



A Technology Newsletter for Extension Specialists

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Extension Technology and Computer Services, UMC
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: : **Monday - Friday** : :
: : **7:30 a.m. - 4:00 p.m.** : :
: : **May 10 - August 13, 1999** : :
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Computer Viruses:

Yes You Can Catch One From A Friend

By Bill McFarland

There are many things in the computer field that are particularly frustrating. At this time viruses are at the top of my list. If you read any newspaper, or listened to any national news on radio or TV on or soon after Friday, April 2, you should have heard of "Melissa". I don't think anyone in Extension got this one, but there was some scrambling on campus, and you may have noticed a change in the first 50 mailbox entries in the Outlook global address book. Unfortunately viruses are plentiful, and getting easier to create. This is easily seen when you consider the intelligence of the guy who did the Melissa virus in such a way that the FBI could track it down and caught him in a week.



This virus was created within a Word document and transmitted as an attached E-mail file. This is typically the way viruses are being created and spread now. They are called macro viruses, not because of their size, but because they are created within a Word macro, or an Excel macro. They are known as viruses because once a machine gets infected, the virus knows how to multiply and spread. Therefore, if your machine gets infected you could be spreading the virus and not know it.

For instance, a regional director called me recently and said his computer was reporting a virus in a Word file that he had received from a colleague on campus by E-mail. When he tracked that down, the campus person had received the file from a person in the state government. I didn't care to go any farther than that. This is the problem that we are facing. In our connected world today, you are going to get computer viruses. They can even come to you from a trusted friend.

What can you do? This is what anti-virus software is for. Detecting and stopping the spread of viruses. But it doesn't work very well if you aren't using it. And old anti-virus software may not be able to catch new viruses. The University has a site license with one of the leading anti-virus companies, Network Associates - they were interviewed in the national news with the story about Melissa. We make the most current version available to you on the Share drive. You will find it at S:\MUCampus\ETCS\Anti-Virus\VirusScan. If you don't have an S: drive, you can get to this share server through Netscape, or Internet Explorer. Enter the URL of

UOShare.ext.missouri.edu/share. Then click through the same structure as above. Start with downloading the Instructions.doc. The latest software is McAfee Virus Scan. This replaces Dr. Solomon's Anti-Virus software. Network Associates has merged these two anti-virus packages. The files are getting large (10 Mbytes), and it will take some time to download and install this software. Then our instructions tell you how to get the latest virus update, a process which delivers the update files over the Internet to your computer. Thank goodness all county offices are connected now. Plan about one hour to get your machine setup for this latest anti-virus protection. Even if you just installed Dr. Solomon's last month, you need to do this now.

A final note about being virus sensitive. Since most of the recent virus problems have come inside Word as a macro virus, you should be very suspicious if an attached Word file is shown to have a macro in it. Your Word should be configured so that it warns you that a macro is present in a document as it is opening it. To insure you have this on, go to Tools/Options/General tab, and see that there is a check in the box beside **Macro virus protection**. Three rules for safe computing:

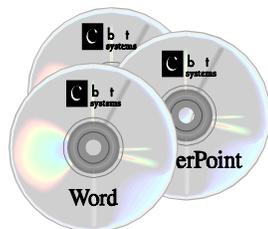
1. Keep your anti-virus software up to date, and delete files that are found to have a virus. Inform the person who sent you the infected file, and ETCS.
2. Don't open a Word, or Excel file that has a macro in it. If you must open the document, disable macros.
3. NEVER run (double click) a file that you receive via e-mail as an attached file if it ends in ".exe". This means you will never see that cute little cartoon that your cousin sent you, but it also means you will never run a program that erases your hard drive without you knowing it, until it is too late.

CBTips -

What Kind of Learner Are You?

By Kristie Sapp

Your learning style has an impact on how you prefer to learn. Learning will be easier and faster if your



learning habits match your learning style. If you don't know what your learning style is you might take a free and quick test on the internet at <http://www.howtolearn.com/personal.html>. Extension does not endorse any of these products or guarantee the validity of the products.

CBT is not a learning style, it is a method of training that puts the learner in control. Just like classroom courses, conferences, or on-the-job training, CBT courses can fit every learning style.

Knowing your learning style, and developing good learning habits, will help you learn easier and faster. There are three styles of learners: visual, hands-on, and audio.

The **Visual Learner** thinks in images and pictures. They are good readers, and like well organized materials. They need time to digest what they have learned before practicing and testing.

CBT course features for the Visual Learner:

- ◆ Courses are well organized, and divided into 1-hour Units with short sub-topics.
- ◆ Great integration of graphics to support and enhance the text.

Tip: The questions and tests in the CBT course can be retaken as many times as needed, or they can be skipped through and the answers will be provided for you

The **Hands On Learner** prefers to learn through their body or feelings. By practicing what they learn, they will remember it. This learner can not sit still for very long.

CBT course features for the Hands On Learner:

- ◆ Hands-on simulations provide practice and ability to act.
- ◆ Testing provides reinforcement of learning and success milestones to this test-lover.
- ◆ Short topics and a Bookmarking feature, allow this learner to take the course in chewable-chunks, and easily walk away when over-loaded.

