server, we've created instructions based on their needs as well. Instructions for faculty and staff that do not have Q or R: drives are available on the SharePoint site as well.

If you would like to setup your own computer and do not have a file server. Download the file:

Prepare_to_setup_your_own_computer_no_server.doc (22 pages)
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HAVE ETCS DO IT — NO SERVER

If you want ETCS to setup your files, the download the file:

Prepare_for_ETCS_Setup_no_server.doc (5 pages)

The SharePoint site also has links to the drivers folder on the S drive where we will try to keep common drivers for Vista as well as links to Microsoft for files you might need like the Mobile Device Center if you have a Windows Mobile PDA or SmartPhone.

Setup by someone from ETCS will be based on a first come, first served basis. If you want to use this option, we do suggest setting up your new computer in a location that would allow us to setup your computer while you continue to use your existing computer.

If you work from home or another location other than an Extension office, the setup of your computer should be done at a TCRC or Extension office near you. ETCS will work with you to schedule a time that will be convenient for you to get your new computer setup.

"Setup by someone from ETCS will be based on a first come, first served basis."

During the new computer deployment process, if you have any questions or concerns, do not hesitate to call ETCS or send an e-mail to us. We'll try and address them as fast as we can. Our hope is to make replacement programs as painless and as quick for you as we can.

After the new computers have been delivered and setup, we will begin the process of upgrading the machines that you want to convert to Vista and Office 2007. We'll deliver more information on this as we complete the new computer setup process.

After the computer upgrades have been completed, we'll begin the process of replacing the servers in the offices. Again, as the time draws closer to replacing the servers, we will keep you informed.

eXtension Launch

by John Myers

Come join the public launch of eXtension on February 21, 2008, from 2:15 to 3:30 p.m. Central Standard Time. MU Extension will have three participating locations, complete with cake and balloons, where you can participate: 203 Whitten Hall in Columbia, Buchanan Extension Center in St. Joseph, and St. Charles Extension Center in St. Peters. These locations will use Adobe Connect (formally Breeze) to interactively connect to the celebration, which is being held as part of the 2008 USDA Agricultural Outlook Forum in Washington, D.C. If you cannot travel to one of these locations, a live stream can be viewed from http://www.extension.iastate.edu/webcast/ at the time of the event.

The celebration will focus on the public launch of the new eXtension Web site that can be found at http://extension.org/. The site already features 12 resource areas. The site's goal is to deliver the best knowledge from the smartest land-grant university minds across America.

To put your knowledge to work with the eXtension initiative, you must first become a member of a community of practice. These communities are where your colleagues from around the county are collaborating and providing the best information about your subject material.

To join a community of practice, you first need an eXtension ID. You get an ID by going to http://people.extension.org/ and clicking on "signup for one!" After you get your ID you can sign in and see who else has IDs by clicking on "Find Colleagues." Here you can list colleagues by community, institution, location or position. At the writing of this article Missouri had 166 IDs.

Once you have an ID, you can join communities of practice at http://cop.extension.org/wiki, view or help respond to frequently asked questions at http://faq.extension.org/, and enter your events at http://events.extension.org/.

For general information about eXtension go to http://about.extension.org/.

"The celebration will focus on the public launch of the new eXtension Web site ..."

Vista Logins—A New OS, A New Way to Login

by Joe Lear

When you log onto Vista you'll be greeted by the same message you've been greeted with for the last 4 years, **Press Ctrl+ALT+Delete**. After that, the similarities to the XP login start to change.

When you Press CTRL+ALT+Delete, you will see the look of the login has changed. You'll be shown a User Account Picture (We're using the MU logo by default) your Username (after you've logged into the computer) and the field to enter your password. If you need to switch to another user, you'll need to click the Switch User Button.

Then you will need to click Other User. You will then be prompted for a Username and password. By default, the Domain is set to UM-USERS (the domain the computers are a member of). You can change domains by putting the Domain in front of your user name (i.e. UMC-USERS*username*, TIGERS*username*, UMKC-USERS*username*, etc.) or the *Computername\username* if you need to login with a local account such as for public access or the local administrator account.

"When you press CTRL+ALT+Delete, you will see the look of the login has changed."

Once you've entered your password and press the Enter key, the Vista Desktop will appear. Before you can begin to access network resources (mapped drives, e-mail, etc.), Your User Account will be verified by domain controllers on Campus and then access to the network will be granted. This is one of the new security features in Vista.

