INNER CIRCUITS

A Technology Newsletter for Extension Specialists

Spring Cleaning Time

By Bill McFarland

Your share drive is getting full, and therefore, my share drive is getting full, in fact everyone's share (S:) drive is getting full! The UOEShare server was put into operation in December 1998. It is now down to about 10% capacity free. As with any file cabinet in our office, given enough time, we will fill it up. When that happens to me, I throw away the oldest stuff in there to make room for newer stuff that I need to file. It is time to do that on the Share S: drive.

The purpose for the S: drive is to place files in a location where other Extension people can easily get to them from their computers. This is a feature that our statewide computer network affords. Some things you should be thinking about when you use the S: drive:

• Always place a **copy** of your file on the S: drive, not your original.

• When the purpose for the sharing is completed, remember to delete the files from the S: drive.

• Always place files which are only for others in your immediate office on your Q: drive, not the S: drive. Offices without fileservers, don't have a Q: drive, but should use a share on one of the local workstations to share files for others in the same office.

• Remember that only members of your office group can store files on your office's space on S:. Therefore, only members of that group can delete these files. You can see and copy files from other office's areas to your hard drive, or other area.

When it becomes necessary to clean up the share server we may have to remove files for you. We will do that by deleting files that are more than 9 months old. If you have files that you would like to save for a longer time, write them to a CD-ROM. There are more than 40 CD-ROM writers in the field offices. If none of those are convenient, send ETCS a message with what folders you want saved to a CD-ROM, and we will make a CD-ROM for you, and delete the files on S:.
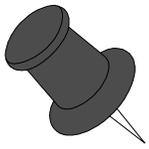
Computer Tips:

by Bill McFarland and Kristie Sapp

Everyone would like to make their job easier. Here are a few computer tips that might help.

Working with files

Starting Windows Explore:
To do file operations, **right** click on the MyComputer icon on your desktop and select Explore for an easy way to start Windows Explore. This will give slightly different file management capabilities than double clicking the MyComputer icon and then double clicking the C: drive.

Copy a file to a floppy disk:
Highlight a file in Windows Explore and right click. Choose Send To and then the A: floppy drive to copy a file from your hard drive to a floppy disk.

Selecting a group of files:
You may select a group of files and perform the same operation on all them at once. Select the first file in a contiguous group and then move the cursor to the last file of the group and by holding down the [Shift] when selecting the last file, you will block select the whole group.

You may select a non-contiguous group of files by holding the [Ctrl] key and clicking on each individual file on which you want to operate on as a group.

Finding the oldest files:
To get the files you want to select to appear in a contiguous group, you might need to re-sort them. If you click on the column heading in the Windows Explore file pane, the files will be sorted by that column, first in ascending order, and if you click the same column heading again, then by descending order. For instance, to sort by date to see the oldest files first, click on the Modified column heading, then click a second time to see the oldest files on top.

We suggest that your Windows Explore window should look like this:
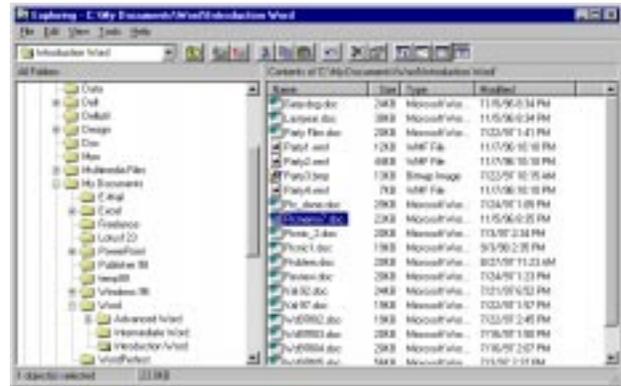
Notice the title bar shows the folder that you are displaying. Notice the tool bar gives you buttons for moving up one folder level, mapping and disconnecting network drive mappings, cut, copy and paste, undo, delete and properties, and the four buttons on the right to make the display show large icons, small icons, list, and details. This display shows details so you can see more information about the files, especially size and date (Modified) columns.

If your Windows Explore window does not look like this, you can click on View, Options, and set it up as shown in figure on right. (If you don't have the Tool Bar showing, then under the View menu, select ToolBar)

Finding a lost file:
Right click on the MyComputer icon and choose Find.