Tip: Strange as this sounds, eating or chewing gum will enhance this learner's training.

The **Audio Learner** learns by listening or by sound stimulation. They like a noisy office, and sometimes

listen to music or the TV while they study. Listening and talking are the skills that are well developed in this learner.

CBT course Tips for the Audio Learner:

- ♦ As you read the CBT course screen, say key points out loud for an audio reinforcement.
- ♦ Tape your notes for future reference. Try playing the tape back in the car!

Digital Imaging PDE

By Bill McFarland

A Professional Development Experience addressing the theory and practice of digital imaging is planned for June 22 and June 25, 1999. The course covers the theory of digital imaging from spatial resolution characteristics to resolution characteristics. The Sony Mavica FD71 will be featured. Other imaging sources, such as flatbed printers and screen scanners will also be discussed and their relative merits explained and demonstrated. We have assembled a highly qualified team to present material ranging from technical theory to photojournalist issues in quality. We will address the issues in taking a good photo for a newspaper, for a plant diagnostic application, for computer or web presentation, for office newsletters, and for general images.



The PDE will be offered at your regional TCRCs in a two half-day format combining ITV and computer networking. Watch the PDE listings on the Web to sign up.

Outlook Tips

by Bill McFarland

Ever get embarrassed by finding that you sent a message out with an obvious misspelling? Set your Outlook to check your spelling before it sends the message. Look under Tools/Options and the Spelling Tab. I check “Always Suggest replacements...”, “Always check spelling before sending”, and “Ignore original message text in reply...”. It helps, but it doesn’t detect when I type “form” and mean “from”, so I still need to READ my message before clicking the Send button.

Another embarrassing situation for me is when I am intending to attach a file to a message, but in my haste I click on Send before attaching the file. Try this the next time this happens to you:

- Go to the Sent Items folder.
- Open the message that missed the attachment (double click on it).
- Click on the Actions menu item on the menu bar.
- Choose Recall this message.
- Click on “Delete unread copies and replace with new message.
- Then click OK.
- Then attach the file you intended to attach in the first place.
- Now click on Send.

And if you do this fast enough, no one will know that first you sent the message without the attachment. If someone has read the first message before you recall it, they will still get the corrected message. They will just also see your recall and know that you had to send it twice to get it right.

ETCS Enhances Webpage

John Grissom



With all of the recent improvements to the statewide network, ETCS has enhanced its web presence. The page <http://etcs.ext.missouri.edu> will provide a central location for staff to access the latest computer information including software updates, training schedules and general computing tips. It will also act as a springboard to other computing functions providing links to the Webmail system, UOShare, and other computing resources. The page is still in construction so check back frequently to see the latest improvements and additions.

MS Publisher 98

By Bill McFarland

The Extension Information Technology Committee software subcommittee has recommended that MS Publisher 98 be added to the list of supported Extension standard software applications. Publisher is a

page layout program similar in concept to PageMaker. PageMaker was never included in the Extension standard software package, but a few of our users found PageMaker useful. Publisher 98 fits in well with our Office 97 software suite filling the desktop publishing, page layout role. Publisher provides for designing and printing flyers, booklets, and brochures.

Starting May 1, county offices may request Publisher 98 from ETCS by sending a mail message to ETCS.

ETCS Summer Hours

by Jeanne Meyer

ETCS will adopt the standard campus hours this summer. We will be open from 7:30 a.m. to 4:00 p.m. with a half hour lunch period beginning Monday, May 10, 1999. These hours will continue through Friday, August 13, 1999.

Training At ETCS

by Kristie Sapp

Due to the overwhelming response to the April PowerPoint Workshop, we are going to schedule another session in May. For those of you that may have missed this announcement in the last *Inner Circuits*, this is a new training opportunity at ETCS. We are giving you the chance to come and create *your own personalized* PowerPoint presentation using our facility, resources and help. You will need to bring your content ideas, graphics, video tape,

audio tape, URLs, educational materials, and copyright permissions where applicable. We will provide the resources and help to combine these things into a great PowerPoint presentation. Sign up early as this seems to be a very popular way to learn and spaces will fill up quickly.

In addition to the PowerPoint Workshop in May, we are going to offer a *Creating a Newsletter in Word Workshop*. Bring an old newsletter that you want to bring new life to or just bring some articles and original ideas with you and we will help you with the rest.

We think these workshops will provide you with a unique opportunity to gain knowledge though applied learning. You will have completed projects to take back to your office and use in your job.

PowerPoint Workshop at ETCS

Friday, May 14 1999, 9:00 a.m. to 4:00 p.m.
#22 Heinkel Building, Columbia, Missouri
Class size will be limited to 10.

Create a Newsletter in Word Workshop at ETCS

Tuesday, May 25 1999, 9:00 a.m. to 4:00 p.m.
#22 Heinkel Building, Columbia, Missouri
Class size will be limited to 10.

To sign-up for one of these sessions, contact ETCS by telephone at 573-882-2096 or send an e-mail to ETCS.

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Inner Circuits Mailing List Corrections/Additions - Send an email message to ETCS or call 573-882-2096 to correct an address, add someone to or delete someone from the mailing list.

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