You can watch the progress of this network activity, by looking at the network icon in the lower right hand corner of the screen. When you see the network icon go from this [icon] to this, [icon] you have network access.

Changes to the network in Vista prevent the VPN client from starting before log on, which is the way we have used the client in most county offices prior to Vista. The reason for the change is security and it has changed the way we start the VPN client. Once the computer has network access, a dialog box asking you if you want to connect to the Extension VPN will appear (this dialog box will only appear in offices located off campus). Click Yes and the VPN software will start, you will be asked to enter your login username and password.

In the past we had set this up to use a single username and password for everyone and you did not see the login dialog. Having you type your own username and password in improves security for you and for the University network by making it easier to trace any potential problems to the originating computer.

During the login process, you may see a DOS window appear and then disappear. This is an indicator that the script to map your network drives is running. Once that screen disappears (and the VPN is connected in the county offices) , you will have access to your network drives and be ready to start using your computer.

"Having you type your own username and password in improves security for you…"

If your computer does not connect to the network or is unable to map drives, dialog boxes will appear via the login scripts and give you guidance to how to resolve the issue. If you see these dialog boxes and cannot connect to the network, or get your network drives mapped, then please contact us at ETCS.

While this process is slightly different than the login process under XP, it gets the job of logging you on and mapping your drives completed as efficiently as possible.
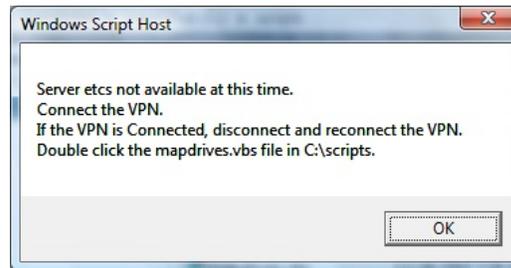
Vista—What You'll See on the Desktop *by Steve Giesel*

As Joe Lear mentions later in his article titled, "Hey! Where's the 'My Documents' Folder?" many of the icons on your desktop have changed. I'll tell you a little bit about that now, and about the quick launch shortcuts we've included on the Taskbar.

Desktop "Styles"
There are 2 links on the desktop that allow you to fast switch between "Vista-style," and "Classic-style."
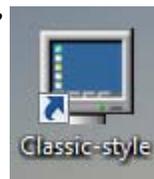
To make effective use of this feature, please refer to Zimm Reeves article, "Getting that Classic Look with Vista,"

(http://etcs.ext.missouri.edu/innercircuits/dec/dec07desktopswitch.shtm) in the December, 2007 issue of *Inner Circuits*.

The Taskbar
By now you should be familiar with the Taskbar function that allows you to add single-click shortcuts for your favorite programs. Your new Vista computer has a number of defaults included for you.

"There are two links on the Desktop that allow you to fast switch between Vista… and Classic…"

The first four are fairly standard, but be sure to check out Flip 3D. It's a new visually interactive way to switch between open windows on your desktop. For a description of Flip 3D, see Zimm's article referenced on the previous page. You can still use the familiar keyboard shortcut of **Alt + Tab** to switch between windows.

1. Windows Explorer

2. Show Desktop

3. Switch Between Windows (Flip 3D)

4. Launch IE7

There are also links to two important system utilities here. Both of which you should use on a weekly basis for a well maintained and speedy computer.

5. **Disk Cleanup:** Removes old unused files, temp files, etc. and compresses needed files not recently used in order to conserve space.

6. **Disk Defragmenter:** Gets all your bits and bytes lined up on your hard drive so your system doesn't have to work as hard to find, and work with your data.

"There are also links to two important system utilities … you should use on a weekly basis…"

You will also find shortcuts for the two new graphics editing programs we're including, plus a cool system tool that helps you take screen snippets.

7. **GIMP 2:** An open source image editor giving you full control over your photos and graphic images.

8. **Paint.Net:** Another open source image editor. This one is probably a little easier to use, but it's limited in its functionality compared to GIMP. More about both of these in another article in this issue.

9. **Snipping Tool:** This is a handy built-in tool that comes with Vista. It allows you to quickly create screen snips and Save, Email, or annotate them as you need.

I used the Snipping Tool to make the screen captures in this article, and you can see I turned off the border function after 3 snips. You can save these snips and then insert them into your document, or you can copy and place them directly out of the "Snipping" screen.

