



A Technology Newsletter for Extension Specialists

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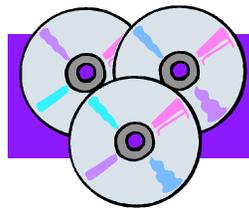


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## CDs Explained

By John Myers



Everyone is familiar with the Compact Disc (CD) as a medium for music storage. Over the last decade the CD has replaced the floppy disk for computer data distribution. Every computer now comes standard with some sort of CD-ROM drive. Before we delve too deeply into the world of CDs, let's define the type of drives and media that are used.

There are four main types of CD drives: the CD reader (CD-ROM), the CD writer (CDRW), the DVD reader (DVD-ROM), and the DVD writer (DVDR). A reader can only read a CD whereas a writer can both read and write a CD. The main difference between CD and DVD is the amount of storage; a CD is usually around 650MB and a DVD is usually around 8GB. A DVD reader can read both the CD and the DVD. To complicate things, there are also DVD/CDRW combo drives that can read DVDs or CDs and write CDs. We won't go into the DVD writer in this article, but they are now available and they will eventually become a standard computer device.

There are two main types of media for CD writers: the CD-R and the CD-RW. CD-R stands for CD-Recordable and CD-RW stands for CD-Rewriteable. Both can be used to create data and audio CDs. Data written to a CD-R cannot be deleted or overwritten. You don't have to fill a CD-R in one writing session. Multiple writing sessions can be performed on one CD-R until the disc is filled. Data written to a CD-RW can be erased. Depending on the software used, you can erase all the data from the disk, the last session, or the last track. CD-RWs are usually three times the price of CD-Rs.

There are a number of articles out that try to rate CDs by the color of their writing surface - green, blue, and gold. The color is dependent on the type of dye used in the reflective layer of the disc. Common dyes used are Cyanine (green), Azo (blue), and PthaloCyanine (gold or silver). At present, the best dye is PthaloCyanine. It offers very good UV protection which the other dyes don't. There are two precautions the CD manufactures recommend:

1. Avoid getting fingerprints, dust or smudges on the recording side of the disc.

2. The disc should never be exposed to excessive heat or humidity. Avoid any exposure to direct sunlight.

Now that we know the differences in the hardware, we need to look at the differences in the software. There are two different methods that can be used to write data CDs: ISO 9660 and packet writing. The ISO 9660 method is compatible with almost all CD-ROM readers. You know that you are using ISO 9660 if the software writes a Table of Contents (TOC) after writing your files to the CD. CD-R media is the preferred media for this method of writing using Easy CD Creator software. Packet writing or Universal Data Format (UDF) is the other CD writing method. This method does not write a TOC to the CD. The preferred media for this method of writing is the CD-RW. The DirectCD program prepares a CD-RW disc to act like a giant floppy disk. This process allows reading and writing of the CD from Windows Explorer or any other Windows application. CDs written in the packet writing method can only be read by other CDRW drives.

Since CD-R media is so cheap, it's best to buy CD-R media that uses a Pthalocyanine dye (gold or silver in color) and use the ISO 9660 method of writing (CD Easy Creator) so that your CDs are combatable with virtually all CD-ROM readers.

## New Bulk Email Process

by Jill Dourty

Courtesy of Roxanne Miller, Information Specialist for St. Louis County, ETCS has

learned of a new (and easy!) bulk email process. Often times we have been contacted by a user who wants to send a personalized "bulk" email to a group of people without allowing everyone to see the entire list of recipients. Using this new process,



you can do just that. Keep reading to find out how...

1. Go to S:\MUCampus\ETCS\BulkMail and copy the file Bulkmail.xls to your hard drive. Do **not** try to run this file from the S drive!
2. Once you have copied the file, open your email using Outlook.
3. Right click on your Contacts folder and select New Folder.
  - a. Name this folder something that will help you remember to what the contacts within are related. (For example: Media Relations.)
  - b. Either move the contacts from your main folder to your newly created folder (using the drag and drop method) or create a new contact for each one of your intended recipients.
  - c. I would suggest you add a category to each contact. (For assistance with this, please email me, DourtyJ@missouri.edu).
4. Create a new email message. Fill in the subject area and the body.
  - a. If you want to personalize your message to each individual you want to send it to, put "Valued Customer" where you want their first name to appear. (For example: Dear Valued Customer would be replaced with Dear Jill.)
  - b. The first name value will be what you have assigned your recipient in your address book.
5. Do **not** fill in anything in the "To" line.
6. Click on File, Save As and type a name for your email.
7. Before saving your email, change the Save As Type to Outlook Template (\*.oft) which will automatically change the location of your file to the templates folder. If you wish, you may change this file location to some place more convenient for you.
8. Leave the email open that you just saved as a template, and make sure you are in your new contacts folder in Outlook.
9. Open the bulkmail.xls file you downloaded in step #1 in Excel.
10. When you open the file, it will ask you to Enable or Disable the Macros. **Enable the macros** so that the file works correctly.
11. Click on the grey button, Create Bulk Mailing.
12. Across from the Template text box is the Browse button. Click on that and find your template

email. If you didn't change its location when you saved it in Outlook, it should be in your Microsoft Templates folder. (If you have trouble finding this, please contact me, DourtyJ@missouri.edu.) Make sure your email meant for bulkmail appears in the text box.

13. You can either send this bulkmail to all the people in the folder you have open in Outlook (which should be the folder you created in Step #3) or you can choose to send it to the category to which you assigned to the recipients.