You need not type the full name. Suppose you don't remember the exact name. If you know it began with Pic, you should type in the Named box: pic*.* The asterisks are wild card characters that allow all files that begin with "pic" and have any other letters and any extension (after the period) to be found and displayed in a list. The list will show what folder the file is in. You may double click on the file in the display list, to open the program for the file and automatically retrieve that file in. So if it is a Word file (ending in ".doc"), double clicking on the file, will open Word and read in the file.

Some functions in many windows programs can be accomplished by keyboard combinations as well as clicking the mouse. When you pull down a list of functions from the menu bar like Edit, you will see the keyboard combos for some functions, like **copy...Ctrl**+**C**. Below are some tips for keyboard combos in specific programs.

Publisher 98 Tip

Pressing the [CTRL] key while pressing the [A] key, will select all of the text within a text frame. If you have connected several text frames, pressing [CTRL]+[A] will select the text through-out all text frames.

Even if text frames are linked and you only want to select the text in a single text frame, position the cursor anywhere within the frame, press [CTRL]+Home. This moves the cursor to the beginning of the text frame. Then press [CTRL]+[Shift]+[End]. Publisher selects all the text in the frame—but it will not select any other text, even if the frame is linked to others.

Word 97 Tip

If you want to create a Graph in Word without linking to another program, do the following:

1. Left click on Insert.

2. Select Object. (See Figure on 1eft.)
3. In the Create New window, scroll down and select Microsoft Graph 97 Chart and then click OK.

4. The resulting screen will have a "spreadsheet like" window for you to enter your data to be graphed and the toolbars will have options related to your graph. (See Figure on left.)

Excel 97 Tip

To quickly adjust the column width of a spread-sheet to "best fit", position the cursor on the line between the column headings and when it be-comes a double-headed arrow, double-click. The column will adjust to the widest entry in the column plus one space.

PowerPoint 97 Tip

To quickly duplicate a slide in PowerPoint: Go to Slide Sorter View, single left click on the slide to be duplicated and press [CTRL]+[D].

Outlook 98 Tip

If you get a message saying that your mailbox is getting too big and you have cleaned out your Inbox, check your Sent Messages box. This box may need to be purged of old messages.

Office Computer Contact Requested

by Bill McFarland

ETCS would like to establish a list of office computer contacts. This list would be used for information sharing and not technical backup or support. We would just like to have a name in each office that would take responsibility to receive the things we send out to the offices in general. These mailings include CD-ROMs of software for general use in the office, printed

documentation for the office, and the inventory reports for each office. We would also create a mail list group that would receive mail messages with information regarding any software upgrades, network announcements, or other pertinent information that the county office and regional office personnel as a whole need to know.

When mailings go out from our office, they would be addressed to this person. This person would then be responsible for distributing the information to the right place or person in a timely manner. We prefer that the contact, whether specialist, CPD, secretary, or other, be someone whose office address is the specific county extension center. We realize that some CPDs are assigned to different county offices and that their official location may not be the county for which they are appointed CPD, so we would prefer not to see the absent CPD as the contact. You may want to make this person the one that is now recorded as the MOREnet contact.

Please send an email to ETCS naming the person you want to designate as the office computer contact. Also, give us the office name, address, and phone number.

We hope that this approach will help us all keep better track of what and where the information for your office is, when either you or ETCS needs to make use of it.

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Training at ETCS

by Kristie Sapp

The following classes will be offered in March in the ETCS Training Room, 22 Heinkel Building. To register for these classes, send an e-mail message to ETCS or call 573-882-2096.

Publisher 98
Tuesday, March 7th - 9:00 a.m. to 3:00 p.m.

Publisher 98 Workshop
Wednesday, March 8th - 9:00 a.m. to 3:00 p.m.

PowerPoint Workshop
Thursday, March 9th – 9:00 a.m. to 3:00 p.m.

Intermediate PowerPoint 97
Tuesday, March 21st – 9:00 a.m. to 3:00 p.m.

Windows Refresher/Tips
Wednesday, March 22nd – 9:00 a.m. to 3:00 p.m.

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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.