Click, Drag, Release! That's all there is to it.

Finally, there are shortcuts to all the major Microsoft Office applications.
- Access
- Excel
- FrontPage
- Outlook
- PowerPoint
- Publisher
- Word

If some these icons don't seem to be on the Taskbar, just click the double arrow to bring up a list, or grab the separator bar and drag it to the right. Your Toolbar icons will be revealed.

User Account Control—What's with the Continue/Cancel?

By Joe Lear

"The design of Windows Vista has been about increased security."
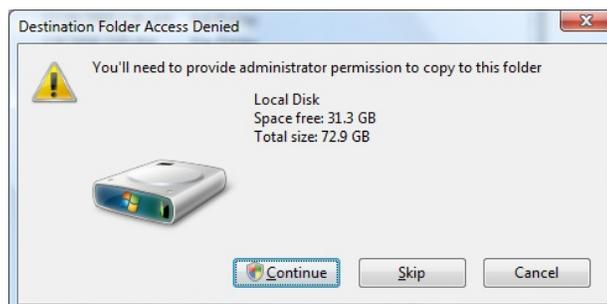
The design of Windows Vista has been about increased security. One area that has been changed is in the area of the security rights users need for day to day computer operations.

Under XP, activities such as adding a network printer and installing some devices requires administrator rights which gives the user total control of the machine. Many programs require that the user has administrator rights to even run correctly under XP.

This can and has been a security issue. When a user runs with administrator rights, this can allow websites to download and install spyware, adware, and viruses unknown to the user.

To help prevent viruses and malware from being installed, Vista has been designed to allow the user to perform day to day operations with limited rights (a standard user). What does this mean to you? Most of the time you will run as a standard user, but we are still giving you administrator rights on the machine and you will be able to install programs, and devices that you need to do your job.

When you perform operations that require administrative rights, you will receive a User Account Control Dialog Box or prompt to Click continue if you want to per-

form the desired operation or Cancel if you do not. Some operations (such as copying files to location on the C: drive outside your user profile) can result in 2 or more of these continue dialog boxes.

Programs which have not been certified or signed will give you a different dialog box in which you need to click Allow to continue the installation.

If you see these prompts when visiting web sites or opening downloaded files, this is the time to ask yourself if this is something you want to have happen or if this could be malicious activity trying to access your computer such as a virus or other malware. If it's not something you want to do or did not expect to do, simply click cancel and the program or process will not occur.

This is not a complete description of how User Account Control helps to protect your computer nor is User Account Control complete protection from malware and viruses, but it does give you an additional defense against them as long as you think before you click continue.

Hey! Where's the "My Documents" Folder?

By Joe Lear

If you look on the Vista Desktop, you'll notice that many of the icons have changed. One icon that is gone is the My Documents folder. This has been replaced by a folder with your name. This folder has all the folders that hold data associated with your account. A link to this folder is also at the top of the right hand side of the Vista Start Menu.

If you double click the User Folder on the Desktop, you will probably say, I still don't see the My Documents folder. That's correct, but you should see an icon that looks like a mapped drive for your R: drive. This is the shortcut to your documents folder. We redirected the documents folder to the root of your R: drive.

"The locations we redirected these folders to are the most common locations we've encountered…"
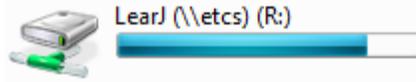
This changed the look of the folder to look like a mapped drive.
Other folders we redirected to folders on the R: drive are:

Folder Name	Redirected Location
Favorites	R:\Favorites
Music (or My Music)	R:\My Music
Pictures (or My Pictures)	R:\My Pictures
Videos (or My Videos)	R:\My Videos

The locations we redirected these folders to are the most common locations we've encountered for these file types. These locations may not exist on everyone's R: drive. If this is the case, when you look into the User Folder on the Desktop you will see white file icons with no information. These can be corrected by simply creating the corresponding folder on the R: drive for the missing folder icons. The most common folders which may

need to be created are the R:\My Music and R:\My Videos followed by the R:\My Pictures. You can check your R: drive and see if you have these folders. If your pictures, music and videos exist in other folders you should consider moving your data to these folders or re-naming your folders to match the name above.

This folder redirection is necessary to help you keep your data on the server and allow you to access your data with a minimum of effort to search for your information. This will also help us in future deployments in setting up your computers.