14. In the lower right hand corner of the Bulk Mailing dialog box, you can choose to Send message to: "My Inbox" or "Recipients".

a. If you send it to "My Inbox" it will send the messages to your inbox or your drafts folder. This gives you a chance to review what you are sending to each person.

b. If you choose to send it to recipients, when you click "Ok", it will automatically send the bulk email to the person you have specified.

15. At this point, if you want to send another bulk email out, you can click on Clear Mailing Info and start the process over again, (at Step #3 or #4).

If at any time you receive an error related to a comdlg32.ocx file, please contact me (DourtyJ@missouri.edu). As always, you can contact me for further assistance with bulk emailing!

drive, 10/100 Ethernet adapter, integrated sound, and a 3 year warranty. Speakers and monitor are extra. A compatible Dell computer is running for \$954.71.

We can only receive this special if we order through the Campus Desktop Procurement Program (CDPP). The CDPP only orders computers once a month. The dates for September and October are September 18, 2002 and October 16, 2002.

There is also extra paperwork that must be filled out when ordering from the CDPP. ETCS will be happy to fill out this paperwork, but we must have your orders by either September 16, 2002 or October 14, 2002.

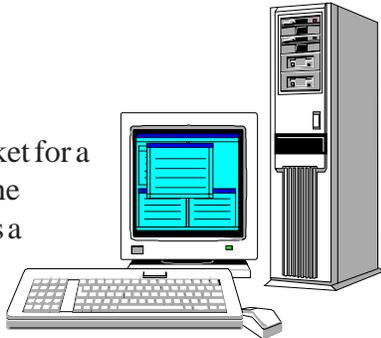
If you want more than the standard module, you can customize your computer. Here is a list of options and prices that you can choose from.

512MB ram	\$72.50
CDRW instead of CD-ROM	\$29.00
DVD-ROM instead of CD-ROM	\$23.00
DVD/CDRW Combo	\$75.00
2 Piece Speakers	\$15.00
2 Piece Speakers with Headset	\$35.00
EV700 17" Monitor	\$97.00
VX730 17" Monitor	\$128.00
VX930 19" Monitor	\$189.00
FPD 1530 15" Flat Panel Monitor	\$317.00

## Hot Computer Deal

By John Myers

If you're in the market for a new computer for the office, Gateway has a special for September and October that is worth



looking at. Gateway is offering their E-4000 computer for \$791.00. This computer comes with a 2.4GHz Intel Pentium 4 processor, 256MB of ram, a 40GB hard drive, 3.5" floppy, CD-ROM

## County Server Replacement

By John Myers

ETCS has developed a new server configuration that a number of county offices have recently purchased. The new server configuration uses a second disk drive as the backup device instead of a tape drive. This new backup technique is faster and more reliable than the traditional tape backup, and best of all you, don't have to buy new tapes every year.

County servers are great for sharing data within the office. Your data is more secure with the nightly backups. Also, if your hard drive crashes, you won't lose your data and can access it from another computer.

The new server configuration is a Dell GX260 with a 2GHz processor. The computer contains an 80Gb disk drive for the operating system and data backup, and a 20Gb disk drive for user data storage. On the old servers, we either had a 1.5Gb or 3Gb disk drive that contained both the operating system and the user data. Since the operating system is using at least 500Mb of disk space, this only allowed for between 1Gb and 2.5GB of disk space for the user data.

The backup software used is called NovaBACKUP. This software compresses and stores the backups in 550Mb disk files. We have created six backup directories. Five are used for daily backups Monday through Friday and the sixth is used for a monthly backup. For counties that want to fully protect their data, we recommend them to write the monthly disk files to CD for off line storage.

The price for this server replacement is around \$1200.00. This price includes the computer, a modem and the backup software minus a monitor. For counties that don't already have a file server, the price will be around \$1450.00. These servers come with a 3 year warranty.

# Password Reminder

By John Myers

According to the University of Missouri's Acceptable Use Policy which can be found at <http://www.system.missouri.edu/uminfo/rules/facilities/110005.htm>, we as users have a responsibility to "Protect user ID, password, and system from unauthorized use." Your email password is a very important password. It not only allows you access to your email, but it is also being used to allow you access to other University resources. If you have a weak password, then you are putting these resources at risk.

In the July, 2002 issue of *Inner Circuits*, I wrote an article titled "Computer Terrorism", which can be found at <http://etcs.ext.missouri.edu/innercircuits/jul/jul02compterr.shtm>. In this article, I explained how we as users are under attack and what we can do to slow down the enemy. Our number one strategy is to use a good password. The "Computer Terrorism" article gives examples of good and bad passwords.

Next week, and in the coming months, a process will be run that will identify users with weak passwords. If your name appears on the list, you will be hounded by ETCS to change your password. Please comply with this password policy so as to avoid being hounded! Everyone, including ETCS, has enough to do already.

## Anti-Virus Corner

### Current Norton Anti-Virus Versions



**Program Versions:**  
**Program:** 7.50.846  
**Scan Engine:** 4.1.0.6

**Virus Definition File:**  
**Version:** 40911d  
**Date:** 9/11/2002



(Your versions should be at this level or greater.)

See <http://etcs.ext.missouri.edu/tips/default.htm> for instructions on updating your anti-virus.

### Inner Circuits Mailing List Corrections/Additions -

Send an email message to ETCS or call 573-882-7130 to correct an address, add someone to or delete someone from the mailing list.