If you are in an office that does not have a file server or work outside the extension office, your data folders will be on the C: drive in the following locations:

Folder Name	Location
Documents	C:\users*username*\documents
Favorites	C:\users*username*\Favorites
Music (or My Music)	C:\users*username*\Music
Pictures (or My Pictures)	C:\users*username*\Pictures
Videos (or My Videos)	C:\users*username*\Videos

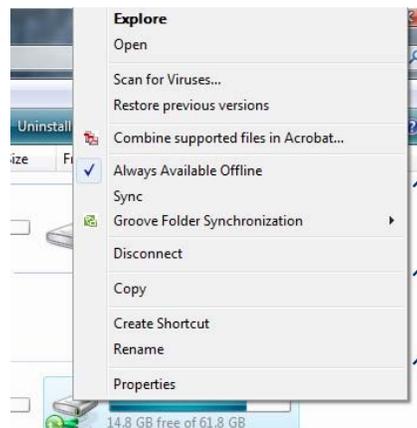# Offline Folders—Your R:\ Drive on the Move

by Joe Lear

With the new deployment, the majority of regional faculty will be getting laptops to replace the desktop computers they currently use. The advantage to having a laptop as your main computer is you can take it wherever you go and you no longer have to worry about bor-rowing a laptop for presentations, or even if your presentation will look right on another computer.

Now some of you may ask, "What about my data", it's on the file server in the office on my R:\ drive isn't it? This is correct.   Your My Documents folder and Favorites are stored on your R:\ drive so they are backed up and prevent data loss in case your computer has to be reformatted and repaired. Having your data on the server also means you can access it from any computer in the office or at another office (as long as you use the Extension VPN

"… some of you may ask, 'What about my Data', It's on the file server in the office on my R:\ drive isn't it?

connection while at the other office).

So now you're asking if our files and folders are on the R: drive, then do we have to remember to copy the data we need before we leave the office and then if we make changes we have to make sure to copy the changed files back to the server? The an-swer to that question is no. Thanks to improve-ments in Vista, we can actually allow you to take a copy of your R: drive with you. This feature is called **Offline Files**.

If you are using a laptop as your main computer,

Right Click on your R: drive and Click on "Always Available Offline" and you will then be ready to sync your R: drive with your laptop. A scheduled sync when you login should be setup to sync any file changes or additions you made while out o the office.

While you're in the office and make changes to files these changes are written to the offline copy as well (also known as the cache). You can tell if a file or folder is available offline by looking for the green available offline symbol.   ⭐ Favorites
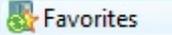
Now the question is, won't the sync take a long time if I have a lot of data? The Initial sync will take a while depending on total size of the files on your R: drive. Subsequent syncs will depend on how many files were added or deleted and the amount of changes that were made to existing files while you were out of the office. All in all the sync processes is fairly speedy. Only totally new files and the changes to existing files will be synced when you log on.

If there are conflicts on the changes that were made, the sync manager will alert you and walk through the options of resolving any conflicts or errors during the sync. You can

"… take your R:

drive on the road

with confidence."

even choose to manually sync files and folders by Clicking sync on the menu while in Windows Explorer, or by Right Clicking the Sync Center icon in the System Tray and choosing Sync All from the Menu that appears.

While using your computer, you will have the option to

File   Edit   View   Tools   Help
Organize ▾   Views ▾   Burn   Sync   Work offline

set your R: drive to Work Offline or Online depending on your location and situation. If you're in another office and connection to your R: drive seems very slow, you can open your R: drive and click Work Offline on the Menu and continue to work with your files without going across the network.

You can even choose to set the R: drive to work offline before you leave the office when

going to a location with no connectivity; or you do not want to worry about connectivity issues (when making a presentation outside the office for example). This will ensure that your folders and files are available while you work off-site.

Sync All
Stop All
View Conflicts
View Sync Results
Open Sync Center
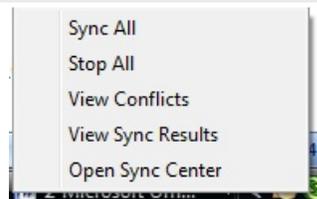
While still in your office, you should do a manual sync of the R: drive before setting it to work offline. When you return to your office be sure to open up Your R: drive and Click Work Online to return to working directly off the R: drive instead of from the cache.

Offline folders give you a lot more flexibility to work in more locations, and not worry about having multiple copies of your files or worry about your files not being backed up on a regular basis. So take your R: drive on the road with confidence.

Office Communicator—Your Extension Instant Messenger

by Joe lear

As part of the new computer setups, we've installed Microsoft Office Communicator 2005. Communicator is an internal University instant messenger service that allows you to IM, share files, and have voice conversations.
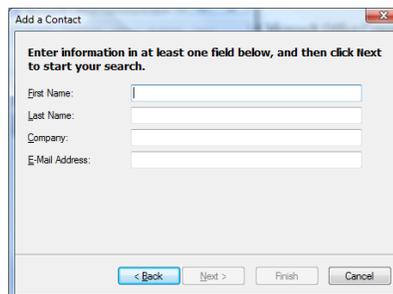
By using the voice and IM features of Communicator, you can save on phone calls and talk to faculty and staff members no matter where they are as long as they have their computers and Communicator up and running.
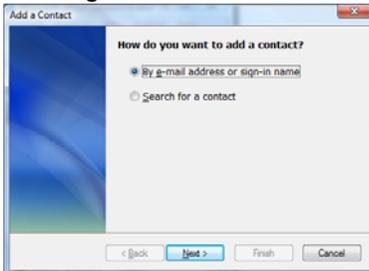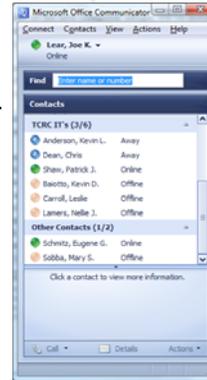
Communicator is tied into the Active Directory and Outlook, so you can add anyone in Extension as a contact in Communicator. To add them; click Contacts on the Menu Bar and then click Add Contact. You can then choose to search for a contact, which will allow you to search by first name, last name, and e-mail

address or any combination. Do not use the option, "By e-mail address or sign-in name" to add contacts. Contacts can also be sorted into Groups. Since you can invite multiple people into an IM conversation (max of 32 including yourself), you can use groups to organize contacts in to collaborative efforts or meeting groups.

You can have one to one voice communications using Communicator as well. You can right-click on someone in your Contacts list and choose Call, and then click Computer.

"By using the voice and IM features of Communicator, you can save on phone calls and talk to faculty and staff …"

If this is your first time to connect via voice, then you'll be taken through the Audio Wizard. Once completed, the call will be made and if the person accepts the call, you can begin your conversation.
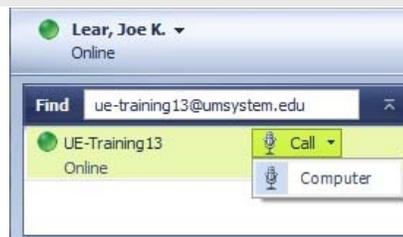
File transfers (of office documents and other files considered safe) can be transferred from one person to another by simply press the send file icon during a conversation.

We hope that you'll find Office Communicator a useful tool for inter-office communications.

Two, (count 'em) Two Image Editors

by Steve Giesel

We wanted to find an image editing program that would be easy to use and available to any of our users, so we began searching for some alternatives to the default applications used in the past, like Microsoft Picture Viewer, PhotoShop or other similar applications.

The first image editor we settled on is called "GIMP." That sounds like a strange name, but it's actually an acronym for the full name which is, "**G**NU **I**mage **M**anipulation **P**rogram." No, this is not a Wildebeest, (http://www.pansophist.com/AkGnu.htm) running wild on the African Savannah, but rather a reference to the GNU open-source software initiative, (http://en.wikipedia.org/wiki/GNU_Project). Simply put, GIMP is a piece of open source software with a reference to that initiative in its formal name.

When GIMP launches for the first time it may seem to stall, or run slowly when loading its resources, such as **Fonts**, or script
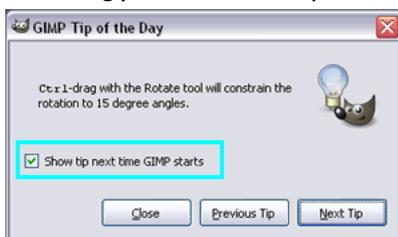
extensions, this is normal. You'll probably be greeted with 3 initial screens once GIMP is open; the main Toolbox panel titled "**GIMP**", the "**Layers, Channels, Paths, Undo**" panel, and the "**GIMP tip of the day**." You can turn that tip window off so it doesn't come up each time you launch GIMP. When you use the File command to open an image, it too will appear in a separate panel with its own complete menu system at the top. Most of these menu items are not available on the main control panel, so you will have to open an image for full access to all controls.

The three panels shown here are free-floating, and are not contained

"The three panels shown here are free-floating, and are not contained within any overall interface ..."

within any overall interface like most programs you're used to. This can be disorienting at first, but if you mini-mize or close all other applications, you shouldn't have a problem. The main advantage is you have the ability to place individual panels anywhere on your desktop without cluttering your main work space. And if you have two monitors, that's even better.

The other image editor is called Paint.Net. It too is open source software. Not that you really care about that, but it does mean that like other open source software, it's free, and there's no centralized support or development. Read a little bit about Paint.Net here, (http://www.getpaint.net/index.html). Paint.Net is easier to learn and use than GIMP. It uses a dedicated single window interface like Photoshop, Paint Shop Pro, Word, Excel, etc., just like you are used to seeing in most software applications. Follow this link for a full sized view, (http://etcs.ext.missouri.edu/innercircuits/jan/PDN1.gif). The window opens with a main working canvas, and four control palettes; **Tools**, **Layers**, **History** (Undo), and **Colors**. These four palettes are moveable within the frame and can even be dragged outside the main window area to leave the main canvas uncluttered.

One of the drawbacks of Paint.Net is it offers far fewer controls, and the four palettes are the only ones available, unlike the many others available in GIMP. In reality most users will use these four most frequently, so either editor should be sufficient for most tasks. Both offer control of color, contrast and lighting, along with tools for adjusting the curves or levels in your image. Both work with layers, both have undo histories, and both support most major photo imaging formats.

One of the drawbacks of Paint.Net is it offers far fewer controls …"

Paint.Net will save layered images in its native format only, and does not support the PhotoShop file format. GIMP will save layered images in PhotoShop format as well as its own native format. Both will edit and save in the three major Web formats; jpeg, gif, and png. But again not in layers (which png is capable of). Both will work with text layers, but only GIMP can work with text on a vector path if you have such a need.

If you are working on images primarily for the Web and find you need tools in both applications, I suggest working in the png format as it uses a lossless compression scheme. That means repeated save operations do not degrade image quality like jpeg's—and unlike gif's are not limited to 256 colors. If you are working on images that must have layers that are available outside of either, you must use GIMP and save in the Photoshop format (psd).

There's lots more to show and tell, and I'll try to cover both applications more extensively later this year with articles and Quick Tips.

PageMaker to InDesign File Conversions

by Steve Giesel

It's come to my attention that this may be a good time to revisit this topic. If you're not sure what this is about, you may not need this information. But those of you who use Adobe PageMaker are advised to take note.

Adobe is not supporting PageMaker for Microsoft Vista. This means you need to convert your PageMaker files to InDesign format prior to moving to your new Vista computers. If you have InDesign on your XP computer now, I suggest you make this task a priority, before you receive your new Vista computer.

If you've ordered InDesign but don't expect to have it until you have your Vista machine, that's obviously a problem. The best solution is for you to download a trial version of InDesign now and install it along side PageMaker on your XP computer. The links below provide you with the relevant Adobe documentation and the place to begin a download process. The documentation outlines 5-6 steps involved in making sure your PageMaker files are ready for conversion, for the smoothest conversion possible ***don't skip these steps***.

1. Adobe Knowledgebase article detailing the steps to take, includes a link to a PDF version. http://livedocs.adobe.com/en_US/InDesign/5.0/help.html?content=WSa285fff53dea4f86173837511001ea8cb3f-6d44.html

2. Free trial link for InDesign. You'll need to create an Adobe account if you don't already have one. https://www.adobe.com/cfusion/tdrc/index.cfm?product=indesign

*"… for the smoothest conversion possible **don't skip these steps**."*

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.

February Training in the TCRC's
<div style="text-align:right">by Meridith Berry</div>

Sign up now for the next Extension training on February 26, 2008. We will be learning Front Page applications. Class runs from 10 AM to 12:30 PM and will be broadcast to a TCRC near you. Contents for the class include discussion of campus guidelines for web pages, adding local information to current pages, creating a web page from scratch, using tables, graphics, search engines and forms for submission. The class will be taught be Meridith Berry, Northwest Regional Information Technology Specialist.

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.

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